



# *City of Glenarden*

## **Office of the City Manager Report for Period Ending February 20, 2023**

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

Reviewed and tentatively selected applications for the applicants for the Gold Room Coordinator and Gold Room Crew Member

Proposed City of Glenarden Salaries, using the "Min" and "Max" salary range for Prince George's County Municipalities/Towns that participated in the survey.

Contacted the two Financial Literacy Programs to move forward with setting up programs.

Moved current part-time Code Enforcement Officer to the full-time position.

Meeting with ARPA Contractor

Meeting with Financial Literacy Business (Zoey and Zander)

Meeting with Financial Literacy Business (Enrich)

7<sup>th</sup> Street Park Zoom Meeting

Worked with HR updating Personnel Standard Operating Procedures.

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**INTEROFFICE MEMORANDUM**

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**TO:** CITY OF GLENARDEN - ACTING CITY MANAGER

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

**SUBJECT:** PUBLIC WORKS REPORT FOR FEBRUARY 2023

**DATE:** FEBRUARY 21, 2023

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**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.

**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.
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 \(princegeorgescountymd.gov\)](#)

### **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 2/23/23.
- The remaining 2 riding lawnmowers have been serviced and are scheduled to be picked-up on 2/22/23.

### **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) 1pm – 3pm 1/23/23
2. Community Center Event (Hampton) 3pm – 6pm 1/28/23
3. Gold Room Event (United Medical Healthcare) 2pm – 6pm 1/31/23
4. Gold Room Event (repast) 1pm – 6pm 2/2/23
5. Gold Room Event (repast) 11am – 3pm 2/3/23
6. Gold Room Event (Robinson) 1pm – 5pm 2/10/23
7. Gold Room Event (repast) 1pm – 5pm 2/13/23
8. Gold Room Event (repast) 12pm - 4pm 2/17/23
9. Community Center Event (Wilson) 1:00pm – 5:00pm
10. Set-up for weekly Sunday church services

### **BUILDING (CITY HALL & COMMUNITY CENTER)**

1. Gold Room kitchen – estimate from Michael & Son’s for repairs needed to the 3-sink drain 1/25/23.
2. Gold Room kitchen – estimate from Magnolia plumbing for repairs needed to the 3-sink drain. 1/30/23
3. Gold Room kitchen – pricing small sink replacement in kitchen area 2/1/23
4. Building stair treads – receiving estimates for stair tread replacement on stairwells (44 metal steps) As of 2/21/23 we have receive 2 of 3 estimates
5. Roof contractor –Wagner roofing was contacted regarding the warranty from repairs made to the roof in 2019. Monthly inspections are performed by PW to make sure the roof is free from clogged drains or debris that would void any warranties. We have not yet received any specifics regarding the warranty or an actual copy of the warranty as of 2/21/2023.

### **CITY PROJECTS**

- Virtual meeting with Gordian regarding asphalt overlay and traffic calming devices 1/31/23
- Kickoff meeting ARPA rep and Admin Dept. Heads 2/1/23
- 7<sup>th</sup> Street Park planning meeting (virtual) 2/16/23
- CivicPlus – “SeeClixFix” meeting (virtual) 1/26/23
- GovPilot meeting (virtual) 1/27/23

- Crape Myrtle pruning on Dellwood Ave began on 2/13/23
- Received 1 of 3 proposals to have the electrical panel box replaced at the corner of 704 & MLK in front of the marquee as of 2/21/23, we anticipate the repairs to be completed Spring of 2023.



**2023**

## **CODE ENFORCEMENT**

### **February SUMMARY**

New Businesses: 0

Business License Renewal: 0

Notice of Inspections: 0

Vehicle Impounded: 2

Building/Sign Permits: 6

Citizens' Complaints: 20

Citations: 17

Stop Work Orders: 0

Tow Stickers :0

Inoperative: 0

Roll Off Permits: 0

## **ADDITIONAL NOTES:**

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

**Ward # 2:** For the month of February, there were 5 citations given in Ward 2 for unregistered vehicles. Homeowners were provided with notification of public nuisance pertaining to upkeep of their property and front yard. 3604 Code enforcement and COG Policar & Lt responded to complaint of side/patio door ajar. Officer's and Code enforcement secured all doors without incident.

**Ward # 3:** For the month of February, there were 2 citations given in Ward 3 for unregistered vehicles/ Commercial Vehicles.

