



City of Glenarden

Office of the City Manager Report for Period Ending November 20, 2022

Chief Regis Bryant assumed the position as Acting City Manager on October 18, 2022. I had a staff meeting with all employees from the Administrative Staff. The meeting stressed my expectations to include respect, professionalism, and teamwork.

After meeting with Administrative Staff, I decided to continue to book events for the Gold Room as we would work in partnership to ensure all events are covered.

- Walk Thru for sidewalk projection on October 19th
- Attended regular work session meeting on Monday November 7th.
- Attended the Public Hearing on November 15th.
- Worked with HR on preparing final documentation regarding Salary Survey conducted by Municipal Solutions salary and benefits.
- Visited Hamlin Street for upcoming street project.
- Spoke with Gordian about City of Glenarden Street Repaving Project
- Spoke and met with ALLREC in reference King Site Park
- Prepared updated letter for Salt pick-up Contract with the State of Maryland.
- Had a Zoom Meeting with ARPA Consultant. Waiting for proposal to present to Mayor and City Council for approval
- Had a Zoom Meeting with City Council and representatives for Meeting for the 7th Street playground
- Had a Zoom Meeting with CPJ about Police Building. Walk through on November 28th
- Employment verifications were requested for four current employees – verifications completed.
- Two Code Enforcement vehicles were picked up. Awaiting tags for one of the vehicles.
- Approved the posting for Gold Room (Special Events) Coordinator and Gold Room (Special Events) Crew
- Call A Bus paperwork was prepared for Preventive Maintenance Inspection
- Approved posting for City Manager's position on the following websites:
- Attended the Community Meeting for the 7th Street playground on November 19th.

Placed the following on the agenda for City Council Meeting

- Snow Contract
- Cable Contract
- Security Cameras Contract
- Resolution for City Police Vehicle as Surplus

INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR NOVEMBER 2022

DATE: NOVEMBER 21, 2022

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.
- Grass cutting schedule for spring, summer, & fall (grass cutting stops once grass stops growing at temperatures below 50 degrees Fahrenheit)
- Leave blowing and mulching done until all leaves have fallen and have been mulched

GENERAL FLEET NOTES:

PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 127,948 miles** – this vehicle is in poor condition and will be dead-lined once new truck purchase is completed.
2. **2018 Ford F250 tag# 09976LG approximately 26,251 miles** – this vehicle is in above average condition and require minor and nominal repairs.
3. **2019 Ford F250 tag# 13400LG approximately 17,798 miles** – this vehicle is in above average condition and require running boards to be installed.

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

- A detailed inventory of all equipment is currently being conducted and information obtained will be provided in December's report
- A new backpack blower was purchased on 11/2/2022

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 November 2022:

1. United Healthcare Wednesday 11am – 11/2 & 11/9
2. Harvest Day Rewind 9am to 5pm 11/5 (events was primarily done outside on Town Hall grounds)
3. Ceremony and repass 10am – 4pm 11/11
4. Tatem event 1pm to 7pm 11/12
5. Council member event 11/19
6. "Oh Give Thanks" event – 12pm (outside event until supplies last) - 11/22
7. Set for weekly Sunday church services

Gold Room carpets were also professionally cleaned on 11/3/22

CITY PROJECTS

- Hamlin street sidewalk and curb installation
 - Two proposals have been received as of 11/21/2022 once 3rd proposal is submitted will present recommendations accordingly.
 - Lanham Construction received 11/21
 - NVM Paving & Concrete received 11/19
- Reviewed and approved landscaping contract from Brightview Landscaping Services for the Glenarden's Veteran's Memorial site, for next level approval.
- Obtained a proposal for 8640 – 8660 McClain sidewalk repair/replacement from Lanham Construction per the request of the previous City Manager
- Oversaw tree removal by Milton Tree Services at MLK park site in preparation for playground surface and adult exercise equipment installation
- Oversaw rubberized playground surface, playground equipment, and adult exercise equipment installation by "ALL Recreations" at the MLK park site. Estimated completion date 11/22/22
- Oversaw the alley green space clean up and clearing by "Mac & Son Tree Expert" on 11/14/22
- PW cleared the alley of all trash and debris on that was cut and cleared by "Mac & Son Tree Expert"



