

City of Glenarden

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

Ensured that all Gold Room Events are scheduled and covered according to request.

Zoom Meeting with ARPA Contractor

Meeting with Financial Literacy Business (Zoey and Zander)

Phyllis Shallman, Financial Educator met with employees in the Public Safety Department.

Meeting with Financial Literacy Business (Enrich)

7th Street Park Zoom Meeting

7th Street Park Zoom Meeting Walk Thru Survey

Zoom Meeting Prince George's County Liquor Board Hearing

Attended Glenarden Hill Groundbreaking Ceremony

Worked with HR updating Personnel Standard Operating Procedures

New City Manager introduced and started in new position.

INTEROFFICE MEMORANDUM

TO: CITY OF GLENARDEN - ACTING CITY MANAGER

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

SUBJECT: PUBLIC WORKS REPORT FOR MARCH 2023

DATE: MARCH 21, 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.

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 currently at Fleet Maintenance for front brake service as of 3/21/23.
3. **2019 Ford F250 tag# 13400LG approximately 18,647 miles** – this vehicle is in above average condition.

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

- The remaining riding lawnmower has been serviced and is scheduled to be picked-up on 3/22/23.

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 have had the opportunity to support in the month of February 2023:

1. Gold Room Event (repast) 3:30pm – 7pm 2/24/23
2. Community Center Event (Prince) 2pm – 6pm 2/25/23
3. Gold Room Event (Repast) 12:30pm – 4:30pm 2/27/23
4. Gold Room Event (repast) 1pm – 4pm 3/3/23
5. Gold Room Event (repast) 2pm – 7pm 3/10/23
6. Gold Room Event (Thompson) 3:30pm – 9pm 3/11/23
7. Community Center Event (Cullen) 1:00pm – 4:00pm 3/14/23
8. Gold Room Event (Robinson) 1:00pm – 6:00pm 3/17/23
9. Community Center Event (Herring) 1:00pm – 5:00pm 3/18/23
10. Set-up for weekly Sunday church services

BUILDING (CITY HALL & COMMUNITY CENTER)

1. Gold Room kitchen – The 3-drain sink in the Gold Room must be tied into a grease trap per IPC code. Proposals are being obtained to meet this requirement (1 of 3 have been obtained) estimated time for all proposals 3/3/23.
2. Building stair treads – proposal signed with Park Rug to install new VCT flooring and vinyl stair treads in the admin stairwell. Estimated install planned for Saturday 4/1/23. PW will remove the existing stair treads and flooring.
3. Roof contractor –Confirmed the “GAF Material Warranty” for the section of the roof installed by Wagner Roofing. Inspections (to include clearing of drains/gutters) are conducted by PW monthly to ensure that the warranty is not voided. Roof was cleaned/inspected on 3/20/23.
4. Garage shelving was put up for extra storage 3/16/23

CITY PROJECTS

- 7th Street Park site visit meeting 3/7/23.
- 7th Street Park meeting with surveyor 3/14/23.
- All Crape Myrtles, trees, and shrubbery have been trimmed/pruned as of 3/16/23.
- Mulching will be completed by 3/31/23.



City of Glenarden, MD

"City on the Move"

