



# *City of Glenarden, MD*

April 21, 2023

## **City Manager's Report: March 21 – April 21, 2023**

**FROM:** Beverly Habada  
City Manager

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### **Administration**

City Manager Start Date: March 21, 2023

Upon arrival as City Manager, first week included getting to know City Hall building, getting keys to the office, introduction to Admin. Staff, introduction to City processes for signing documents, purchase orders, completing paperwork provided by HR Specialist Karen Shoultz for entry into City employment, receiving information to get into the City Manager desktop, introduction to the City website, etc.

Review of City one year trash collection contract and cost

Tours of City: Provided by Chief Bryant the week of the 21<sup>st</sup> and with Deputy Chief Jackson on April 6

### **City Manager meetings:**

- Met with the Mayor and six of the seven Councilmembers to learn elected members priorities and concerns. Discussion with Councilmember Fareed yet to be scheduled.
- Meeting with PW staff on April 4<sup>th</sup>
- Met with Mrs. Joyce Butler April 6 for history on Gold Room operations
- March 28 - ARPA Roundtable virtual meeting convened by State ARPA consultants
- Two Staff meetings with Department Heads, Managers – March 28, April 18
- Meeting with PW Director to go over making progress on year-end expenditures, i.e., getting to a contract for Street paving and sidewalk repairs through piggybacking onto a County contract and for the purchase of a truck through the same piggybacking mechanism through a local government entity.
- Introduction to area representatives for Co. DPIE and Dept. of Public Works and Transportation



## *City of Glenarden, MD*

- Met with Thomas Himler, ARPA consultant and Council Clerk re: review of ARPA projects and discussion of application process for ARPA programs – e.g., Good Samaritan, Non-profit and small businesses, etc.
- Met with Revize representatives, Monay Ward and Council Clerk re: initial discussion on City website revisions
- Met with Grant contractor Mr. O'Connor, Lt. Robinson, and speed camera vendor and AI camera representatives from RedSpeed
- 4/18/23 - Geralyn Bruce, a new member of the Community Outreach Team for County Parks, stopped by to provide information on accessing County parks and their communication mechanisms for advertising monthly events – she will stop by once a month – requested opportunity to share events (between the City and County Parks offices). City Manager requested utilization information for Theresa Banks Community Center and availability of space for events and community meetings at the Theresa Banks Community Center.
- Mr. Oshodi, HOA President of Frost HOA requested a meeting with City Manager for 4/20/23 regarding HOA need for regulation of rentals in the Frost Townhouse community, introduction of new Tow company that has started targeting vehicles with expired tags, no tags, working closely with City Code enforcement officers and City police department.

### **Citizen inquiries-requests**

A resident of Ward 1 called to request stop signs at two locations that empty out onto MLK Highway – One at James Fletcher Way and one at Dellwood Court. Reviewed with Mr. Herring and checked the Code. Mr. Herring confirmed that the Stop sign on James Fletcher Way is missing and needs to be replaced. This will require passage of an Ordinance since this location is not listed in the Code as a place where a stop sign is to be located. Further discussion on Dellwood Court is needed in context of request from HOA representative about parking problems on this street.

Resident ward 1: Suggested that addresses for code violation reports be limited to the street only to eliminate the possibility of property owners being targeted as a result of their address information appearing in public documents like City monthly reports.

Inquiry received from Glenarden Housing Authority about ARPA funds and the City's process for providing assistance to residents. Advised that the ARPA assistance process was being drafted and be available soon.



# *City of Glenarden, MD*

## **Request from State Delegate's office**

April 13, 2023 - Pat Fletcher, staff with State Delegate Alston's office, stopped by City Hall and inquired about the possibility of Delegate Alston sponsoring Breakfast Club meetings with constituents on a regular basis at City Hall. Ms. Fletcher will email me the specifics of what Delegate Alston had in mind.

## **FY 24 Budget**

Budget preparation with Treasurer Stewart underway from March 21- April 14 for Mayor's transmission of City Budget to City Council by April 15. Reviewed FY 23 and FY 24 Revenue projections, Departmental expenditures, Capital Projects, ARPA projects with City Treasurer.