2022

CODE ENFORCEMENT

November SUMMARY

New Businesses: 1

Business License Renewal: 1

Notice of Inspections 8

Vehicle Impounded: 0

Building/Sign Permits: 5

Citizens' Complaints: 10

Citations:10

Stop Work Orders:1

Tow Stickers:0

Inoperative:1

Roll Off Permit 1

ADDITIONAL NOTES:

In Ward #1: For the month of November there were 2 citations given in Ward 1 for unregistered vehicles.

In Ward #2: For the month of November there were 2 citations given in Ward 2 for commercial vehicles.

In Ward #3: For the month of November there were 6 citations given in Ward 3 for unregistered vehicles.

Stop Work Orders: 7900 Block of Glenarden Parkway

Building permits: 3600 Block of Jeff RD, 7900 Block of Fiske Ave, 7800 Block of Johnson Ave, 3200 Block of Johnson CT, 9100 Block of Glenarden Parkway & 8200 Block of Dellwood CT

Roll Off Permits: 3100 Block of Tyrol CT and 3600 Block of Cousins DR

Business License Renewal: Fleet Pride and CM3 Systems

Notice Of Inspections: The notice of inspections was due to grass and mattresses needed to be wrapped in plastic

New Businesses: There is one new business in the City of Glenarden called CM3 Systems

Operative Vehicle: On the 8500 Block of Irvin Ave

Citizens Complaints: The citizen complaints were about their neighbors as far as making sure that their neighbors the proper permits to build and neighbors respecting one another.

Other Observations: Code Enforcement is settling neighbor disputes. Making sure that solar panel companies have the proper documentation to build on client's property.

11/21/2022

NOVEMBER MONTHLY REPORT

RESPONSE LOG

Called with questions about code enforcement about 7911 Grant Dr	Code enforcements
Mary Gabriel at 1405 2 nd St. recycle wasn't picked up	Goode's Trash
Resident called with pleasure pertaining to receiving a monthly newsletter. They were pleased.	Media
Tiffany Alston called with questions about fencing at her property	Code Enforcement
Trash wasn't picked up at 1517 2 nd St and Glenarden Pkwy	Goode's Trash
Spencer Washington 240-510-8640 Trash not being picked up 7900 Delwood Ave	Goode's Trash
Concerned citizen called in about an 18-Wheeler driving down a Tyrol Dr. he wanted to know if the truck was permitted to drive down that street	Police Department
Homeowner called about a tree needing to be removed from in front of his home	DPW
Hole in road at Glenarden Pwky & Hobble Ct	DPW
Trees need to be cut at 7905 Glenarden Pkwy & Delwood Ave	DPW
Bulk trash needs to be picked up at 2919 Hobbitt Bush Ct	Goode's Trash
Trash wasn't picked up st 1414 7 th Street	Goode's Trash
Leak at the end of 4 th st	DPW (Simpson)
Trash and recycle wasn't picked up at 1430 9 th street	Goode's Trash
House on Glenarden Pkwy has debris in it and needs to be cleaned up	Code Enforcement
Wire down at 3609 Tyrol Dr	DPW
Construction truck blocking view at Glenarden pkwy and 4 th st	Code enforcement
Citizen dropped phone in sewer and wanted to know if we could retrieve it	DPW
Handicap Sign being requested in front of 3322 Hayes Street also says the liquor store located on Glenarden Pkwy & King Hwy is charging .50 to use your debit card. Carl Douglass 301-773-0376	
3 rottweilers on the loose near 3606 Jeff Rd	Code Enforcement



City of Glenarden, MD

"City on the Move"