March 20, 2023

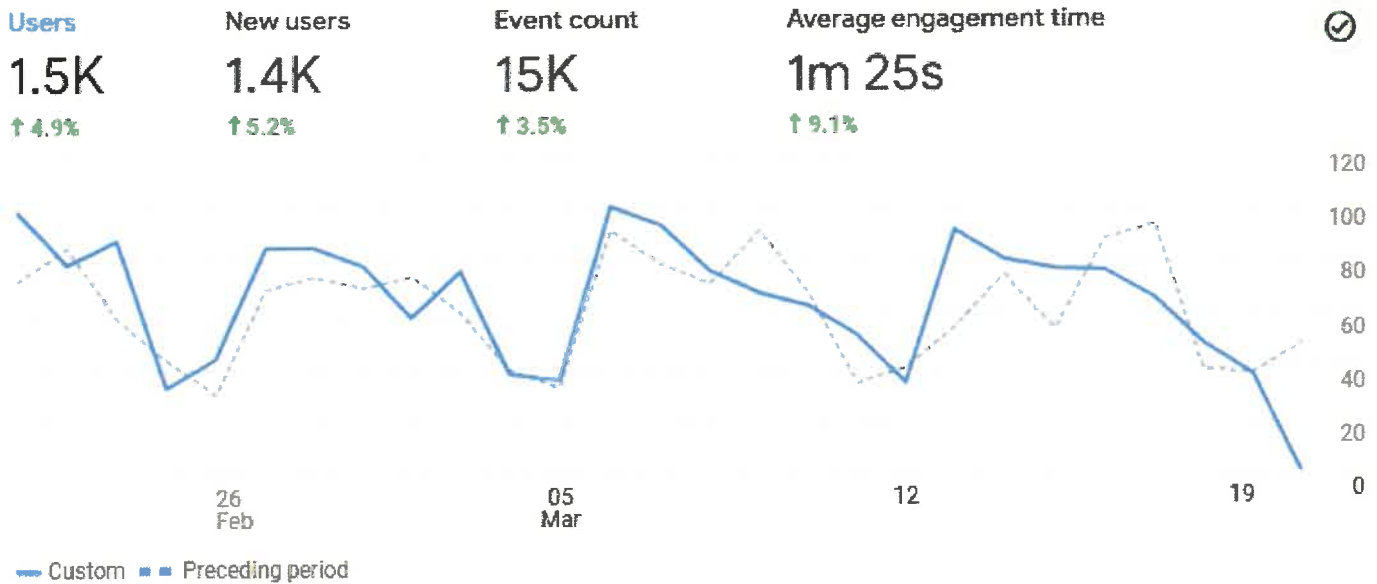
TO: Regis Bryant
Acting City Manager

FROM: Monay Ward
Webmaster/Media Specialist

SUBJECT: March 2023 Monthly Report

Accomplished:

City Website - Metrics (February 22 – March 20, 2023)



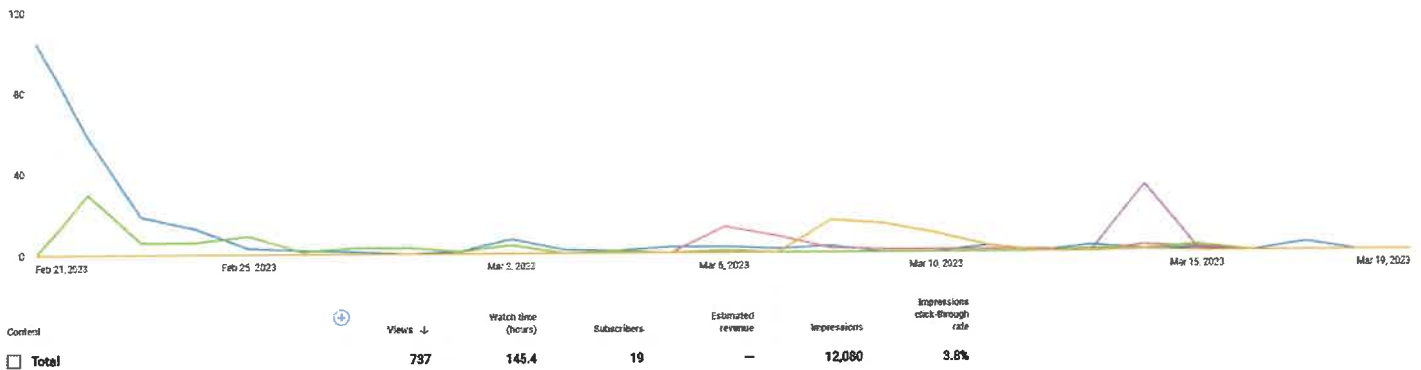


City of Glenarden, MD

"City on the Move"

Social Media

YouTube – Metrics (February 21 – March 19, 2023)



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

MAR 2023 SUMMARY

Tweets
65

Tweet impressions
3,133

Profile visits
1,196

Mentions
8

New followers
17

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

*Twitter (Continued)

