

Westwood Public Works Monthly Report

TO: GOVERNING BODY
FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS
RE: MONTHLY REPORT, MARCH 2026
DATE: APRIL 7, 2026

Some of the activities for Public Works in March 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:
SMAC meeting – In person – 1.5 hrs.
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. We replaced street signs and street signposts at various locations in the city.
22. We unloaded the Belinder Ct. and Booth St. light poles from the storage box for installation.

23. Serviced the leaf vac truck.
24. Serviced mowing equipment.
25. Cleaned up the broken glass at the bus stop by Walmart from window on the enclosure being broken.
26. We began seasonal lawn mowing, various properties.
27. Cleaned and serviced salt spreaders.
28. We performed property clean-up at various city properties.
29. We removed the tree watering bags and stakes from all trees at least 2 years old.
30. We met a glass company at the bus stop enclosure to replace the glass that had broken. Glass company dropped the glass panel and broke it. Waiting on a replacement.
31. We replaced or repaired the pedestrian signs numerous times.

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