November 21, 2022

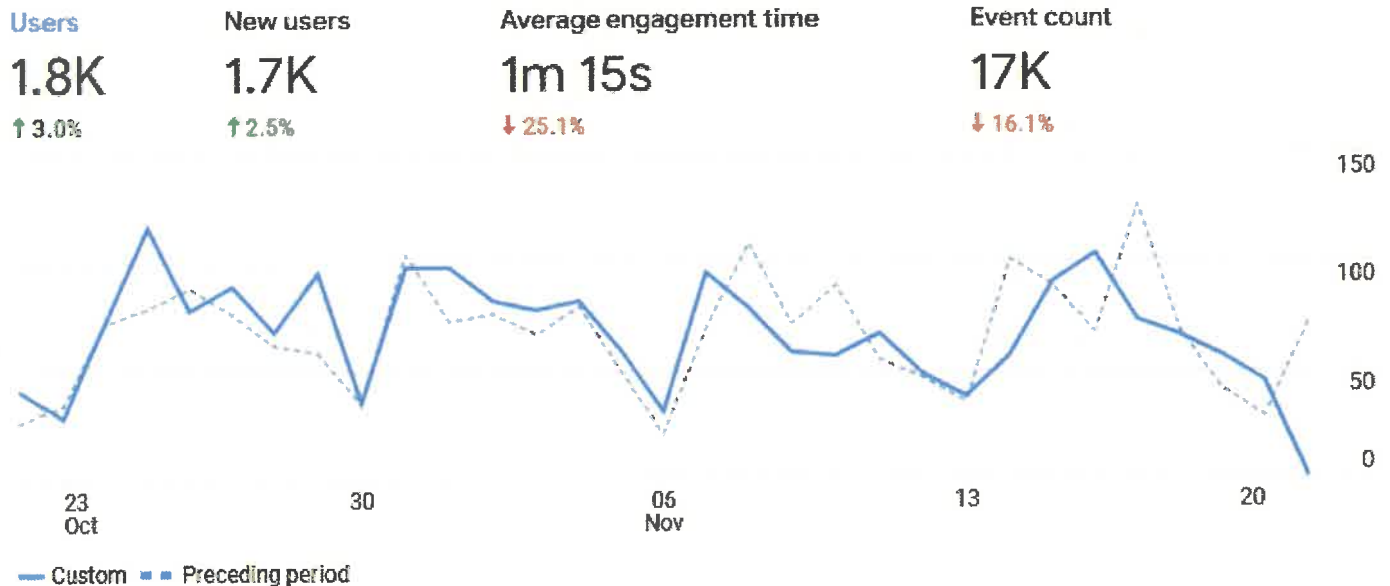
TO: Regis Bryant
Acting City Manager

FROM: Monay Ward
Webmaster/Media Specialist

SUBJECT: November 2022 Monthly Report

Accomplished:

City Website - Metrics (October 22 – November 21, 2022)



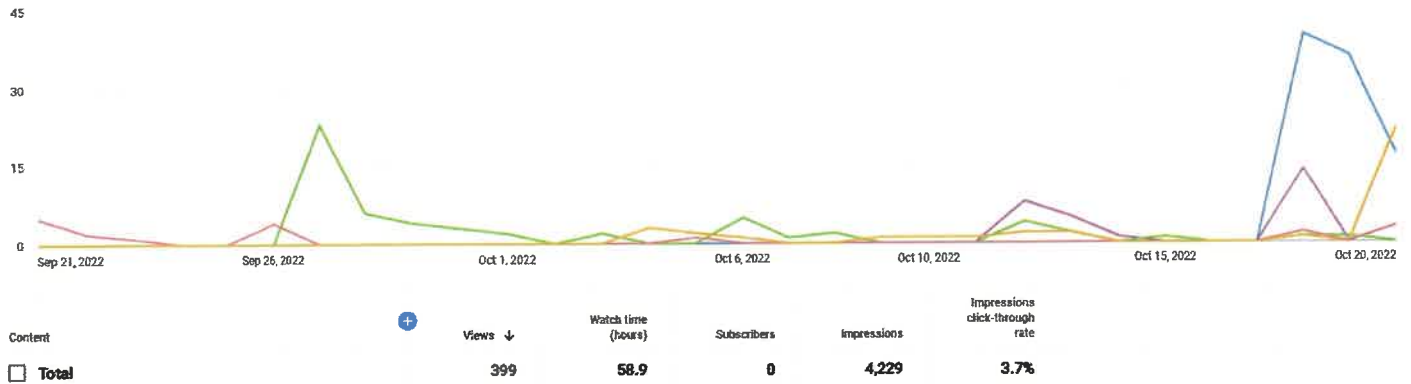


City of Glenarden, MD

"City on the Move"