Request for Department Heads to provide Budget Narratives on their FY 24 Budget initiatives and assisted with drafts and final copy. Met with City Treasurer for review of General Fund, Special Revenue Fund and ARPA projects multiple times with final review of proposed FY 24 budget on April 14 with Mayor Cross prior to her transmittal to the Council on April 15

## **Correspondence, Reports, Emails received:**

Correspondence from Mrs. Smallwood re: request for use of Nutritional Center for weekly gatherings. Will review options with City staff and consult with Council for repurposing this room.

MD FOIA received from Mrs. Smallwood week of April 18 for information on checks issued for past purchase of Police Chief's vehicle.

FY 22 Audit report – reviewed and questions provided to City Treasurer prior to Auditors review with the Council scheduled for May 1, 2023

Email from Mr. Trey Proctor of G.S. Proctor representing D. R. Horton Homebuilders re: Woodmore Towne Centre street underdrains and transfer of streets to the City; Email from DPIE representative regarding same. Following email traffic of Mayor Cross and former Mayor Estes on this matter.

## **Grants identified to pursue:**

VW Mitigation Funds – Contacted Tim Shepherd of MD Department of the Environment regarding funding available for purchase of an electric bus. He confirmed that they will open up applications later in 2023 for funds that could be used to replace polluting vehicles.



## *City of Glenarden, MD*

US Dept. of Justice – COPS grant – Goal: add more officers – Deadline: May, 2023

Charging and Fueling Infrastructure Discretionary Grant Program – US DOT – Deadline: May 30, 2023 – Goal: Fast charging EV equipment on site.

Maryland Dept. of Natural Resources - Open Space and/or Community Parks and Playgrounds grant programs, for 7<sup>th</sup> Street Park development – Open space application at any time, Community Parks and Playgrounds – August, 2023 with decision in spring, 2024

USDA Healthy Meals Incentives Grants for Small School Food authorities – Deadline: May 26, 2023

MD Dept. of Housing and Community Development – New grant opportunity as of 2022. Business District and Neighborhood Safety - \$50,000-\$100,000 grants – Next applications due likely in October, 2023 – Possible use: AI Cameras for particular locations in the City to monitor activity.

### **Upcoming for May, 2023**

Gold Room Coordinator candidate interviews

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## INTEROFFICE MEMORANDUM

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**TO:** CITY OF GLENARDEN - CITY MANAGER BEVERLY HABADA

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

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

**DATE:** APRIL 20, 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 (WILL BE VACANT 5/8/23)
    - 1 – Maintenance Technician I
  - 1 Part-Time Laborer (works 32.5 hours per week)
  - 1 Full-Time Field Supervisor (VACANT)
  - 1 Full-Time Public Works Director

#### **PW Staff work – regular work schedule:**

- Grass cutting rotation of all City parks, lots, and grassy areas
- 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 was serviced by Fleet Maintenance for front brake service on 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**

- All equipment has been serviced, is functioning and ready for use as of 4/20/23.

## **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, has had the opportunity to support from 3/21/2023 to 4/20/2023:

1. Gold Room Event (United Medical) 11:00am to 4:00pm 3/22/23
2. Gold Room Event (Baby Shower) 4:00pm – 9:00pm 3/25/23
3. Gold Room Event (repast) 1pm – 4pm 3/29/23
4. Gold Room Event (repast) 2pm – 5pm 3/30/23
5. Gold Room Event (repast) 5:00pm – 9pm 4/4/23
6. Community Center Event (repast) 5pm – 9pm 4/4/23
7. Community Center Event (Ocheni) 5:00pm – 9:00pm 4/8/23
8. Gold Room Event (repast) 2:00pm – 6pm 4/10/23
9. Gold Room Event (Council sponsored event) 11 am – 2pm 4/15/23
10. Gold Room Event (repast) 2p – 5pm 4/19/23
11. Set-up for weekly Sunday church services

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

1. The landscaping around City Hall was cleaned, weeded, trimmed, and fresh mulch installed from 4/3/23 to 4/7/23
2. Gold Room kitchen – The 3-drain sink in the Gold Room has been repaired and the grease trap has been repaired and thoroughly cleaned and is now functioning according to IPC code as of 4/5/23.
3. Building stair treads (Admin stairwell) – proposal signed with Park Rug to install new VCT flooring and vinyl stair treads in the admin stairwell. The stair treads are on back order and are scheduled to arrive 5/9/23. PW will remove the existing stair treads and flooring and installation is scheduled for Saturday 5/13/23.
4. 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. The roof was cleaned/inspected on 4/18/23.
5. Door lock repairs – The emergency exit doors in the admin hallway next to the gold room and the ADA access door lock was replaced/repaired on 4/18/23.