28 day summary with change over previous period

Tweets
99 ↑209.4%

Tweet impressions
4,798 ↑110.2%

Profile visits
1,581 ↑408.4%

Mentions
9

Followers
974 ↑20





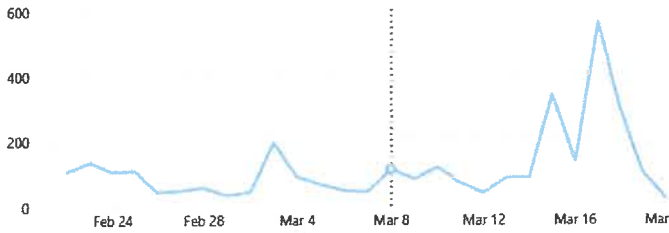
City of Glenarden, MD

"City on the Move"

Facebook & Instagram – Metrics (February 22 – March 20, 2023)

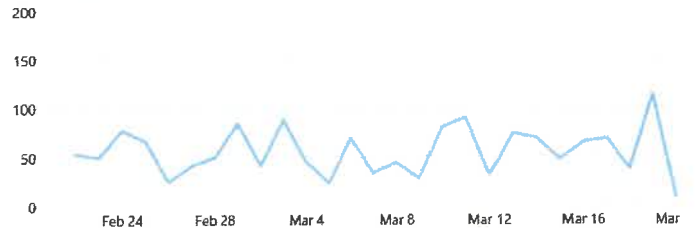
Facebook Page reach ⓘ

2,204 ↑ 496.7%



Instagram reach ⓘ

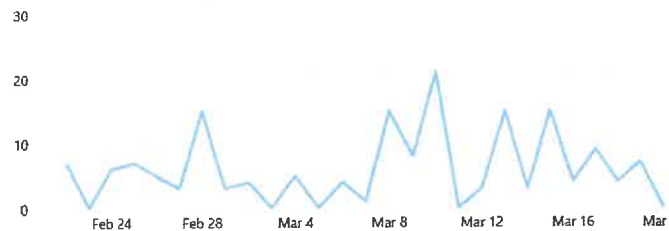
423 ↑ 47.9%



Facebook & Instagram Page Visits

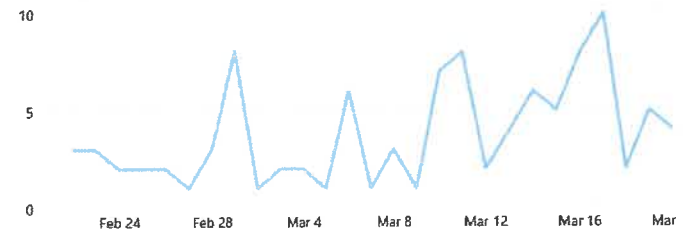
Facebook Page visits ⓘ

164 ↑ 40.2%



Instagram profile visits ⓘ

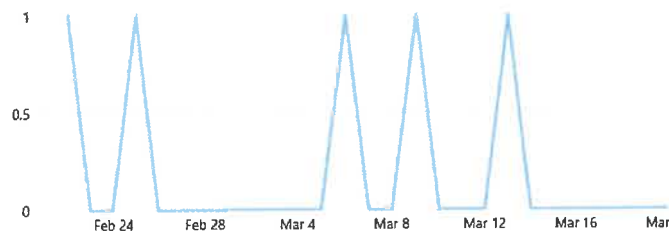
102 ↑ 75.9%



Facebook & Instagram Likes/Followers

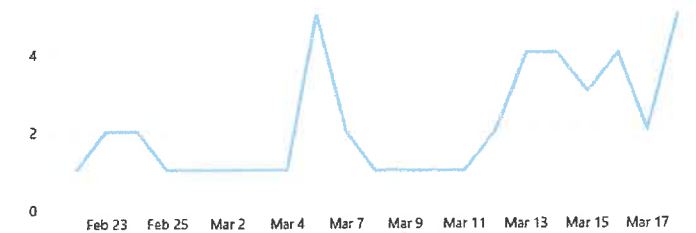
Facebook Page new likes ⓘ

5 ↓ 28.6%



New Instagram followers ⓘ

45 ↑ 55.2%





City of Glenarden, MD

"City on the Move"

