
INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR SEPTEMBER 2023

DATE: SEPTEMBER 21, 2023

PUBLIC WORKS ACTIVITY

- Public Works Staffing is as follows:
 - 4 Full-Time Maintenance Technicians
 - 2 – Maintenance Technician III – (1 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 1 temporary employee from “Hire Quest” to serve as technicians until our vacancies are filled.

*New hire – Donadin Marin started on 9/5/23

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.
- Trim and remove vegetation overgrowth at and around City Hall 8/25/23
- Trim and remove vegetation overgrowth at the bridge on Glenarden Parkway 9/6/23
- Dig out drainage trench at employee parking lot 9/13/23
- Curb painting around City Hall 9/14/23

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 a resolution will be presented at the next “Work Session” in October 2023 to surplus this vehicle.
2. **2018 Ford F250 tag# 09976LG approximately 29,967 miles** –This vehicle is in above average condition.
3. **2019 Ford F250 tag# 13400LG approximately 20,742 miles** –This vehicle is in above average condition.
4. **2023 Ford F350 tag# 26704LG approximately 1000 miles** – new vehicle in excellent 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/fleet-management)

EQUIPMENT STATUS AND NEW PURCHASES

- All other equipment has been serviced, is functioning and ready for use as of 9/21/23.

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 8/22/2023 to 9/21/2023:

1. Gold Room Event (repast) 12pm – pm 9/14/23
2. Gold Room Event (Sen. Benson) 6pm setup only 9/14/23
3. Gold Room Event (private affair) 6pm – 11:30pm 9/15/23
4. Gold Room Event (private affair) 7pm 12am 9/16/23

****Public Works provides weekly deep cleaning of the Gold Room kitchen and bathrooms****

BUILDING (CITY HALL & COMMUNITY CENTER)

1. Roof – The roof was cleaned of debris and inspected on 8/19/23 (per warranty)
2. 3 new network locks installed at City Hall (employee entrance, council chamber entrance, & upper real entrance near finance) 9/6/23
3. Assist with repairs to marquee sign 9/11/23
4. Signed proposal for Kolb Electric to repair exterior lighting at City Hall 9/12/23
5. Signed proposal for Kolb Electric to repair and install new exterior lighting at Veteran’s Memorial 9/12/23
6. Meet with contractor (American Exteriors) concerning exterior painting at City Hall 9/13/23
7. Repairs to Community Center HVAC completed on 9/14/23 (All Season Control)

8. Virtual meeting Redlef Group Architects concerning elevator at City Hall 9/20/23

CITY PROJECTS

- Kickoff meeting and training for new software with CivicPlus 8/22/23
- Secured damaged playground equipment at King site 8/30/23
- Status meeting with CPJA regarding Street/Sidewalk Analysis and Glenarden Parkway “No Thru Trucks” project.
- Glenarden Day 9/16/23
- Inventory all City signage (street and traffic) and their condition to schedule replacements as needed in October.
- Clean and set up grills for back-to-school night. 8/24/23
- Meeting with NZI to confirm additional work locations and assist City Manager with contract per Council approval.
- Review WSSC’s planned water main and sewer line replacement project (active and planned) for the city.
- Received proposals for repair and/or replacing PW garage roof. (Blair Construction, Patuxent Roofing, & Wagner Roofing) 8/25, 8/28, & 8/29
- Assist Code with fallen tree at a home on Meuserbush Ct. 8/29/23
- Obtain proposals for overgrown vegetation at the dead end of Fulton Court of Brightseat Rd. 9/6/23
- Pick up supplies and equipment for Glenarden Day 9/12/23
- Remove debris dumped at Red Oak Lane 9/14/23
- Solidified 3 year salt agreement with MD State Highway Administration for snow/ice event to be presented to council in October meetings 9/18/23