
INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR FEBRUARY 2023

DATE: FEBRUARY 21, 2023

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 129,016 miles** – this vehicle is in poor condition and will be dead-lined once new truck purchase approved and completed.
2. **2018 Ford F250 tag# 09976LG approximately 27,101 miles** – this vehicle is in above average condition.
3. **2019 Ford F250 tag# 13400LG approximately 18,647 miles** – this vehicle is in above average condition.

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)

EQUIPMENT STATUS AND NEW PURCHASES

- A detailed inventory of all supplies used by Public Works has been compiled and will be issued to the Treasurer by 2/23/23.
- The remaining 2 riding lawnmowers have been serviced and are scheduled to be picked-up on 2/22/23.

GOLD ROOM & COMMUNITY CENTER EVENTS

Public Works will continue to provide support for all “Gold Room” and “Community Center” 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 February 2023:

1. Gold Room Event (repast) 1pm – 3pm 1/23/23
2. Community Center Event (Hampton) 3pm – 6pm 1/28/23
3. Gold Room Event (United Medical Healthcare) 2pm – 6pm 1/31/23
4. Gold Room Event (repast) 1pm – 6pm 2/2/23
5. Gold Room Event (repast) 11am – 3pm 2/3/23
6. Gold Room Event (Robinson) 1pm – 5pm 2/10/23
7. Gold Room Event (repast) 1pm – 5pm 2/13/23
8. Gold Room Event (repast) 12pm - 4pm 2/17/23
9. Community Center Event (Wilson) 1:00pm – 5:00pm
10. Set-up for weekly Sunday church services

BUILDING (CITY HALL & COMMUNITY CENTER)

1. Gold Room kitchen – estimate from Michael & Son's for repairs needed to the 3-sink drain 1/25/23.
2. Gold Room kitchen – estimate from Magnolia plumbing for repairs needed to the 3-sink drain. 1/30/23
3. Gold Room kitchen – pricing small sink replacement in kitchen area 2/1/23
4. Building stair treads – receiving estimates for stair tread replacement on stairwells (44 metal steps) As of 2/21/23 we have receive 2 of 3 estimates
5. Roof contractor –Wagner roofing was contacted regarding the warranty from repairs made to the roof in 2019. Monthly inspections are performed by PW to make sure the roof is free from clogged drains or debris that would void any warranties. We have not yet received any specifics regarding the warranty or an actual copy of the warranty as of 2/21/2023.

CITY PROJECTS

- Virtual meeting with Gordian regarding asphalt overlay and traffic calming devices 1/31/23
- Kickoff meeting ARPA rep and Admin Dept. Heads 2/1/23
- 7th Street Park planning meeting (virtual) 2/16/23
- CivicPlus – “SeeClixFix” meeting (virtual) 1/26/23
- GovPilot meeting (virtual) 1/27/23

- Crape Myrtle pruning on Dellwood Ave began on 2/13/23
- Received 1 of 3 proposals to have the electrical panel box replaced at the corner of 704 & MLK in front of the marquee as of 2/21/23, we anticipate the repairs to be completed Spring of 2023.