



City of Glenarden

Office of the City Manager Report for Period Ending January 20, 2023

- Met with Human Resources Representative and City Treasurer about Salaries and Benefits on December 30th.
- Met with Administrative Employees about Mid Term Performance Evaluations on January 4th.
- Met with Director of Public Works and Administrative Assistant in reference to Gold Room Crew Chief Position on January 4th.
- Participated in a Zoom Meeting in reference 7th St Park on January 5th.
- Held interviews for Gold Room Member on January 5th.
- Participated in a Zoom Meeting with Cable Contractor.
- Held interviews for Gold Room Member on January 9th.
- Meeting with DPIE Code Enforcement on January 10th.
- Officer Joshua Knox resigned effective on January 10th and started a new career in Law Enforcement.
- Held Mid-Term Performance Evaluations for City Employees on January 12th and 13th.
- Held interview for Gold Room Coordinator Position on January 17th.
- Received Letter of Resignation from Code Enforcement Officer Joshua Bennett for another job, effective January 27th.
- Mid-Term Performance Evaluations for City Employees were reviewed and submitted to Human Resources on January 19th.



2023

CODE ENFORCEMENT

January SUMMARY

New Businesses: 0

Business License Renewal: 0

Notice of Inspections: 0

Vehicle Impounded: 2

Building/Sign Permits: 3

Citizens' Complaints: 14

Citations: 34

Stop Work Orders: 0

Tow Stickers :0

Inoperative: 0

Roll Off Permits: 0

ADDITIONAL NOTES:

Ward # 1: For the month of January, there were 10 citations given in Ward 1 for unregistered vehicles.

Ward # 2: For the month of January, there were 10 citations given in Ward 2 for unregistered vehicles.

Ward # 3: For the month of January, there were 14 citations given in Ward 3 for unregistered vehicles/ Commercial Vehicles.

Building permits: (1) 8600 Block of Johnson Ave, (1) 7900 Fiske Ave & (1) 2800 Block of Swann Wing Ct.

Notice Of Inspections: There were no notice of inspections issued in the month of January. Code Enforcement spoke with a couple citizen to resolve their situations.

Inoperative Vehicle: Code Enforcement did not encounter any inoperative vehicles.

Citizens' Complaints: There were no specific citizen complaints.

Other Observations: Code Enforcement is making sure the solar panel companies have the proper documentation to build on client's property. Code Enforcement is making sure that commercial vehicles are getting towed as well and giving the owners citations. Two Commercial vehicle were towed on Evarts Streets as well. Code Enforcement made sure that the resident on the 7900 block of Dellwood Avenue is in compliance of the code as well. The establishment was reduced in size and now in compliance with the city and county.



JANUARY REPORT – GOLD ROOM

	Gold Room	WTC Community Center
Gratis	4	
Church	4	
Repast	5	
Corporate	0	
Private	0	1
Total Revenue	\$2595	\$50

Gratis Events:

GHA Christmas Party

Glenarden Staff Luncheon

Senator Benson

Boys & Girls Club



City of Glenarden

January 20, 2023

TO: Regis M. Bryant
Acting City Manager

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

SUBJECT: December 16, 2022 – January 20, 2023 Monthly Report

Personnel Issues:

Accomplished:

- Offered applicant the position of Gold Room Crew Member. Applicant fingerprinted and drug tested on January 12, 2023; upon completion and approval of security, an effective date will be established.
- Provided staff with memo outlining end of year changes. Staff advised to compare their last pay stub in 2022 (December 30, 2022) to the first pay stub End of Year information for review.
- Replaced 2022 with 2023 Wage and Labor Posters.
- Provided Council with eligible qualified list of candidates for the Gold Room Coordinator.
- Offered applicant the position of Gold Room Coordinator. Applicant scheduled for fingerprinting and drug test; upon completion and approval of security, an effective date will be established.
- Provided Council with eligible qualified list of candidates for Council Clerk.
- Various agencies requested and received employment verifications for four current employees.
- Participated on a Zoom meeting with potential ARAP contractor. Consultant met with Council on January 9, 2023. Resolution prepared for approval.
- Worked with former employee regarding termination of health coverage and the ramifications of the termination.
- 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)
 - MML
 - Washington Post (on-line)
 - City Website
 - Indeed

Position closes on January 31, 2023. Council and Mayor to receive qualified applicants no later than February 2, 2023.