**Building permits:** (1) 1507 3<sup>rd</sup> Street, (1) 2605 Saint Nicholas Way, (1) 1315 Wesley Street, (1) 9016 Glenarden (1) 3210 Hayes Street, (1) 3620 Cousins Drive.

**Notice Of Inspections:** There were no notice of inspections issued in the month of February. Code Enforcement spoke with residents, citizen and resolved their issues.

**Inoperative Vehicle:** Code Enforcement spoke with residents that are in process of repairing their inoperative vehicles.

**Citizens' Complaints:** There were many citizen complaints mattresses on side of homes and lawns. Code enforcement has addressed the infractions with the homeowners.

**Other Observations:** Code enforcement assuring the solar panel companies have the proper documentation to build on client's property. We are heavily enforcing the code for commercial vehicles and issuing the owners citations. There were two Commercial vehicles towed one 8000 MLK JR HWY Commercial Vehicle, and Everts Streets Trailer.



## FEBRUARY REPORT – GOLD ROOM

	Gold Room	WTC Community Center
Gratis	0	
Church	4	
Repast	6	
Corporate	0	
Private	0	4
Total Revenue	\$2085	\$200



# City of Glenarden

February 21, 2023

TO: Regis M. Bryant  
Acting City Manager

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

SUBJECT: January 21, 2023 – February 20, 2023 Monthly Report

## **Personnel Issues:**

### ***Accomplished:***

- Corporal Covington promoted to Sargeant effective February 5, 2023.
- Prepared a condensed version of the Proposed FY24 Salaries. Columns outlined are:
  - Current City of Glenarden Salaries; and
  - Proposed City of Glenarden Salaries, using the “Min” and “Max” salary range for Prince George’s County Municipalities/Towns that participated in the survey.
- Selectee for the position of Gold Room Coordinator, declined the position one week prior to the effective date.
- Working with Mutual of American on several issues directly caused by them moving to a new platform.
- Reviewing applications submitted for the Gold Room Coordinator; Gold Room Crew Member; and Code Enforcement Officer.
- Participated in the ARPA meeting with the ARPA Contractor, Thomas Himler; subject of the meeting was to outline ways in which the City wished to use the monies award the City by the Federal government (4.3 million received; 1.96 allocated and appropriated in 2023.)
- Met with Jordan, Charles, Regis, and Michelle regarding the Gold Room.
- 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):**

- Code Enforcement Officer, effective January 25, 2023
- Assistant Staff Accountant, effective January 26, 2023



**Vacancy Announcement(s):**

- Gold Room Coordinator, closes February 24, 2023
- Gold Room Member, closes February 27, 2023
- Code Enforcement Officer, closes March 2, 2023
- Police Officer, closes June 30, 2023



# City of Glenarden, MD

"City on the Move"

February 20, 2023

**TO:** Regis Bryant  
Acting City Manager

**FROM:** Monay Ward  
Webmaster/Media Specialist

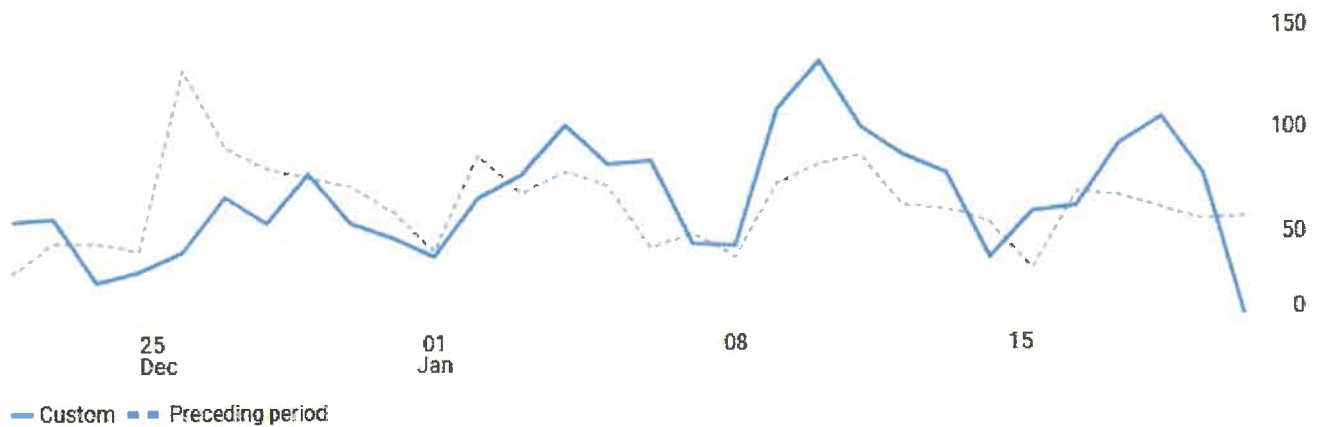
**SUBJECT:** February 2023 Monthly Report

