
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: OCTOBER 21, 2023

PUBLIC WORKS ACTIVITY

- Public Works Staffing is as follows:
 - 4 Full-Time Maintenance Technicians
 - 2 – Maintenance Technician III
 - 1 – Maintenance Technician II (VACANT)
 - 1 – Maintenance Technician I (VACANT)
 - 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.
- Reviewed posting for Tech I and Tech II positions on indeed 10/18/23

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 removed vegetation overgrowth at the City signage on Brightseat road 10/17/23
- Trim and removed vegetation overgrowth at the City signage on MLK 10/18/23
- Repaired damaged sign on Glenarden Parkway & 2nd street on 10/5/23

GENERAL FLEET NOTES:

PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 129,016 miles** – this vehicle been approved for surplus as of 10/16/23.

2. **2018 Ford F250 tag# 09976LG approximately 33,000 miles** –This vehicle is in above average condition.
3. **2019 Ford F250 tag# 13400LG approximately 22,000 miles** –This vehicle is in above average condition.
4. **2023 Ford F350 tag# 26704LG approximately 2000 miles** – new vehicle in excellent condition.
5. **2023 Ford F550 has been approved for purchase on 10/16/23** – ETA is scheduled during the week of 11/13/23.

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

- Two new John Deere Zero Turn Commercial Lawn Mowers have been approved via resolution on 10/16/23 – ETA is scheduled during the week of 11/13/23.
- Two older ‘Torro’ Zero lawn mowers are scheduled to be presented via resolution for surplus in the November 2023 work session.
- All snowblowers were cleaned and serviced ready for operation 10/13/23.

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 9/22/2023 to 10/21/2023:

1. Gold Room Event (repast) 12pm – pm 10/6/23
2. Community Center Event (private affair) 10am – 2pm 10/14/23

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

BUILDING (CITY HALL & COMMUNITY CENTER)

1. Obtained estimate from “All Recreation” to remove damaged playground equipment and repair playground flooring 9/28/23
2. Roof – The roof was cleaned of debris and inspected on 10/12/23 (per warranty)
3. Meeting with “All Season Control” to examine damaged roof duct work insulation 10/12/23.
4. Pressure washed/cleaned garage exterior walls 10/20/23
5. Exterior lighting repaired at City Hall (Kolb) 9/25/23
6. Virtual meeting Redlef Group Architects concerning elevator at City Hall 9/20/23

CITY PROJECTS

- Bi-Weekly Status meeting with CPJA engineers on Ward 3 streets; Ward 1 Stormwater; and Glenarden Parkway traffic signage 9/25/23
- New exterior lighting installed at Veteran’s Memorial 9/28/23
- Meeting with MD SHA contractor Pessoa Construction regarding the MLK Highway concrete repairs and street repaving 10/12/23
- Glenarden Shred Day event 10/21/23

- Obtain quotes from Linxup, Samsara, & Verizon for vehicle GPS 10/13/23 & 10/16/23