## **CITY PROJECTS**

- Supported Council sponsored event (egg hunt) on 4/8/23
- Meeting with NZI regarding asphalt milling and overlay 4/4/23
- Meeting with NZI regarding concrete work 4/18/23
- Budget review meeting with City Treasurer 3/28/23
- 7<sup>th</sup> Street Park virtual meeting 3/30/23
- Assist with directing Shuttle Bus repairs to Fleet Management 4/10/23
- Virtual meeting with ARPA rep 4/7/23
- Virtual meeting with “Pop-A-Lock” rep regarding new building locks 3/30/23
- In person meeting with PEPCO representatives regarding street lighting 3/31/23



**2023**

## **CODE ENFORCEMENT**

### **April SUMMARY**

New Businesses: 1

Business License Renewal: 0

Notice of Inspections: 22

Vehicle Impounded: 2

Building/Sign Permits: 4

Citizens' Complaints: 8

Citations: 11

Stop Work Orders: 0

Tow Stickers: 0

Inoperative: 3

Roll Off Permits: 0

## **ADDITIONAL NOTES:**

### **Ward # 1: For the month of, March 20, 2023 – April 20, 2023**

#### **Notice of Inspection Issued**

**March 22, 2023,**  
7800 Fiske Avenue Plastic Mattress Cover

**March 23, 2023,**  
8660 Wesley Street  
Public Nuisance: Shrubs, weeds, and high grass over 1 foot 10 days

**March 23, 2023**  
8639 Irvin Avenue.  
Public Nuisance High grass, shrubs, and weeds over 1 foot maintenance requirement. The resident needs to clean the yard and remove tree branches. 10 days to correct violation.

**March 29, 2023**

**7917 Tyler Street**

Open Storage 10 days to correct violation.  
Complaints resident on Cousins Drive, the complaint came in pertaining to residents housing bulk trash in front of house. Backyards need to be cleaned. Maintenance requirement

**March 30, 2023**  
7929 Fiske Avenue, Vandalism recycle bin. Goode retrieve bin on April 2, 2023, 10 days to obtain trash can. Resident has brought complaint to city manager. The City Manager has indicated she will possibly purchase a trash bin for the residents. City Manager has stated how did we know the residents are aware they need to purchase a trash can. Officer Matthews attempted to meet with the resident. The resident was not home during this attempt.

**March 31, 2023**  
7814 Glenarden Pkwy  
Public nuisance: car lift, removal of trash on side of house, excessive items and other items, recycle bin and trash can.

**March 31, 2023**  
Public Nuisance: 7820 Johnson Avenue  
High grass, weeds, shrubs. Place mattress in a protection cover.

**April 5, 2023**  
Public Nuisance: 7906 Cawker Avenue  
High Gross, weeds, brushes, and shrubs. Per The Charter, the grass should not be over 1 foot. Front and backyard.

**Ward # 2: March 23, 2023,**  
8660 Wesley Street  
Public Nuisance: Shrubs, weeds, and high grass over 1 foot 10 days

**March 23, 2023**



8639 Irvin Avenue.

Public Nuisance High grass, shrubs, and weeds over 1 foot maintenance requirement. The resident needs to clean the yard and remove tree branches. 10 days to correct violation. The resident has corrected the violation and signed notice of inspection.

**March 31, 2023**

8642 Leslie

Public Nuisance: Maintenance requirement Garbage, trash, bulk, and clean and sanitary conditions.

**April 7<sup>th</sup>, 2023**

**April 19, 2023**

**1425 3rd Street**

Public nuisance: High grass, weed, brushes and shrubs over 1 foot front and backyard. There is a day correction in place.

**April 19, 2023**

**3507 Tyrol Drive**

High grass, weed, brushes and shrubs over 1 foot front and backyard. There is a day correction in place.