Social Media

YouTube – Metrics (October 22 - November 20, 2022)



Twitter – Metrics (October 22 - November 21, 2022) – based on the last 28 days w/ changes over previous period

NOV 2022 SUMMARY

Tweets

59

Tweet impressions

3,569

Profile visits

1,536

Mentions

1

New followers

3

- Posts/Tweets
- Likes/Tweet Impressions
- Profile Visits
- Comments/Mentions
- Page Likes/Page Followers



City of Glenarden, MD

"City on the Move"

Twitter (Continued)

Tweets
83 ↑22.1%



Tweet impressions
5,380 ↑82.2%



Profile visits
2,185 ↑27.1%



Mentions
1 ↓83.3%



Followers
933 ↑7

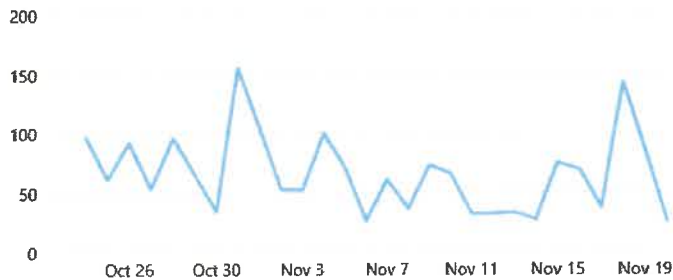


Facebook & Instagram – Metrics (October 22 - November 21, 2022)