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## Accomplished:

### City Website - Metrics (January 21 – February 16, 2023)

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



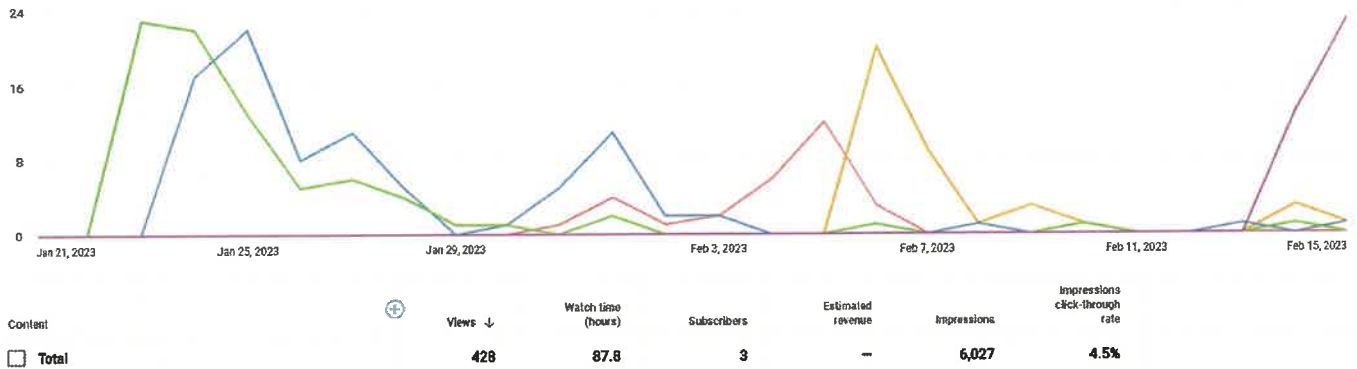


# City of Glenarden, MD

"City on the Move"

## Social Media

### YouTube – Metrics (January 20 – February 15, 2023)



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

#### FEB 2023 SUMMARY

Tweet impressions  
**1,279**

New followers  
**8**

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

### \*Twitter (Continued)

Tweet impressions  
**2,208** ↓ 29.8%

Followers  
**955** ↑ 14

\* As of February, the Twitter platform is currently experiencing issues with displaying complete analytic context, see information obtainable above