**April 19, 2023**

**3601 Tyrol Drive**

Notice Of Inspection was issued and citation written. This resident has received a verbal warning on several occasions along with prior citation fees.

No person shall park any commercial vehicle or other tractor or trailer. Municipal inflation is subject to a fine of \$200.00.

**April 19, 2023**

**3511 Jeff Road**

High grass, weed, brushes and shrubs over 1 foot front and backyard. There is a day correction in place.

**April 19, 2023**

**9213 Gary Lane**

Public nuisance maintenance requirement; open storage: All household items must be removed from carport. There are 10 corrections in place for this violation.

**Ward # 3:**

**April 11, 2023**

1409 Wesley Street

Dismantle vehicles in driveway, Officer Wright had issued 14 days to correct the violation. Follow-up date is scheduled for Monday, April 24, 2023.

**3650 Cousin Drive,**

Notice of Inspection was issued for maintenance requirement to clean property. Open storage, trash in the **April 14, 2023**

**April 19, 2023**

**1438 8th Street-(X-2) Complaint with the open storage on property**

Public nuisance: Maintenance requirement, trash and garbage must be secured inside trash bag and trash can with lid. The residential property must remain clean and secure. Note: 10 Days

**April 19, 2023**

**3614 Jeff Road**

Public nuisance: High grass weed, brushes, and shrubs over 1 foot front and backyard. There is a 10-day correction in place.

**April 19, 2023**  
**1504 7th Street**

Public nuisance: High grass, weed, brushes and shrubs over 1 foot front and backyard. There is a day correction in place backyard.

**April 19, 2023**

Code Enforcement met with HOA President regarding the homeowner's obtaining a permit through the county and city to register their property. Mr. Foster also met with the Captain of the Police Department.

**Building permits:** There were 2 permits issued.

**Inoperative Vehicle:** Code Enforcement spoke with residents that are repairing their vehicles on the property. This is prohibited in the city of Glenarden providing verbal warnings currently.

**Citizens' Complaints:** There were complaints made by residents pertaining to residents working on several vehicles on 4<sup>th</sup> Street. GP-Captain Jackson, Lt. Robinson assisted Code Enforcement with reinforcing the violation in the charter. I had followed up with Chief Bryant the following morning. The additional vehicles were removed on 4<sup>th</sup> Street.

**Other Observations:**

The City Manager has provided Code Enforcement information regarding the contracting company GCI. This was pertinent information for the team.

**April 3, 2023, Code Enforcement followed up with email regarding question pertaining to the process of obtaining a permit for cell towers in ward 1. Advised to the council process permits pertaining to cell towers.**

**There were questions emailed pertaining to obtaining a permit for solicitation. Per the (ordinance) Charter, the organization of the responsible party must provide proof of registration from the county. Then, provide a letterhead with the name of the organization, phone number and address and who will solicit. Finally, The approval by council, certificate of registration and permission from the City Manager.**

**There are pavements that need to be repaired. Code enforcement will update Chief Bryant with the name of the streets.**

**I have witnessed many residents that did not stop at the stop sign on Dellwood Avenue and Glenarden Parkway, Johnson Avenue and Glenarden Pkwy.**



# City of Glenarden

April 20, 2023

TO: Beverly Habada  
City Manager

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

SUBJECT: March 17, 2023 – April 21, 2023

## **Personnel Issues:**

### ***Accomplished:***

- On-boarded the new City Manager.
- Updated “Brain Book” and other information regarding the City and staff for the new City Manager.
- Provided City Manager with draft position description – Code Enforcement Manager.
- Provided City Manager with draft Independent Contractor Agreement.
- Provided Chief of Police list of eligible candidates for the position of Code Enforcement Officer (P/T), selectee provided to City Manager for concurrence.
- Working with Chesapeake regarding Workers’ Compensation issues on a number of employees.
- City of Glenarden again this year will participate in the Summer Youth Enrichment Program (SYEP) offered by Prince George’s County. Dates of the program are July 5, 2023 – August 11, 2023.
- Provided the City Treasurer eligible candidate for the position of Assistant Staff Accountant.
- Completed a number of leave audits.
- Provided AFLAC updated information for a number of employees .
- Reminded all employees the importance of informing Human Resources when there is a change of address.
- Sent non-select letters to applicants for the position of police officer.
- Reminded department heads of Performance Evaluation deadline.
- Worked with attorney on a number of personnel issues.