Viewership

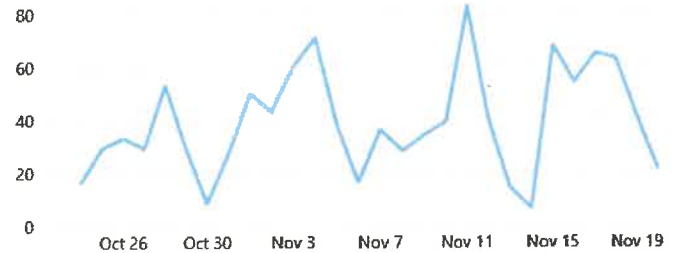
Facebook Page reach ⓘ

801 ↓28.7%



Instagram reach ⓘ

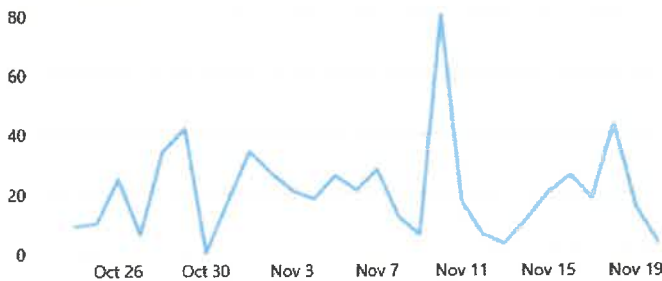
306 ↑19.1%



Facebook & Instagram Page Visits

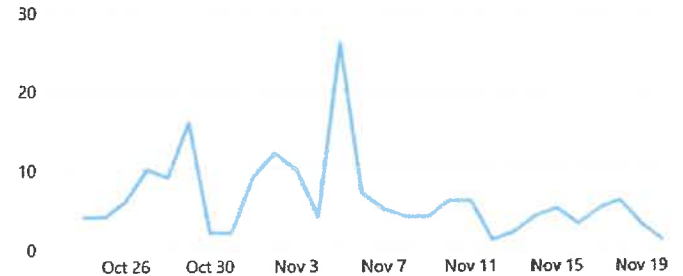
Facebook Page visits ⓘ

578 ↑171.4%



Instagram profile visits ⓘ

176 ↑27.5%



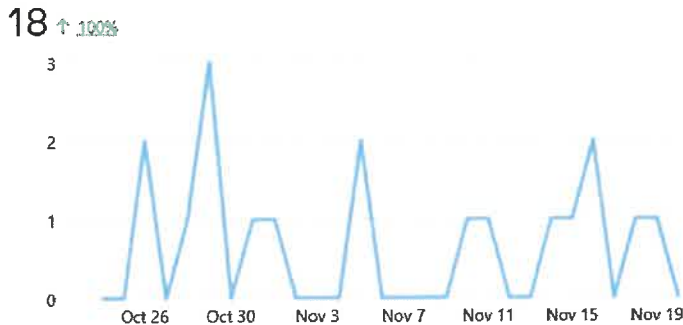


City of Glenarden, MD

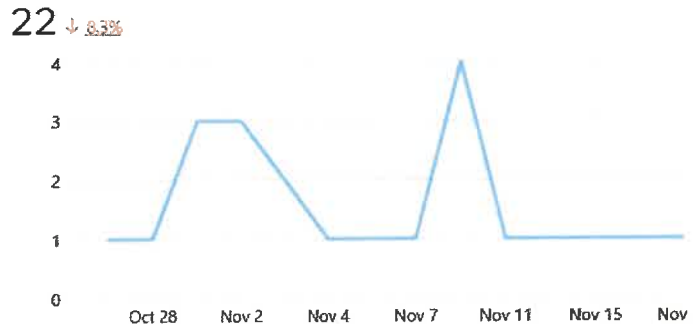
"City on the Move"

Facebook & Instagram Likes/Followers

Facebook Page new likes ①



New Instagram followers ①



- Comments – N/A

Major Key Projects Completed

- **Cable Station** – no issues reported
- **City AR Phone Lines updated reg.** City Council Meetings, Mayoral Community Forum for November 2022, City Events for November 2022
- **Meetings Posted** (on all City media platforms; pre-recording on demand located on the [Archived Council Meetings](#) webpage and [City YouTube](#), re-aired on City channels: Comcast 71 & Verizon 16) –
 - **City of Glenarden Work Session (Virtual)**
 - Monday, November 7, 2022, 7:00PM
 - **City of Glenarden Public Hearing (Hybrid)**
 - Tuesday, November 15, 2022, 7:00PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, November 21, 2022, 7:30PM

Glenarden Housing Authority Meetings:

- **Board of Commission Monthly Meeting (Virtual)** – located on meeting calendar & GHA page
 - N/A



City of Glenarden, MD

"City on the Move"

• City Special Events Advertised –

Community Happenings (website, social media, and cable):

City Happenings

- **City Cancer Awareness Event** (October 29, 2022 – 11AM-4PM | Glenarden Municipal Center – Gold Room)
- **Returning Citizens' Social for Women** (October 30, 2022 – 3PM-5PM | In A Minute Cafe & Lounge)
- **City GPD Trunk or Treat** (October 29, 2022 – 1PM-4PM | Glenarden Municipal Center); flyer issued to schools & community – GPD looking for Halloween candy donations & seeking participation for trunk-or-treat vehicle decorations! (Setup time 12 noon)
- **Mayor Cashenna A. Cross Community Forum: October "What's in a Democratic System"** (October 25, 2022 – 6:30PM | [link here](#))
- **Annual Glenarden Harvest Day Rewind** (November 5, 2022 – 11AM-3PM | Glenarden Municipal Center); flyer issued to schools & community – [register here](#)
- **Mayor Cashenna A. Cross Community Forum: November "Municipal Government Works Month"** (November 9, 2022 – 6:30PM | [link here](#))
- **Glenarden American Legion Veterans Day Service** (November 11, 2022 – 11AM | (location change) Glenarden American Legion Post #275)
- **City 7th Street Park Design Session** (Saturday, November 19, 2022 - 11AM-1PM | Gold Room)
- **OH Give Thanks** (Tuesday, November 22, 2022 – 12PM – 4PM or until gone)
- **Giving Tuesday** (Tuesday, November 29, 2022 – 4PM - until gone | *Glenarden American Legion Post #275 – for AL members only*)
- **Upcoming City Meetings for November**
- **Glenarden Polar Express** (Saturday, December 3, 2022 | 11AM-3PM | Gold Room)

