
INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

FROM: CHARLES SIMPSON, JR. - DIRECTOR OF PUBLIC WORKS

SUBJECT: PUBLIC WORKS REPORT FOR DECEMBER 2022

DATE: DECEMBER 21, 2022

PUBLIC WORKS ACTIVITY

- Public Works Staffing is as follows:
 - 4 Full-Time Maintenance Technicians
 - 2 – Maintenance Technician III
 - 1 – Maintenance Technician II
 - 1 – Maintenance Technician I
 - 1 Part-Time Laborer (works 32.5 hours per week)
 - 1 Full-Time Field Supervisor
 - 1 Full-Time Public Works Director

PW Staff work – regular work schedule:

- Daily trash pick-up and maintenance of pet stations.
- Daily building cleaning/sanitizing and maintenance for Town Hall administrative offices, Police Dept., Nutrition Center, Council Chambers, and the Gold Room.
- Leave blowing and mulching done until all leaves have fallen and have been mulched

GENERAL FLEET NOTES:

PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 128,689 miles** – this vehicle is in poor condition and will be dead-lined once new truck purchase is completed.
2. **2018 Ford F250 tag# 09976LG approximately 26,754 miles** – this vehicle is in above average condition and require minor and nominal repairs. Awaiting the parts for rear door latch assembly. Estimated time of completion 1/9/23
3. **2019 Ford F250 tag# 13400LG approximately 18,274 miles** – this vehicle is in above average condition; running boards were installed on 12/7/22

Public Works vehicles have been inspected and received their “Solid Waste Collection” license/permits on 12/1/22

All vehicles repairs and scheduled maintenance will be primarily performed at Prince George’s County Fleet Management Division (see link)- [Fleet Management | Prince George's County, MD \(princegeorgescountymd.gov\)](https://www.princegeorgescountymd.gov/fleet-management)

EQUIPMENT STATUS AND NEW PURCHASES

- A detailed inventory of all power equipment was submitted to the City Treasurer on 11/29/22
- Purchased 3 new Christmas Trees, holiday decorations, and lights 12/1/22
- 2 chainsaws were repaired at Kohler 12/12/22
- 2 lawnmowers are scheduled for repairs on 12/27/22

GOLD ROOM & EVENTS

Public Works will continue to provide support for all “Gold Room” events until qualified staffing for the Gold Room is obtained. The following are events that public works have had the opportunity to support in the month of December 2022:

1. Polar Express Holiday Event – 12/3/22
2. Community Center Event (J. Smith) – 12/3/22
3. Community Center Event – (R. Brown) - 12/10/22
4. Gold Room Event (D. Cornelius) 12:30pm – 4pm 12/10/22
5. Gold Room Event (Parrish) 6pm – 12am 12/10/22
6. Gold Room Event (repast) 1pm – 3pm 12/13/22
7. Gold Room Event (repast) 1pm – 3pm 12/15/22
8. Gold Room Event COG Holiday Party 7pm to 11pm 12/17/22
9. Community Center Event (Bagley) 9am – 12pm 12/17/22
10. Community Center Event (Hart) 5pm – 9pm 12/17/22
11. Gold Room Event (repast) 12pm – 3pm 12/20/22
12. Gold Room Event (GHA Holiday Party) 6pm 10pm 12/21/2022
13. Set-up for weekly Sunday church services

Gold Room kitchen was deep cleaned on 12/15/22 for COG Holiday Party

CITY PROJECTS

- Holiday decorations and lights for City Hall building 12/1/22
- Confirmed snow and ice removal contracts with “Rodolfo Huacho Landscaping” 12/14/22
- Hamlin street sidewalk and curb installation (UPDATE 12/21/22)
 - Two proposals have been received as of 11/21/2022 once 3rd proposal is submitted will present recommendations accordingly.
 - Lanham Construction received 11/21/22
 - NVM Paving & Concrete received 11/19/22
 - Chamberlin Contractors proposal pending eta 12/27/22
- landscaping completed by Brightview Landscaping Services at the Glenarden’s Veteran’s Memorial site on 12/13/22

- Storage area clean out and organized in City Hall upper level 12/19/22
- Repairs completed on HVAC system in Council chambers and the nutrition center on 12/19/22
- Clean and organize storage space on upper level of City Hall for items purchased and donated to the city. 12/20/22.