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 March 2023, City Events/Programs for March-April 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, March 6, 2023, 7:00PM
 - **Mayoral Community Forum – March "Making Women History"**
 - Wednesday, March 8, 2023, 6:30PM
 - **City of Glenarden Public Hearing (Hybrid)**
 - Tuesday, March 14, 2023, 7:00PM
 - **City of Glenarden Special Regular Meeting (Virtual)**
 - Wednesday, March 15, 2023, 6:30PM
 - **City of Glenarden Charter Review Committee Meeting (Virtual)**
 - Thursday, March 16, 2023, 6:30PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, March 20, 2023, 7:30PM

Glenarden Housing Authority Meetings:

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

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

City Happenings

- **Upcoming City Meetings for March**

Community Happenings (Past, Current & Upcoming)

- Maryland Municipal League "If I Were Mayor I Would..." Digital Essay Contest
- Basic CERT Training for April 2023 (4/1-4/2 @ 9AM-5PM | 7915 Anchor St., Hyattsville, MD)
- [Glenarden Branch Library Upcoming Events](#)
- [Metropolitan Police Department: Kia & Hyundai Care Steering Wheel Club Pick-Up](#) - (3/1-3/3)
- Foreclosure And Eviction Prevention Workshop (3/4 @ 10AM-2PM)



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"City on the Move"

- Wholehome: Rehab Homeowner Assistance Fund (HAF) – [Apply Here](#)
 - JSWES Mental Health Expo Community Vendor Support Information (request to be completed by 4/14; event 5/25 @ 2:30PM-5:30PM)
 - Prince George's County Warming Centers Information
 - Youth Saturday Enrichment Academy (began 3/4 @9:30AM-12:30PM)
 - Prince George's County Liquor Board Hearing (2/28 @ 10AM)
 - CPSTS Driver's Education Scholarship Program (registration by 3/8; classes begin 4/16)
 - Prince George's County Council Small & Minority Business Week: March 6-10
 - 2023 COVID-19 Economic Recovery Quarterly Job & Resource Fair (3/14 @10AM-1PM | Glenarden Community Center)
 - 2023 Centenarian Celebration (register by 3/15; luncheon will be held 5/5 @ Laurel-Beltsville Senior Activity Center (7120 Contee Road, Laurel, MD)
 - Healthy School Meals For ALL Rally At The Capitol (3/15 @ 6PM-8PM | Lawyer Mall Annapolis)
 - 2023 Elder Abuse and Fraud Prevention Training Series (3/15, 4/25 & 5/16 - Virtual)
 - Easter Eggstravaganza (4/8 @ 11AM-2PM | Glenarden Community Center)
 - The G.O.A.T. Mental Health Expo 2023 (4/29 @ 9:30AM-3:30PM | Bowie State University - Gym)
 - [Prince George's County Food Equity Council – Community Food Assistance Resources](#)
 - USPS COVID-19 Test Kits
 - Prince George's County FY2023 Local Impact Grant Program (apply by 5/17 @ 5PM)
- **Public Service Announcements –**
 - Prince George's Co. Council approves bill capping rent increases at 3%
 - Groundbreaking Ceremony for Glenarden Hills Phase III (3/15 @ 11AM)
 - Maryland city councilman aims to "bridge the gap" in Glenarden community -
 - 2/23 - City Call-A-Bus Services Scheduled to Resume on 2/27
 - Youth Arts Summit And Conference - February 4, 2023 – View news release from WUSA9 [here](#)
 - **Additional Postings/Notifications Advertised –**
 - **Job Postings:**
 - Police Officer (closes 6/30/23)
 - Gold Room (Special Events) Coordinator (closed 2/24/23)
 - Gold Room (Special Events) Crew Member (Part-Time) (closed 3/17/23)
 - Code Enforcement Officer (Part-Time) (closed 3/2/23)
 - **Additional Website Content:**
 - City calendar updates
 - City of Glenarden Youth Financial Literacy Day – 4/15 @ 11AM-2PM
 - Formal Daddy/Daughter Sneaker Ball – 4/22 @ 5PM-9PM
 - City Staff & City Council updates
 - City monthly reporting
 - March 2023 Community Happenings