Community Happenings

- 2022 Maryland General Election
- Deeply Rooted: A Community Conversation - Maryland Emancipation Day 2022 (11/3 @ 6:30PM | Ridgeley Rosenwald School)
- PGSAO Annual Purple Bike Ride! (11/5 @ 8AM-12PM)
- College Application Night (11/10 - 6PM | Charles H. Flowers High School)
- Prince George's County Innovation Scholarship Program (deadline 11/14)
- MDOT Virtual Public Meeting - I-95/I-495 At Medical Center Drive Interchange Project (11/17 @ 6:30PM)
- Stuff A Truck Holiday Food Distribution (11/18 12PM | Ebenezer AME Church)
- Turkey Ball Skills Challenge (locations vary)
- Festival Of Lights - Bike and Lights (11/20 | 5PM)
- 2022 Virtual Snow Summit (11/30 | 6PM)

• Public Service Announcements –

- City of Glenarden CodeRED Notification System
- 2022 General Elections (notice of Glenarden Election locations)



City of Glenarden, MD

"City on the Move"

- **Additional Postings/Notifications Advertised –**

- **Job Postings:**

- Assisted HR with position postings (located on website, LinkedIn, social media & cable):
 - Gold Room (Special Events) Crew Member (closes 11/30)
 - Police Officer (closes 6/30)
 - City Manager (closes 1/31)
 - Gold Room (Special Events) Crew Chief (closes 12/30)
 - Gold Room (Special Events) Coordinator (closes 12/30)

- **Additional Website Content:**

- City calendar updates
- City Holiday Closures & Notices: Election Day, Veterans Day & Thanksgiving Holidays
- City Staff updates
- City monthly reporting
- November 2022 Community Happenings

- **Flag Status Alerts**

- Maryland Flag will be at Half-Staff (Posted 10/31 & 11/14)
- United States Flag and Maryland Flag Will be at Half-Staff (10/7)

Special City Advertisements

- CITY OF GLENARDEN NOTICE: Upcoming Sidewalk Construction (reminders)
 - November Office Closures
 - [Community Happenings: November 2022](#)
 - Trunk or Treat – Video Recap
 - Cancer Awareness Event - Video Recap
 - Happy Diwali posting
 - Daylight Savings Fall Back posting
 - Giving Tuesday posting

Marquee Postings:

- Trunk or Treat (10/30)
- Cancer Awareness Event (10/30)
- October Mayoral Community Forum (10/25)
- November Mayoral Community Forum (11/9)
- Election Day Office Closure
- Veterans Day Office Closure
- Glenarden American Legion Veterans Day Service (11/11)
- 7th Street Park Design Session (11/19)
- City Regular Meeting (11/21)
- OH Give Thanks Event (11/22)
- Thanksgiving Office Closure



City of Glenarden, MD

"City on the Move"

City Cable Channel Postings:

- City Council Meeting Notices/Meetings
 - City of Glenarden Hiring (1)
 - City & Community Events & Programs
 - City Council Meetings Replay (see above)
 - Mayoral Community Forum Replay (Oct & November 2022)
 - Community Happenings: November-December 2022 (see above)
-
- **Additional Assignments Completed:**
 - Crafted banner designs for City administrative November & December events
 - Crafted City notices, reminders & postings for November – December
 - Crafted flyers for November – December City events/programs
 - Worked with CodeRED in finalizing custom geocoder
 - Prepared Cable TV broadcast services contractual agreement for resolution



City of Glenarden

November 21, 2022

TO: Regis M. Bryant
Acting City Manager

FROM: *Karen DC Shoultz*
Karen DC Shoultz
Human Resources Specialist

SUBJECT: November 2022 Monthly Report

Personnel Issues:

Accomplished:

- Completed separation paperwork for:
 - Consuela Barbour, City Manager effective Oct. 17, 2022
 - Victoria Lewis, Council Clerk effective October 21, 2022
 - Christopher Shelby, Sergeant effective October 22, 2022
 - Aidan Sims, Police Officer effective October 23, 2022
- Working on preparing final documentation regarding Salary Survey conducted by Municipal Solutions salary and benefits, meeting with Acting City Manager before the end of the month.
- Employees separated from Mutual of America and State of Maryland; appropriate documentation sent to both and finance for final processing.
- Provided Chief of Police with the list of eligible candidates for the position of Police Officer. Four candidates for the position of Police Officer were selected, and background process started. A fourth was tentatively selected.
- Prepared new employee packages for officers with effective dates of November 27, 2022.
- Employment verifications were requested for four current employees – verifications completed.
- Posted both Gold Room (Special Events) Coordinator and Gold Room (Special Events) Crew Chief on the following websites:
 - MML
 - City Website
 - Indeed
 - University of Maryland Global Campus and Bowie State UniversityWill provide applications to council every two weeks, depending on number of applications received.
- Posted City Manager's position on the following websites:
 - Indeed
 - LinkedIn
 - ICMA (required a closing date, thus January 31, 2023)

- Maryland City County Management Association (available via ICMA)
- Washington Post (35 days max per posting, closing date December 1, 2022)
- MML
- City Website
- Indeed

Will provide applications to council every two weeks, depending on number of applications received.

- Provided Acting City Manager with List of Eligible Candidates for the position of Gold Room (Special Events) Crew Member.
- Responded to the State of Maryland requesting for the current medical and dental rate sheet.
- Successfully processed Open Season Changes for current employees and New Hire Enrollments documents. Documentation successfully received for processing.
- Excessive Annual Leave Memorandum distributed to all employees.
- Provided Council President/Vice President with List of Eligible Candidates for the position of Council Clerk.
- Completed on-boarding Haley Williams, Assistant Staff Accountant.
- Successfully completed another Open Season for Health Benefits. Four employees took advantage of Open Season. All changes are effective January 1, 2023.
- Worked Gold Room event.
- Worked with Attorney on several personnel issues.
- Completed ACA Report

Projected Goals:

- Tentatively scheduling Mid-Term Review Training for supervisors, December 1st.
- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures.
- Review Public Safety position descriptions with Chief, for updating purposes.

New Hires:

- N/A.

Separation(s):

- City Manager effective Oct. 17, 2022
- Council Clerk effective October 21, 2022
- Sergeant effective October 22, 2022
- Police Officer effective October 23, 2022

Vacancy Announcement(s):

- Police Officer, closes June 30, 2023
- Gold Room (Special Events) Crew Chief, closes December 30, 2022
- Gold Room (Special Events) Coordinator, closes December 30, 2022
- City Manager, closes January 31, 2023

GOLD ROOM RESERVATIONS

Kimberly Sutton 10/11/22	202-280-3004	6/11/23 3-7pm	Award Ceremony
Rena 10/12/22	301-266-8583	4/15/23	Dance event
Ervin Keese 10/12/22	240-6409592	10/28/22 12pm-4pm	Repast
Rodney Frank 10/11/22	301-529-8841	3/2023	Alpha Phi Alpha event
Maurice Ross 10/13/22	202-437-8882	10/28/22	Repast
Mamie Small 10/13/22	202-230-8326	11/05/22 afternoon	Repast
Janice Jackson 10/13/22	301-772-0393	02/2023 100-120ppl	60 th Birthday Party
Della	240-446-9546	5/30/23	Birthday party
Tayo Otoki	301-992-5131	6/3/22	Engagement Party
Angela Eugene	240-678-4275	6/10/23 8am-1pm	N/A
Angeline Garrett	202-258-6954	Sometime in March 2023	Birthday Party
Sandra Obena	301-538-4177	6/10/23	Group anniversary
Mike Middleton	240-423-1869	March 2023	Reception