- Provided Acting City Manager with the number of New Hires and Terminations for the period January 1 – December 31, 2022
- As requested by Council, conducted a survey of liked-size event venues in Prince George’s County. The going rate for salaries is between \$15 - \$25 per hour. Provided this information to the Acting City Manager, who in turn, presented a resolution to increase salaries for the Gold Room.
- All City of Glenarden employees received a mid-term performance review.
- Excessive Annual Leave Memorandum distributed to all employees.
- Worked Gold Room events.
- Worked with Attorney on several personnel issues.
- Completed ACA Report

Projected Goals:

- 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):

N/A

Vacancy Announcement(s):

- Police Officer, closes June 30, 2023
- City Manager, closes January 31, 2023



City of Glenarden, MD

"City on the Move"

January 20, 2023

TO: Regis Bryant
Acting City Manager

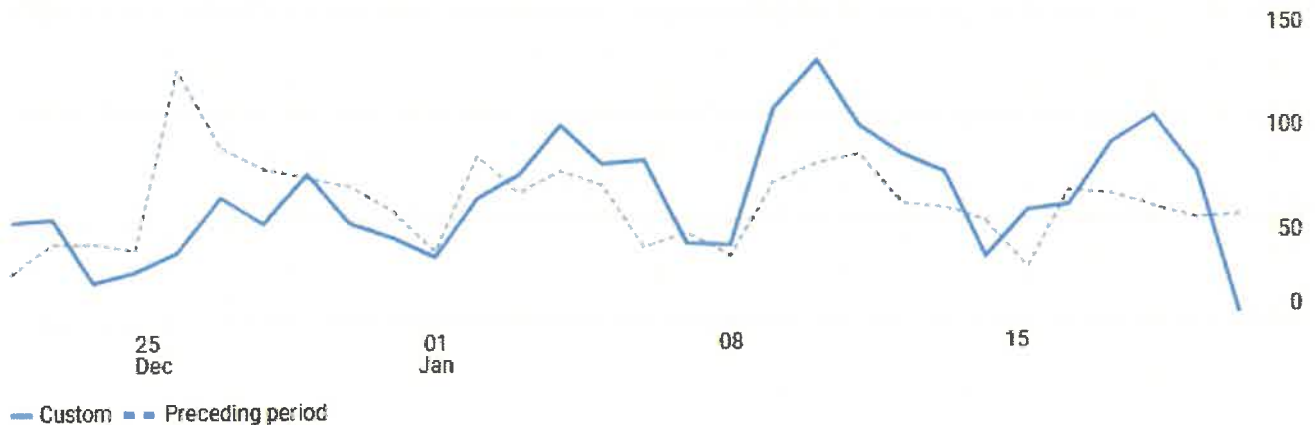
FROM: Monay Ward
Webmaster/Media Specialist

SUBJECT: January 2023 Monthly Report

Accomplished:

City Website - Metrics (December 22 – January 20, 2023)

Users	New users	Event count	Average engagement time
1.6K	1.5K	15K	1m 20s
↑ 5.6%	↑ 6.8%	↑ 1.8%	↓ 0.4%