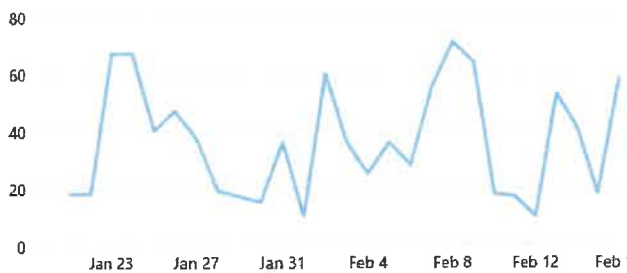
# City of Glenarden, MD

*"City on the Move"*

## Facebook & Instagram – Metrics (January 21 – February 16, 2023)

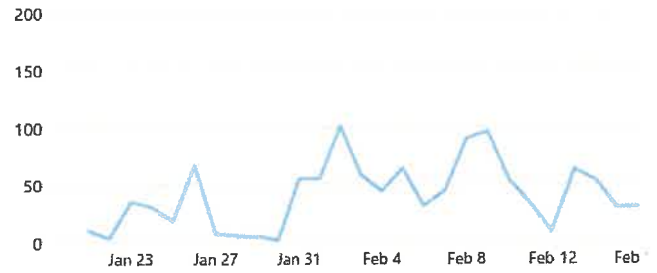
Facebook Page reach ⓘ

439 ↓ 5.2%



Instagram reach ⓘ

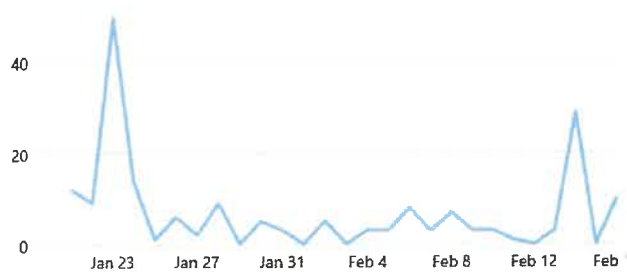
286 ↑ 15.2%



### Facebook & Instagram Page Visits

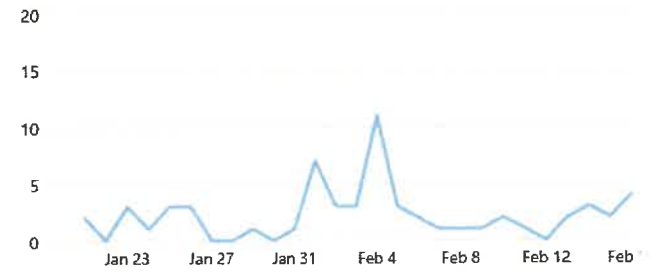
Facebook Page visits ⓘ

189 ↑ 43.2%



Instagram profile visits ⓘ

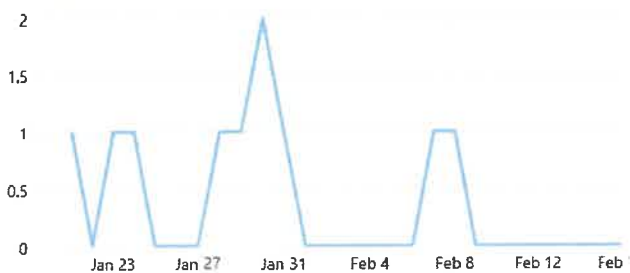
60 ↑ 22.4%



### Facebook & Instagram Likes/Followers

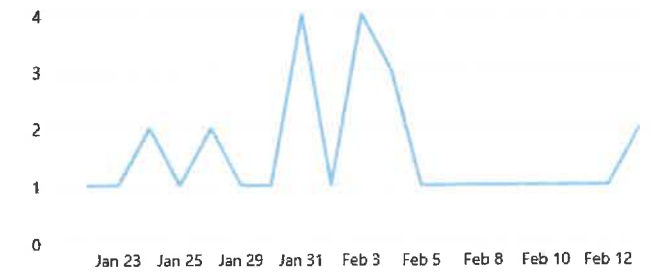
Facebook Page new likes ⓘ

10 ↓ 23.1%



New Instagram followers ⓘ

30 ↑ 75.5%





# 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 February 2023, City Events/Programs for February 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, February 6, 2023, 7:00PM
  - **Mayoral Community Forum – February "African Nations & the African American Diaspora"**
    - Wednesday, February 8, 2023, 6:30PM
  - **City of Glenarden Executive Session - Closed (Virtual)**
    - Tuesday, February 14, 2023, 6:00PM
  - **City of Glenarden Public Hearing (Hybrid)**
    - Tuesday, February 14, 2023, 7:00PM
  - **City of Glenarden Charter Review Committee Meeting (Virtual)**
    - Thursday, February 16, 2023, 6:30PM
  - **City of Glenarden Regular Meeting (Hybrid)**
    - Tuesday, February 21, 2023, 7:30PM
  - **City of Glenarden Executive Session - Closed (Virtual) - Interviews with City Manager Candidates**
    - Tuesday, February 14, 2023, 6:30PM

## 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 February**



# City of Glenarden, MD

*"City on the Move"*

## **Community Happenings (Past, Current & Upcoming)**

- No Excuse For Teen Dating Abuse Teen Summit (2/3 @ 6:30PM-9:30PM | location varies)
- Prince George's County Hazard Mitigation Plan (HMP): Virtual Public Forum (2/2 @ 5:30PM – Virtual)
- Youth Empowerment Summit & Arts Conference – (2/4 @ 10AM-3PM | Glenarden Comm. Center)
- PG County Blue Line Corridor & Transit Oriented Development Community Leadership Briefings (2/21 @ 6:30PM | Largo/Kettering/Perrywood Community Center)
- Maryland Municipal League "If I Were Mayor I Would..." Digital Essay Contest
- Black History Month (local community programs in the County, State and Nationally)
- 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
- Prince George's County Food Equity Council – Community Food Assistance Resources
- USPS COVID-19 Test Kits
- FY2023 Local Impact Grant Program (due by 5/17 @ 5PM)

