
INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR MAY 2023

DATE: MAY 22, 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 (VACANT)
 - 1 Part-Time Laborer (works 32.5 hours per week)
 - 1 Full-Time Field Supervisor (VACANT)
 - 1 Full-Time Public Works Director
- We currently have a temporary employee from “Hire Quest” to serve as a Tech I

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.

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 no longer safe to drive and will be dead-lined once new truck purchase approved and completed. (A new vehicle has been identified and a resolution for purchase is scheduled to be presented at the 6/5/23 Work Session)
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/fleet-management)

EQUIPMENT STATUS AND NEW PURCHASES

- All equipment has been serviced, is functioning and ready for use as of 4/20/23.

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 4/21/2023 to 5/21/2023:

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

1. Community Center Event 2pm – 5pm 4/22/23
2. Gold Room Event (Daddy & Daughter Dance) 5pm to 9pm 4/22/23
3. Gold Room Event (repast) 1pm – 6pm 4/26/23
4. Gold Room Event (repast) 11am – 4pm 4/28/23
5. Community Center Event 3pm – 6pm 4/29/23
6. Gold Room Event (repast) 2pm – 7pm 4/29/23
7. Gold Room Event (repast) 3pm – 8pm 4/30/23
8. Community Center Event 3:00pm – 7:00pm 5/6/23
9. Gold Room Event (Expungement Fair) 10am – 2pm 5/6/23
10. Gold Room Event (repast) 1pm – 4pm 5/8/23
11. Gold Room Event (repast) 1pm – 4pm 5/10/23
12. Gold Room Event (repast) 1pm – 4pm 5/11/23
13. Community Center Event (repast) 1pm – 4pm 5/12/23
14. Community Center Event 3pm – 6pm 5/13/23
15. Community Center Event 1pm – 3pm 5/19/23
16. Gold Room Event (wedding/repast) 9am – 12am 5/20/23
17. Gold Room Event 3pm – 7pm 5/21/23
18. Set-up for weekly Sunday church services

BUILDING (CITY HALL & COMMUNITY CENTER)

1. Annual building fire alarm testing successfully conducted and completed on 5/3/23.
2. Semi-annual Gold Room kitchen fire suppression testing successfully conducted and completed on 5/4/23.
3. The carpet in the Community Center was cleaned on 5/18/23
4. The carpets in the Gold Room was cleaned on 5/18/23 .
5. Building stair treads and flooring (Admin stairwell) – New stair treads and VCT flooring were installed on 5/13/23.

6. The severely damaged electrical box that houses the power for the marquee has been replaced on 5/16/23.
7. Roof- The roof was cleaned/inspected on 5/19/23.
8. Door lock repairs – New locks have been installed on the cable room doors and the public works door (replaced damaged/irreparable lock) 5/19/23

CITY PROJECTS (Not held in Gold Room)

- Supported Council sponsored event (Shred Day) on 4/29/23
- Temp repairs made to MLK playground damaged by suspected vandalism. Scheduled permanent repairs with All Recreation on 5/4/23. Exact date for permanent repairs TBD.
- Meeting with NZI to review MLK site parking lot for a proposal mill, repair, and overlay parking.
- Scheduled approved sidewalk repair/replacement per resolution 5/17/23. Work is planned to begin on Tuesday, May 30, 2023.
- 7th Street Park – 2 large trees have been removed and stumps have been grinded out 5/19/23.
- Researching theft proof light fixtures for the Veteran’s Memorial site.
- Severely clogged storm drains reported to PG County via [Prince George's County - Service request types \(pgc311.com\)](https://www.pgc311.com) on 5/1/23