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## INTEROFFICE MEMORANDUM

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**TO:** CITY OF GLENARDEN - ACTING CITY MANAGER  
**FROM:** CHARLES SIMPSON, JR. - DIRECTOR OF PUBLIC WORKS  
**SUBJECT:** PUBLIC WORKS REPORT FOR AUGUST 2023  
**DATE:** AUGUST 21, 2023

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### PUBLIC WORKS ACTIVITY

- Public Works Staffing is as follows:
  - 4 Full-Time Maintenance Technicians
    - 2 – Maintenance Technician III – (VACANT)
    - 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
- We currently have 2 temporary employees from “Hire Quest” to serve as technicians until our vacancies are filled.

#### **PW Staff work – regular work schedule:**

- Grass cutting rotation of all City parks, lots, and grassy areas.
- 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.
- Cut back low hanging branches on Barlowe Rd. and Fletcher’s Way 7/26/23.
- Trim overgrown brush at Jeff Rd. Lot 7/26/23.
- Repair damaged EPMD playground flooring at King site 7/27/23
- Cleared drain trench at employee parking lot 7/31/23
- Trim over bush and removed damaged tree on Reed Street 8/2/23
- Trim over brush and removed damaged tree on Hamlin Steet 8/3/23
- Repaired/replaced damaged street sign on Hamlin Street 8/7/23
- Trim over brush and low hanging limbs at Jonesy Field (across from City Hall) 8/8/23
- Trim over brush along MLK that’s impeding visual of on coming traffic 8/9/23
- Trim over brush an low hanging limbs at bridge on Glenarden Parkway 8/16/23

## GENERAL FLEET NOTES:

### PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 129,016 miles** – this vehicle has been decommissioned as of 6/23/23 and is scheduled to be surplussed in the month of August 2023
2. **2018 Ford F250 tag# 09976LG approximately 29,967 miles** – oil changed; broken mirror repaired. This vehicle is in above average condition.
3. **2019 Ford F250 tag# 13400LG approximately 20,742 miles** – oil changed; new brake pads, & new battery completed on 8/10/23. This vehicle is in above average condition.
  - a. Safety lights installed 7/31/23 and completed by “Global Public Safety”.
4. **2023 Ford F350 tag# 26704LG approximately 1000 miles** – new vehicle in excellent condition.
  - a. Upfitting completed on 7/27/23 and completed by “Global Public Safety”.

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

- All other equipment has been serviced, is functioning and ready for use as of 8/21/23.

### 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, has had the opportunity to support from 7/22/2023 to 8/21/2023:

*\* We currently have three temporary employees from “Hire Quest” to serve as “Gold Room Crew Members.”*

1. Gold Room Event (wedding) 12pm – 10pm 7/22/23
2. Gold Room Event (private affair) 3pm – 12am 7/29/23
3. Gold Room Event (private affair) 3am – 8pm 7/30/23
4. Gold Room Event (repast) 8:30am – 3pm 8/2/23
5. Gold Room Event (private affair) 3pm 8pm 8/5/23
6. Gold Room Event (private affair) 12:30pm – 6pm 8/6/23
7. Gold Room Event (private affair) 8pm – 1am 8/6/23
8. Gold Room Event (repast) 12:30pm – 3:30pm 8/10/23
9. Gold Room Event (private affair) 10am – 3pm 8/16/23
10. Gold Room Event (private affair) 3pm – 8pm 8/19/23
11. Set-up for weekly Sunday church services

### **BUILDING (CITY HALL & COMMUNITY CENTER)**

1. Gold Room trial run for 300 seated people with staged removed 7/12/23
2. Gold Room carpet cleaning 8/8/23
3. Roof- The roof was cleaned of debris and inspected on 8/18/23(for warranty purposes).
4. Meeting with Kolb electric for repairs to exterior lighting on City Hall 8/4/23

### **CITY PROJECTS (Not held in Gold Room)**

- Reported damaged fence at McClain storm drain from downed tree to PG DPWT 7/27/23
- National Night Out (all hands) 8/1/23.
- Traffic sign analysis meeting for heavy trucks on Glenarden Parkway 8/2/23
- Meeting with [www.linxup.com](http://www.linxup.com) for GPS system for city vehicles 8/11/23
- Install "Glenarden Day" signs 8/16/23