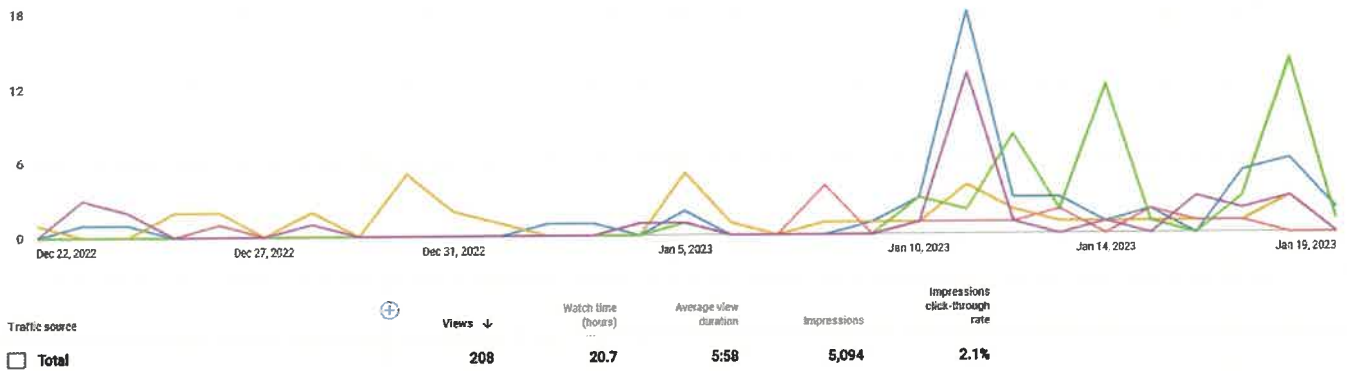


City of Glenarden, MD

"City on the Move"

Social Media

YouTube – Metrics (December 22 – January 19, 2023)



Twitter – Metrics - based on the last 28 days w/ changes over previous period

JAN 2023 SUMMARY

Tweets
25

Tweet impressions
2,596

Profile visits
878

New followers
2

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



City of Glenarden, MD

"City on the Move"

Twitter (Continued)

Tweets
29 ↓ 23.7%



Tweet impressions
3,059 ↓ 14.8%



Profile visits
1,089 ↓ 31.3%



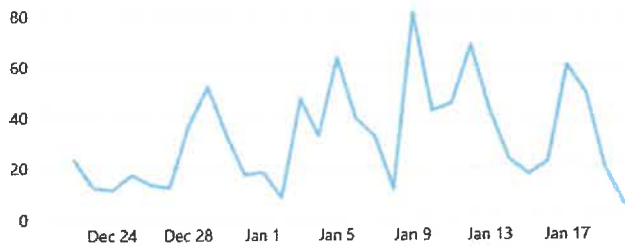
Followers
937 ↑ 5



Facebook & Instagram – Metrics (December 22 – January 20, 2023)

