

## **Westwood Public Works Monthly Report**

**TO: GOVERNING BODY**  
**FROM: JOHN SULLIVAN, DIRECTOR OF PUBLIC WORKS**  
**RE: MONTHLY REPORT, APRIL 2026**  
**DATE: MAY 12, 2026**

Some of the activities for Public Works in April 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:  
OGI meeting – Virtual – 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. We cleaned the City Hall roof drains.
17. We swept Westwood Streets.
18. We checked and cleaned roof drains at City Hall.
19. We repaired potholes city wide.
20. Serviced mowing equipment.
21. We began seasonal lawn mowing, various properties.
22. Prepared for Easter Egg Hunt.
23. Cleaned storm drainage fronts City wide.

24. Plumbing repairs at City Hall.
25. We performed the Spring Leaf Pickup.
26. We placed the snowplows and salt spreaders into storage.
27. We replaced two parking lot lights at City Hall.
28. We put the fountain at W. 47<sup>th</sup> Street and Mission Road into operation.
29. The bus stop enclosure glass was successfully replaced.
30. We performed clean-up of the various public planting spaces.
31. We seeded grass seeds at various locations.
32. We repaired street signs as needed.

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