
INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR JANUARY 2023

DATE: JANUARY 20, 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.
- Reviewed midterm employee evaluations with PW team members on 1/19/23

GENERAL FLEET NOTES:

PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 129,016 miles** – this vehicle 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. The rear brakes and rotors were replaced and preventative maintenance, to include an oil change and wiper replacement was performed on 1/13/23.

3. **2019 Ford F250 tag# 13400LG approximately 18,647 miles** – this vehicle is in above average condition. The rear tailgate assembly and back-up camera were repaired/replaced on 1/9/23.

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://princegeorgescountymd.gov/fleet-management)

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 1/31/23.
- 2 riding lawnmowers have been serviced/repared on 1/13/23.
- The additional 2 riding lawnmowers are scheduled for service/repared on 1/27/23.

GOLD ROOM & EVENTS

Public Works will continue to provide support for all “Gold Room” 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 January 2023:

1. Gold Room Event (repast) 1pm – 3pm 12/29/22
2. Gold Room Event (Senator Benson) 6pm – 8pm 1/3/23
3. Gold Room Event (repast) 12pm – 3pm 1/5/23
4. Community Center Event (Robinson) 5pm - 9pm 1/14/23
5. Gold Room Event (repast) 2:30pm – 4:30pm 1/20/23
6. Gold Room Event (repast) 11am – 3pm 1/21/23
7. Set-up for weekly Sunday church services

CITY PROJECTS

- Holiday decorations and lights for City Hall building removed on 1/3/23.
- Crosswalk stripping done at the intersection of Glenarden PKWY & Fiske 1/3/23
- 7th Street Park planning meeting (virtual) 1/5/23
- Received 1 of 3 proposals to have the electrical panel box replaced at the corner of 704 & MLK in front of the marquee, we anticipate the repairs to be completed mid February 2023.
- Smallwood Landscaping completed clearing of rock and debris from MLK site Jan 4th thru Jan 6th
- Smallwood Landscaping removed illegal dumping at MLK parking lot near Hoarce & Dickie's (city property) on 1/6/23.
- Pothole repairs on McClain 1/4/23.
- Pothole repairs on Johnson Ave 1/5/23
- Provided reserved handicap parking space signage from MDOT for the resident on Glenarden PKWY 1/11/23
- Burnished and polished Council chamber floors 1/12/23
- Carpet Cleaned Nutrition Center floors 1/13/23
- Deep clean Community Center bathroom 1/19/23