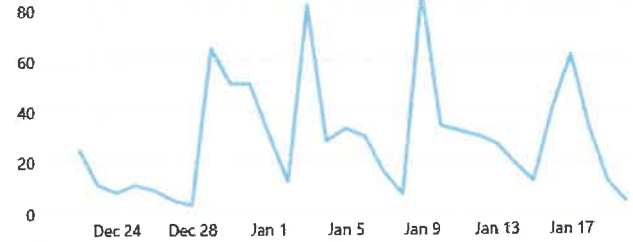
Facebook Page reach ⓘ

473 ↓ 77.2%



Instagram reach ⓘ

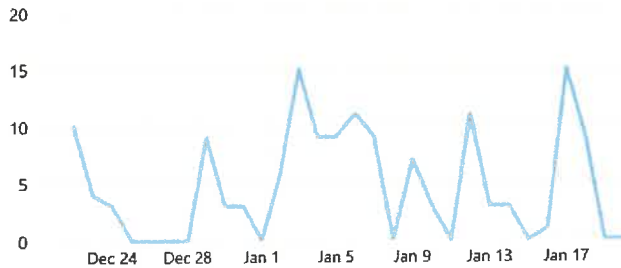
246 ↑ 1.7%



Facebook & Instagram Page Visits

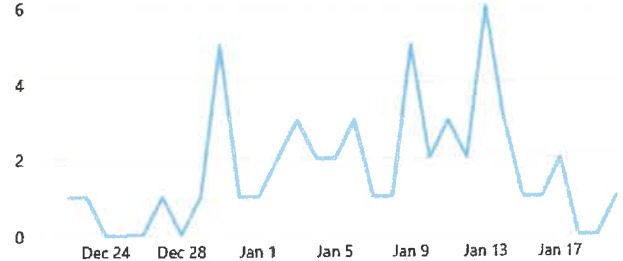
Facebook Page visits ⓘ

143 ↓ 53.1%



Instagram profile visits ⓘ

51 ↓ 67.7%



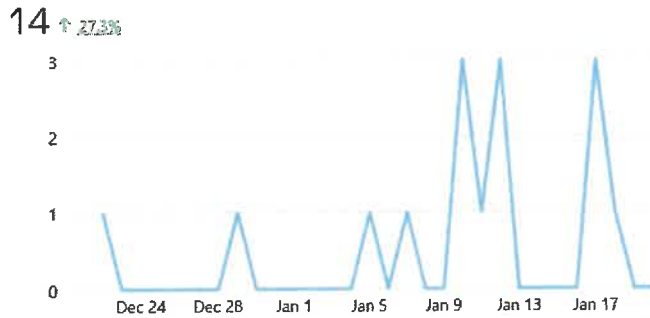


City of Glenarden, MD

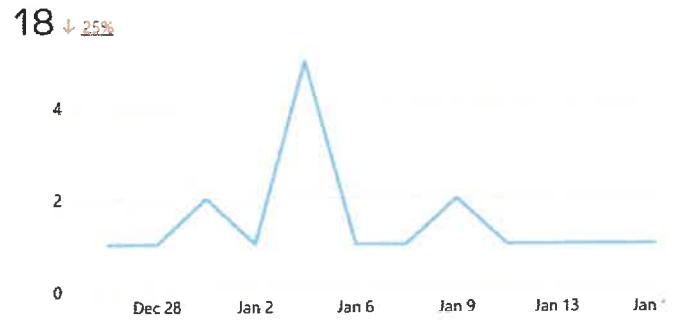
"City on the Move"

Facebook & Instagram Likes/Followers

Facebook Page new likes ⓘ



New Instagram followers ⓘ



- Comments – N/A

Major Key Projects Completed

- **Cable Station** – worked with Cable Comm. Manager; see reports attached
- **City AR Phone Lines updated reg.** City Council Meetings, Mayoral Community Forum for January 2023, City Events/Programs for January 2023
- **Meetings Posted** (on all City media platforms; pre-recording on demand located on the [Archived Council Meetings](#) webpage and [City YouTube](#), *City social media: Facebook Live & Twitter*, re-aired on City channels: Comcast 71 & Verizon 16)
 - **City of Glenarden Work Session (Virtual)**
 - Monday, January 9, 2023, 7:00PM
 - **City of Glenarden Public Hearing (Hybrid)**
 - Monday, January 17, 2023, 7:00PM
 - **Mayoral Community Forum – January "Combatting Human Trafficking"**
 - Wednesday, January 11, 2023, 6:30PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, January 23, 2023, 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

- **Upcoming City Meetings for January**

Community Happenings (Past, Current & Upcoming)

- Prince George's County Waste Diversion and Recycling Awards 2023 (Nominations due 1/9)
- Prince George's County Recycle Your Christmas Tree (collections from 1/2 - 1/30)
- Prince George's County Latino Business Roundtable – College Park (1/25 @ 3PM)
- Prince George's County FY 2024 Budget Listening Session (1/25 @ 5PM)
- Prince George's County Job Fair (1/31 @ 10AM-2PM)
- Youth Empowerment Summit & Arts Conference – (2/4 @ 10AM-3PM | Glenarden Comm. Center)
- JSWES Mental Health Expo Community Vendor Support Information
- Prince George's County Warming Centers Information
- USPS COVID-19 Test Kits
- Prince George's County Food Equity Council – Community Food Assistance Resources

- **Public Service Announcements –**

- City Phone Lines Down 1/9 (restored 1/9)

- **Additional Postings/Notifications Advertised –**

- **Job Postings:**

- N/A

- **Additional Website Content:**

- City calendar updates
- GPD Community Information Posting: [Shooting at Woodmore Towne Center](#)
- City Holiday Closures & Notices: Dr. Martin Luther King, Jr. Day
- City Staff updates
- City Council Cable Schedule Update: meetings will play day after each meeting at **12AM, 3PM & 7PM**. Information located on website under [City of Glenarden Council Meetings, Archived Council Meetings & Cable](#)
- City monthly reporting
- January-February 2023 Community Happenings

- **Flag Status Alerts:**

- N/A



City of Glenarden, MD

"City on the Move"

