



**FROM THE DESK OF
ACTING CITY MANAGER PHILIP A. O'DONNELL
September 15, 2020 – October 15, 2020**

- ❖ Sept. 15th – Meeting with City Council Woman Smallwood in reference to the Martin Luther King, Jr. site. We spoke to the construction manager and the engineer about the project concerning obtaining the required permits so that the work can begin.
- ❖ Sept. 15th – I was advised by a citizen that the yard waste had not been picked up for over two (2) weeks. Mr. Taylor called our trash company and they responded and collected the yard waste.
- ❖ Sept. 18th – Filed an insurance claim with LGIT to replace our air condition unit on the roof that supplies the Gold Room.
- ❖ Sept. 21st – Meeting with code enforcement to deal with water issues throughout the city.
- ❖ Sept. 22nd – Meeting with the Human Resource Officer to discuss the vacant positions of City Manager, Executive Assistance and Public Works Supervisor. All positions are advertised and we are receiving applications.

- ❖ Sept. 22nd - The Human Resources Director and I met with the Public Works staff. This meeting was to resolve issues in the Public Works Department. I feel the meeting was a beginning to bring the staff together.
- ❖ Sept. 23rd - Interviewed an applicant for a position in the Public Works Department and forwarded information to Human Resources to proceed with his hiring.
- ❖ Sept. 29th - An insurance adjuster came to inspect the damage to our air conditioner due to the power surge and they stated that they would send me a report in several days.
- ❖ Oct. 1st - Met with the code enforcement officer and a representative from Michael & Sons to cap off the utilities at the Martin Luther King, Jr. Memorial Park.
- ❖ Oct. 2nd - Conference call with T-Speck to talk about upgrading all of the City of Glenarden computers. We will have another conversation when we learn just how many computers need to be upgraded and the cost.
- ❖ Oct. 5th - Conference call with the insurance company in reference to the Gold Room air conditioner.
- ❖ Oct. 8th - Participated with the Mayor and Human Resources Manager in the selection of an Executive Assistant for the Mayor. A candidate was selected.
- ❖ Oct. 12th - Conference call with our city engineer to go over all outstanding projects that they are working on: air conditioner, police station, Martin Luther King site and several other issues.
- ❖ Oct. 15th - All paper work has been sent to the insurance company to settle the claim for the Gold Room air conditioner.