### **Projected Goals:**

- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures.
- Review Public Safety position descriptions with Chief, for updating purposes.

### **New Hires:**

- City Manager, Beverly Habada, effective March 21, 2023

### **Separation(s):**

- N/A

**Vacancy Announcement(s):**

- Assistant Staff Accountant, April 18, 2023
- Police Officer, closes June 30, 2023



# City of Glenarden, MD

"City on the Move"

April 20, 2023

**TO:** Beverly Habada  
City Manager

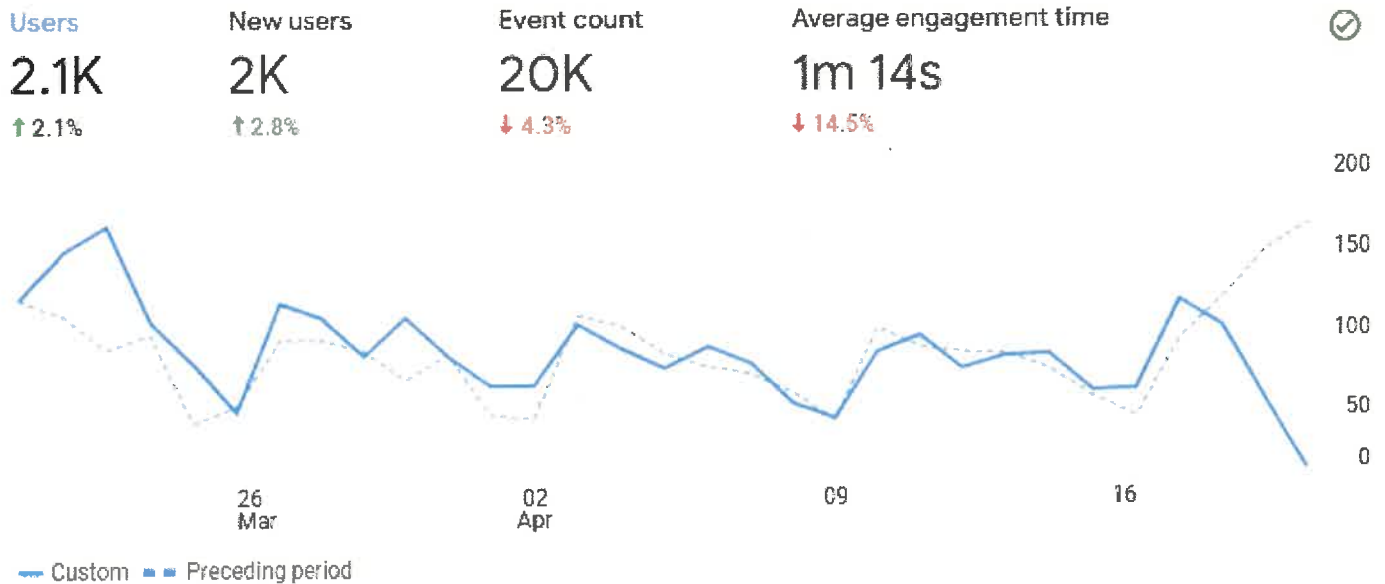
**FROM:** Monay Ward  
Webmaster/Media Specialist

**SUBJECT:** April 2023 Monthly Report

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## Accomplished:

### City Website - Metrics (March 21 – April 20, 2023)



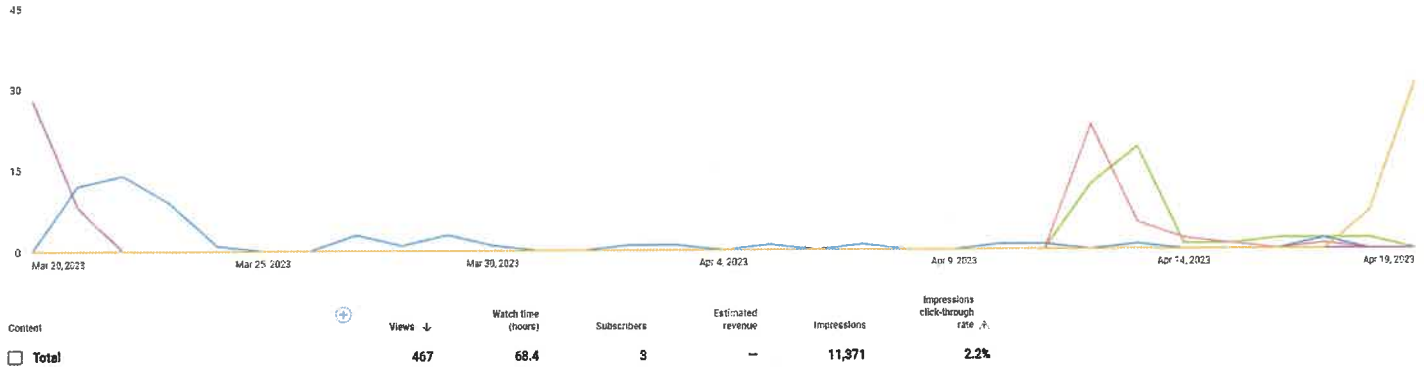


# City of Glenarden, MD

"City on the Move"