Special City Advertisements

- Happy New Year posting
- National Law Enforcement Day posting
- Martin Luther King Jr. Day posting
- Dr. Martin Luther King, Jr. Day Office Closure

Marquee Postings:

- City Notice: Phone Lines Down (1/9)
- Dr. Martin Luther King, Jr. Day Office Closure (1/16)
- January Mayoral Community Forum (1/11)

City Cable Channel Postings:

- City Council Meeting Notices/Meetings
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (January 2023)
- Community Happenings: January-February 2023 (see above)
- **Additional Assignments Completed:**
 - Crafted City notices, reminders & postings for December
 - Crafted flyers for Mayoral Comm. Forum events/programs
 - 12/29 – researched potential vendors for ASL & Spanish translation services; advised not to move forward with services
 - 1/5 & 1/12, 1/20 – supported Council Clerk with City Meeting website uploads
 - 1/8 – attended meeting with Council, Council Clerk, Acting CM and Cable Comm. Manager re: cable services
 - 1/10 – met with Council Clerk and Treasurer re: City website platform
 - 1/11 – worked on Public Service Request System portal; updating POC for issues and holiday observed for 2023
 - 1/4, 1/10, 1/11, 1/17 – met with cable contractor re: City processes/procedures, Council Chambers meeting setup & configuration of broadcasting
 - 1/12 & 1/18 - attended web services meeting demonstrations for proposals requests
 - 1/17 – attended web developer meeting re: overview of City website services
 - 1/19 – follow-up research for potential City website software integration tools for Public Works, Finance and Council Clerk

12/27 - 12/29/2022

Rick Gray

Technical Report for Glenarden Television

12/27

Installed bar styled power strip and began connecting broadcast equipment Moved equipment into desk for easier troubleshooting and monitoring.

Started removing wiring not in use or defective.

12/28

Built network and video cables for length and upgrading.

Repositioned UPS units and added rack shelf for signage PC and work PC.

Added 16 port 1 Gig network switch to accommodate more networked equipment.

Added the switcher and video recorder to the same network so they can talk to each other.

Repositioned and reconnected Phone.

12/29

Tracing camera cables to find out how there routed.

Pulled back some of the cables in the Control room

Having trouble with the Verizon ENCODER. The unit keeps cutting off then rebooting.

Called Verizon FNOC they are testing. They will send a tech out to replace or repair.

Testing Zoom from switcher

Jan 3, 2023

Worked with Verizon to find out why the ENCODER keeps rebooting itself randomly. The ENCODER was replaced and reconfigured. The unit still reboots itself. A cross-converter needs to be put inline with video signal and change the video format from 1080i to 720i to see if that solves the problem.

Rerouted cables and bundled down side. Excess cables were placed above the ceiling and tied.

Moved the Comcast feed cable above the ceiling in Studio A so it wouldn't be seen slumped across the window.

Jan 4, 2023

Installed cable clams to wall.

Picked up big pieces for trash

Worked with Monay on the YouTube, Facebook and Restream logons.

Checked out Facebook, YouTube looking at configurations.

Tried the OBS app and tried to get the U-Tap converter to work with the software. Connected the converter to Zoom and it worked. Looking into OBS for configuration discrepancies.

REPORT

1/8-1/14/2023

9 JAN 2023

Connected cross converter on Verizon upstream from ENCODER to check for signal loss. Sent message that the problem persists.

Trace Video cables in chamber to see connection for schematic

10 JAN 2023

Trained on the "Community Signage" application

Setup livestream keys on Facebook and YouTube

11 JAN 2023

Checked mics in chamber w/ Monay

Worked on mic layout in audio mixer and setup in audio rack

Setup tested switcher with Zoom

13 JAN 2023

Connected NUC PC for Zoom into switcher and tested and is working

Connected temp replacement mic for far end position.

REPORT

1/15-1/21/2023

17 JAN 2023

Setup for Public Hearing;

Turned on audio mixer rack and mics, checked and tested

Checked and tested production system

Check and tested connections to YouTube and Facebook

Prepared memory cards for recording

Signed onto Zoom and started production

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://www.princegeorgescountymd.gov)

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/repaired on 1/13/23.
- The additional 2 riding lawnmowers are scheduled for service/repaired 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