

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, FEBRUARY 2026
DATE: MARCH 10, 2026

Some of the activities for Public Works in February include:

1. Daily collection of trash from City Hall and City Parks.
2. Perform a weekly inspection of the playground equipment and park facilities.
3. We emptied and serviced the pet waste dispensers throughout the city, 9 in all.
4. Perform a weekly inspection of the traffic control signs throughout the city; replace poles and signs as required.
5. I prepared the Purchase Orders and documentation for those purchases.
6. Performed routine maintenance at the City Hall to include the service of the air handling equipment, re-lamping fixtures and repairing or installing appurtenances including plumbing fixtures.
7. I represented the city at various meetings to include: None
8. Received, via email, Kansas One-Call Locate Requests, advised callers of their status with the City of Westwood regarding utilities and advised, when appropriate, the need to either get an excavation permit, building permit or fence permit. I provided the building official with a copy of the locate requests for follow-up for any building permits that may be required and answered any questions when asked.
9. We performed routine maintenance on the Public Works vehicles and equipment to include fluid services, cleaning, and general repairs.
10. Routine maintenance of the Public Works Facility to include the air handling equipment, plumbing, electrical, and cleaning.
11. Performed various clerical duties for the Public Works Department's daily functions.
12. I attended Public Works, City Council and Staff and Committee meetings as required.
13. Observed activities associated with ROW Permits.
14. We marked streetlight and traffic signal utilities when requested by the One-Call System.
15. We performed monthly safety checks at all City properties as well as monthly fire extinguisher inspections.
16. Alex attends monthly Safety Committee Meetings.
17. We cleaned the City Hall roof drains.
18. We swept Westwood Streets.
19. We checked and cleaned roof drains at City Hall.
20. We repaired potholes city wide.
21. Mitch repaired the overhead infrared heater at the PW Bldg.
22. Mitch replaced the hydro-pump idler pulley on the 52" stander mower.
23. We replaced some of the lamps in the fixtures in the community room. 3 ballasts need replacement however, the Graphix Eye System is obsolete and no parts are

- available. As a result, two of the fixtures do not work. System needs to be replaced and upgraded.
24. We replaced street signs and street sign posts at various locations in the city.
 25. We replaced the ground lights in front of City Hall.
 26. We replaced outside light fixture at City Hall.
 27. We replaced two pet waste dispensers at various locations.
 28. I participated in the review of candidates for the City Administrators position.

This concludes my activities report for some of the activities for Public Works in February.