## Social Media

### YouTube – Metrics (March 20 – April 19, 2023)



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

#### APR 2023 SUMMARY

Tweets  
**48**

Tweet impressions  
**3,681**

Profile visits  
**744**

Mentions  
**3**

New followers  
**-6**

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

### \*Twitter (Continued)

#### 28 day summary with change over previous period

Tweets  
**74 ↓26.0%**

Tweet impressions  
**4,660 ↓1.1%**

Profile visits  
**1,384 ↓18.6%**

Mentions  
**5 ↓44.4%**

Followers  
**974 ↓-3**



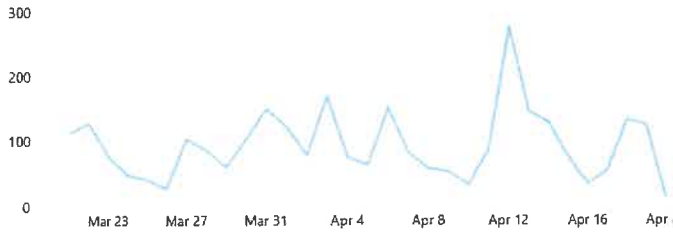
# City of Glenarden, MD

*"City on the Move"*

## **Facebook & Instagram – Metrics (March 21 – April 20, 2023)**

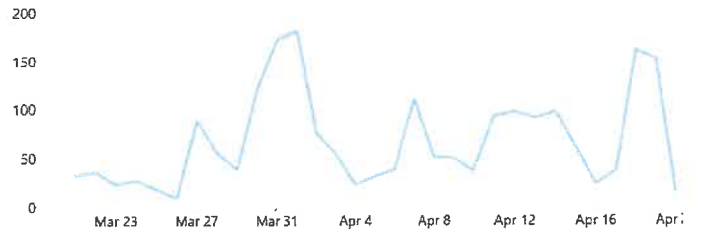
Facebook Page reach ⓘ

1,709 ↓ 25.82%



Instagram reach ⓘ

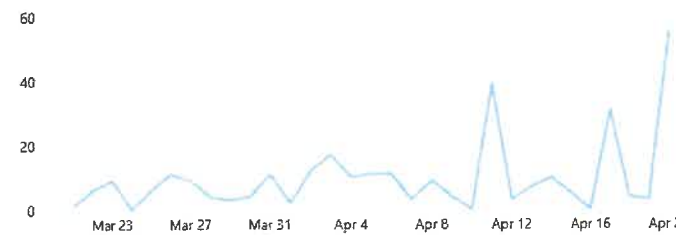
660 ↑ 52.1%



## **Facebook & Instagram Page Visits**

Facebook Page visits ⓘ

300 ↑ 57.1%



Instagram profile visits ⓘ

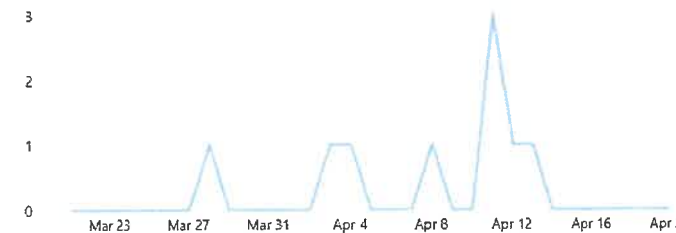
220 ↑ 83%



## **Facebook & Instagram Likes/Followers**

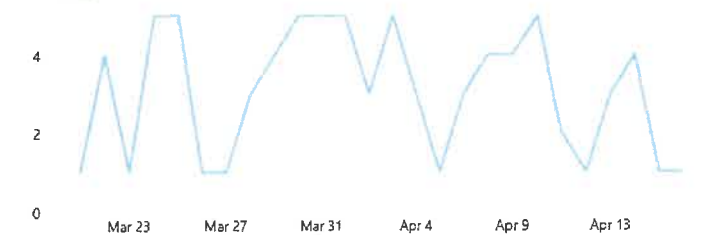
Facebook Page new likes ⓘ

9 ↑ 50%



New Instagram followers ⓘ

80 ↑ 37.3%





# 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 April 2023, City Events/Programs for 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, April 3, 2023, 7:00PM
  - **Mayoral Community Forum – April "Volunteer Recognition Day"**
    - Wednesday, April 12, 2023, 6:30PM
  - **City of Glenarden Public Hearing (Hybrid)**
    - Tuesday, April 11, 2023, 7:00PM
  - **City of Glenarden Regular Meeting (Hybrid)**
    - Monday, April 17, 2023, 7:30PM
  - **City of Glenarden Charter Review Committee Meeting (Virtual)**
    - Thursday, April 20, 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 April**





# City of Glenarden, MD

"City on the Move"

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

- Basic CERT Training for April 2023 (4/1-4/2 @ 9AM-5PM | 7915 Anchor St., Hyattsville, MD)
  - Zion Landover & City of Glenarden Easter Egg Hunt (4/8 @ 11AM-1PM | Municipal Center)
  - Easter Eggstravaganza (4/8 @ 11AM-2PM | Glenarden Community Center)
  - Glow Walk/Run for Autism 2023 (4/15 @ 6:30PM)
  - Formal Daddy/Daughter Sneaker Ball (4/22 @ 5PM-9PM)
  - Shred Day/Donation Drive (4/29 @ 10AM-1PM)
  - PGSAO & City of Glenarden Expungement Fair (5/6 @ 10AM-2PM)
  - [Glenarden Branch Library Upcoming Events](#) – April 2023
  - Glenarden Branch Library – Crafternoon: Paint A Piggybank (4/26 @ 4PM)
  - [Judge S. Woods Elementary School: April 2023 Newsletter](#)
  - Supporting A Guaranteed Basic Income Pilot Program in PG County – [Read more](#)
  - PGCPS CEO Search – Residential Survey Input
  - Wholehome: Rehab Homeowner Assistance Fund (HAF) – [Apply Here](#)
  - April is Open House Month w/ MNCPPC
  - Prince George's County FY2023 Local Impact Grant Program (apply by 5/17 @ 5PM)
  - JSWES Mental Health Expo Community Vendor Support Information (request to be completed by 4/14; event 5/25 @ 2:30PM-5:30PM)
  - 2023 Elder Abuse and Fraud Prevention Training Series (3/15, 4/25 & 5/16 - Virtual)
  - The G.O.A.T. Mental Health Expo 2023 (4/29 @ 9:30AM-3:30PM | Bowie State University – Student Center)
  - [Prince George's County Earth Day Celebrations](#)
  - [Prince George's County Food Equity Council – Community Food Assistance Resources](#)
  - Saturday Enrichment Academy (program ends: 6/10/23)
  - Senior Health and Fitness Day (5/24 @ 10AM-2PM)
  - USPS COVID-19 Test Kits
  - [Water Bill Assistance Programs For WSSC Water Customers - LIHWAP & MD Homeowner Assistance Fund](#)
- **Public Service Announcements –**
    - [Councilwoman Guillaume Recognized for Healing & Transformation as Member of Recovery](#)
    - [Mayor Cashenna A. Cross honored as a Global Ambassador](#)
    - 4/6 - City Call-A-Bus Out of Service
    - [Mayor Cashenna A. Cross Testimony For Maryland's Kids STATEWIDE In-Classroom Breakfast Returns PASSED-Effective Date\(S\): July 1, 2023](#)
  - **Additional Postings/Notifications Advertised –**
    - **Job Postings:**
      - Assistant Staff Accountant (open 4/12 – closes 4/18/23)
      - Police Officer (closes 6/30/23)



