



**TO:** Mayor Cross and City Council  
**FROM:** Howard Taylor, Acting Public Works Supervisor  
**DATE:** November 22, 2021  
**RE:** Public Work November Monthly Report

**Accomplished:**

Continued to cut grass through-out the city  
Continued to pick up litter through-out the city  
Continued to order needed supplies for the Public Works staff  
Continued to sanitize the City Hall Building (twice a day)  
Continued to organize the assembly/breakdown of meeting signage  
Removed Bamboo at Hayes Park  
Set up / Break down for City Shred Day  
Set up / Break down for City Harvest Rewind  
Set up / Break down of Veteran's Memorial Day Event  
Assembled new Street Poll on Fiske Avenue  
Solicited three bids for trimming of trees on McClain Avenue  
Shampooed/Cleaned carpet in Nutrition Center  
Passed out Flyers for Rewind Harvest Day  
Passed out Flyers for Chief Philip O'Donnell Memorial Service  
Finished the clean-up of the Public Works shops  
Coordinate repair to Police Station door glass

**Projected Goals:**

Coordinate a Welcome Sign for Ward III (Woodmore)

Coordinate OSHA and Landscape classes for Public Works Staff

Coordinate Writing and Grammar class for Public Works Acting Supervisor

Permission to purchase work laptop

Coordinate the acquisition of the new Public Works Truck

Coordinate repair of Public Works garage door glass