## • **Public Service Announcements –**

- City Call-A-Bus Out of Service (until further notice)

## • **Additional Postings/Notifications Advertised –**

### • **Job Postings:**

- City Manager (closed 1/31/23)
- Police Officer (closed 6/30/23)
- Gold Room (Special Events) Coordinator (open 2/8 – closes 2/24/23)
- Gold Room (Special Events) Crew Member (Part-Time) (open 2/8 – closes 2/27/23)
- Code Enforcement Officer (Part-Time) (open 2/8 – closes 3/2/23)

### • **Additional Website Content:**

- City calendar updates
- GPD Community Information Posting: [Stolen Hyundai and Kia](#)
- City Holiday Closures & Notices: Presidents' Day
- City Staff updates
- City monthly reporting
- February 2023 Community Happenings

## • **Flag Status Alerts:**

- 1/22/2023 - Flag Status Alert: United States Flag and Maryland Flag are at Half-Staff

## **Special City Advertisements**

- Black History Month posting
- Presidents' Day Office Closure



# *City of Glenarden, MD*

*"City on the Move"*

## **Marquee Postings:**

- Presidents' Day Office Closure (2/20)
- February Mayoral Community Forum (2/8)

## **City Cable Channel Postings:**

- City Council Meeting Notices/Meetings
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (February 2023)
- Community Happenings: February 2023 (see above)
- **Additional Assignments Completed:**
  - Crafted City notices, reminders & postings for February
  - Crafted flyers for Mayoral Comm. Forum events/programs
  - Processed equipment orders for cable studio setup
  - Prepared assignment log forms for Public Works
  - 1/26 – Attended demo with CivicPlus re: SeeClickFix 311 CRM platform
  - 1/26 – Attended meeting with OpenGov re: Budgeting & Planning financial transparency platform
  - 1/26 – Attended meeting with Granicus re: website information
  - 1/27 – Attended meeting with GovPilot re: 311 CRM platform
  - 1/27 – Attended demo with MuniPAY re: online payment platform
  - 1/30 – Attended demo with ClearGov re: financial transparency platform
  - 1/31 – Attended demo with Xpress-pay re: online payment platform
  - 2/2 – Website demo with Granicus
  - 2/3 – Attended demo with GovPilot re: DPW WO request, reporting and scheduling platform
  - 2/6 – Attended meeting with ClearGov re: financial transparency platform
  - 2/7 – Attended meeting with GovPilot re: 311 CRM platform – scope call
  - 2/9 – Attended meeting with Esri/ArcGIS re: City geo-mapping tool discussion
  - 2/16 – Attended meeting with Neighborhood Design Center re: 7<sup>th</sup> Street Park project



**STEELBEACH POSTPRODUCTION, LLC**  
**[www.steelbeachpost.com](http://www.steelbeachpost.com)**  
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## TECH REPORT

JAN 29 – FEB 18, 2023

2/2

Installed capture card in PCI slot on mainboard in production PC, downloaded drivers and updated firmware for the new capture card. On the Production PC I configured VMIX software setup and have VMIX to recognize the capture card to pass video as External Input and output. Built /terminated cable and connected video cables to card from production switcher and from card to Verizon and Comcast channel ENCODER. Tested and checked and made sure the video was working on all associated equipment including Zoom was properly configured.

2/6

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

2/7

Updated Windows OS and VMIX software, cleaned up the audio, edited, rendered and uploaded to YouTube and Smart Communities playlist to play at 12:00AM, 3:00PM and 7:00PM. Continued with Inventory in Studio A.

2/14

Performed Council meeting Public Hearing. Set up associated equipment, recorded and downloaded to drive to be edited.

2/15

Edited, rendered and uploaded to YouTube and Smart Communities playlist to play at 12:00AM, 3:00PM and 7:00PM.

2/16

Performed Council meeting Charter Review Committee. Set up associated equipment, recorded and downloaded to drive to be edited.