# City of Glenarden, MD

*"City on the Move"*

- **Additional Website Content:**

- City calendar updates
- City of Glenarden Shred Day/Donation Drive – 4/29 @ 10AM-1PM
- PGSAO & City of Glenarden Expungement Fair – 5/6 @ 10AM-2PM
- City monthly reporting
- April 2023 Community Happenings

- **Flag Status Alerts:**

- 3/24/2023 – Flag Status Alert: Maryland Flag will be at Half-Staff
- 3/27/2023 – Flag Status Alert: United States Flag and Maryland Flag are at Half-Staff
- 4/14/2023 – Flag Status Alert: Maryland Flag will be at Half-Staff

### **Special City Advertisements**

- Happy Ramadam – 3/22
- Thank you for 500 Followers – Instagram – 3/27
- Residents of Glenarden Liquor Board Hearing – 3/27-3/28
- Reserve Event Space with the City of Glenarden!
- Happy Incorporated Day Glenarden, MD – 3/30
- Women's History Month posting – 3/31
- Happy Passover – 4/5
- Happy Easter – 4/9

### **Marquee Postings:**

- Zion Landover & City of Glenarden Easter Egg Hunt (4/8)
- Easter Eggstravaganza (4/8)
- April Mayoral Community Forum (4/12)
- Financial Literacy Day (4/15)
- Charter Review Meeting (4/20)
- Formal Daddy/Daughter Sneaker Ball (4/22)
- Donation Drive & Shred Event (4/29)
- PGSAO & COG Expungement Fair (5/6)

### **City Cable Channel Postings:**

- City Council Meeting Notices/Meetings
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (April 2023)
- Community Happenings: April-May 2023 (see above)

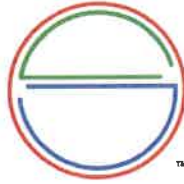


# City of Glenarden, MD

*"City on the Move"*

- **Additional Assignments Completed:**

- Crafted City notices, reminders & postings for April
- Crafted flyer for Daddy/Daughter Sneaker Ball
- Crafted flyer for PGSAO & COG Expungement Fair
- Worked with City Treasurer on Cable/Communications FY24 budget; goals and objectives for FY24
- Processed equipment orders for cable studio, equipment & media services
- Completed Branding and Logo request request for MLSA Financial Literacy event
- 3/22 – attended demo with Granicus re: 311 Request (OneView)
- 3/28 – attended Developmental Staff Meeting
- 3/29 – attended meeting with resident re: May event
- 3/30 – attended demo with Pop-A-Lock & PW Director re: door access control system and locks
- 4/3 – attended meeting with resident re: May event
- 4/14 – attended meeting with AllPaid re: online payment system
- 4/18 – attended Revize Kick-Off meeting re: website re-design
- 4/18 – attended Department Head Staff meeting



**STEELBEACH POSTPRODUCTION, LLC**  
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## TECH REPORT

APRIL 2023

APR 3

Finding microphone cable runs and checked for continuity. Setup for Work Session and recorded.

APR 4

Setup tested and monitor feed in chamber. Setup video mix with the switcher and made sure the system was working. Checking mic's with audio mixer, setup digital snake to work with mixer.

APR 5

Installed audio interface and wired into system. Setup preliminary test with Monay and Zoom, listened for echo and feedback. Adjusted volume for Zoom outgoing and incoming signals and we have a good mix

APR 6

Setup new laptop and configured with X32 software. Tested and checked and setup new user preset for chamber.

APR 7

Soldered XLR male connector on 14 mic cables for connection into the new Snake Box. Tested & checked and moved mic cables around to accommodate microphone order.

APR 10

Configured audio mixer to keep the echoing and be able to record sessions. Tested system with staff personnel. Setup for Public Hearing, recorded and uploaded on YouTube and Signage.

APR 17

Setup for Regular Meeting, recorded and uploaded on YouTube and Signage.