City of Glenarden, MD

"City on the Move"

- **Flag Status Alerts:**

- 3/15/2023 - Flag Status Alert: Maryland Flag is at Half-Staff

Special City Advertisements

- St. Patrick's Day posting
- Reserve Event Space with the City of Glenarden!
- Hello Spring posting

Marquee Postings:

- March Mayoral Community Forum (3/8)
- Charter Review Meeting (3/16)
- Financial Literacy Day (4/15)
- Save the Date – Formal Daddy/Daughter Sneaker Ball (4/22)

City Cable Channel Postings:

- City Council Meeting Notices/Meetings
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (March 2023)
- Community Happenings: March-April 2023 (see above)
- **Additional Assignments Completed:**
 - Crafted City notices, reminders & postings for March
 - Crafted flyer for City of Glenarden Event Space Rentals
 - Assist with crafting Liquor Board hearing postcard
 - Worked with City Treasurer on Cable/Communications FY24 budget
 - Crafted 2023 April-June City newsletter; mailout the week of 3/20.
 - Processed equipment orders for cable studio, equipment & media services
 - 2/2 – Attended demo with Esri re: GIS mapping services
 - 2/8 – Attended demo with CloudPermit re: Code enforcement online citizen and staff portal platform



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TECH REPORT

MARCH 1 – MARCH 20, 2023

MAR 6

Performed Council meeting Work Session. Set up associated equipment, recorded and downloaded to drive to be edited and uploaded

MAR 14

Performed Council meeting Work Session. Set up associated equipment, recorded and downloaded to drive to be edited and uploaded

MAR 15

Performed Council meeting Work Session. Set up associated equipment, recorded and downloaded to drive to be edited and uploaded

MAR 20

Performed Council meeting Work Session. Set up associated equipment, recorded and downloaded to drive to be edited and uploaded



2023

CODE ENFORCEMENT

MARCH SUMMARY

New Businesses: 0

Business License Renewal: 0

Notice of Inspections: 3

Vehicle Impounded: 0

Building/Sign Permits: 5

Citizens' Complaints: 8

Citations: 12

Stop Work Orders: 0

Tow Stickers: 0

Inoperative: 0

Roll Off Permits: 0

ADDITIONAL NOTES:

Ward # 1: For the month of February 21-March 20, 2023, there is 1 citation issued in Ward 1 for unregistered vehicles. There were two Homeowners issued Notice of Inspection for public nuisance; Maintenance requirement: pertaining to the clean, safe, sanitary condition and upkeep of their property. Residents were provided 7 days to clean the backyard. As of Monday, March 20, 2023, the resident has cleaned the miscellaneous (bulk) furniture and clothing.

On March 8, 2023, Resident residing at 7923 Echols Avenue was issued a Notice of Inspection for parking a commercial vehicle in their driveway. The driver was provided additional time to remove the tractor from the driveway due to being on the road. The tractor was removed on March 13, 2023.

On March 13, 2023, Resident residing at 7922 Echols Avenue was issued a Notice of Violation for selling food without a business license.

Ward # 2: For the month of, February 21-March 20, 2023, There were 8 citations given in Ward 2 for unregistered vehicles.

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

Building permits: There were no issued during March.

Inoperative Vehicle: Code Enforcement spoke with residents that are repairing their vehicles.

Citizens' Complaints: There were complaints made by citizens, Chief Bryant and Code Enforcement are resolving those issues.

Other Observations: Code enforcement has an appointment with resident residing at 7804 Johnson, who has a schedule appointment to obtain a city permit to install solar panels.

Officer Wright was there on Tuesday, March 14, 2023, 5:00 p.m. -6:30 p.m., meeting with DCAO McCarthy, Mayors, and Municipal Officials.



MARCH REPORT – GOLD ROOM

	Gold Room	WTC Community Center
Gratis	0	
Church	4	
Repast	6	
Corporate	1	
Private	1	3
Total Revenue	\$4065	\$175