



City of Glenarden, MD

September 21, 2023

City Manager's Report: August 21- September 20, 2023

FROM: Beverly Habada *BH*
City Manager

Administration

City Manager Start Date: March 21, 2023

City Manager calls/meetings:

Constituent requests for service re: Trash collection, concerns received from Trash company CGI, Code enforcement requests for action, General information requested.

- **Calls regarding Trash services:**
 - Request for new Recycling container – received by email to PW and City Manager
 - Trash cans broken by Trash company personnel – Gary Court
 - Lid on Recycling bin broken – Hayes Street – received through TTY interpreter
 - Yard waste missed – Woodmore Town Center
 - Trash left on street after pick up – Glenarden Parkway
 - Daily report from CGI started 9/13/23
 - Pile of bulk trash left at curb reported by CGI and Code staff – from move out of Townhouse by residents on Red Oak Lane
 - CGI delivered new recycling bin – Buckthorn Court
 - CGI reported feces in bottom of trash can when it was emptied – Echols

- **Constituent requests for action – Code enforcement**
 - Car parked on homeowners grass – 8/25/23
 - Flood damage to property owner on Swann Court from rear neighbor installation of patio – reported 8/25. County citation and fine issued on 9/1/23.
 - Tree down in Frost HOA onto deck of homeowner who claimed it was the City's responsibility to respond for removal – reported 8/29/23
 - Problems with raccoons getting into trash cans on Pin Oak Lane reported to Councilmember Jones. City webmaster prepared a flyer on proper handling of trash cans per the City Code. Code enforcement distributed flyers to all homeowners in Glenarden Forest HOA.



City of Glenarden, MD

- Request from tenant of apartment complex at 7935 Johnson Avenue on 9/20/23 for code assistance with apartment management to address mold, mildew and insect infestation in their apartment unit.

General Information requested

Constituent request received on 9/14/23 for an address of former Councilmember Louis Vaughan's wife to send a sympathy card on the passing of the former Councilmember this past January. Councilmember Herring assisted and the information was relayed to the constituent's daughter.

Meetings/Events

Attended County Executive's Office monthly meeting for municipal officials on evening of Sept. 7th. This meeting focused on County programs/agencies under the purview of the Deputy Chief Administrative Officer for Health and Human Services. Presentations made by the new Acting County Health Officer, County Director of Family Services, Representative from Department of Social Services, Representative from Mental Health Services. Provided County Executives' Municipal Liaison Denise Ross with information on two City residents and the need for County Family Services or Social Services intervention assistance.

Attended half hour meeting on September 11, with CPJA and PW Director regarding updates on CPJA assignments.

Attended Glenarden Day committee meeting on Sept. 13th for final planning review prior to event on Sept. 16th. Attended Glenarden Day on September 16th – in afternoon.

Attended 24th Legislative District meeting with Municipal Officials held in the Gold Room at City Hall on Sept. 14, 2023. See attached Meeting agenda.

Met with Tenika Felder of Redlef Architects along with PW Director Charles Simpson on Sept. 20 regarding the City Hall Elevator project. Requested new proposal from her for Council consideration to re-start the process for installing an elevator at City Hall.

Land Development Project – Alta Woodmore

The G. Macy Nelson firm prepared the draft appeal. The Appeal was filed with the County Council on August 29th with a copy sent to all City persons of record. Received a notice from



City of Glenarden, MD

the County Council that Mandatory Review of the Detailed Site Plan would occur on Sept. 25 at 11:30 AM.

Met with Alex Votaw by way of a virtual meeting on Sept. 20 to review the Alta Woodmore Detailed Site Plan case for opposition to the project; the Written Exceptions that was filed by the City for the County Council hearing on Sept. 25th. She explained the County Council process from the start of the hearing to the end; at which time the Council will deliberate and make their decision on the project. This hearing will be an in-person meeting in the County Council hearing room. Conveyed the information to the Council Clerk and City Councilmembers by email.

Meetings requested

Jordan McClung sent several emails to Maryland Senator Guy Guzzone's office, Senator Benson who serve on the Senate Budget and Taxation Committee with an invitation to tour the Police station for several dates available that VP Ferguson had previously nailed down as possible dates for a visit from the Senators. Received a response from Senator Guzzone's office that the tour must now be shifted to an October-November timeframe. VP Ferguson informed of the response from Senator Guzzone's office and Council polled on possible dates which was communicated to Senator Guzzone's office.

Grants submitted:

Dellwood Park Improvements - \$289,434 – Submitted 8/23/23 to Maryland Department of Natural Resources for Community Parks and Playground program grant.

FY 2024 Police Accountability, Community, and Transparency Grant program (PACT grant) signed by City Manager and submitted on 9/7/23 – Total: \$30,000

Newsletter articles submitted:

Information about funding to be spent in FY 24 on road improvements and upcoming street, sidewalk improvement work to begin, with Ward 3 likely to be a priority area for improvements.

Notification:

Notification sent to CGI Residential of City's intent to renew the contract with them for an additional year. Sent to VP Dale Lipscomb on September, 18, 2023 by email.



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Upcoming for October-November, 2023

Meeting with County Councilmember Ed Burroughs to be set up for Councilmembers Curtis and Herring, and Chief Bryant to begin discussions/negotiations on Public Safety Surcharge Fees collected by the County for development projects in the City from 2008-2023. Request made on Sept. 20 to County Executive's Municipal Liaison Denise Ross for status of County Code requirement regarding copies of reports required to be submitted from the Executive's office to the County Council annually to report on the status of public surcharge fees collected by the County.

Tour of current Police office by Senators Guzzone, Benson with Mayor and Council, Chief Bryant to be confirmed for October/November, 2023.

Package on new Police building to be prepared for Senator Benson to share with Governor Moore and members of the Senate Budget and Taxation Committee. Bond bill information to be completed for 2024 General Assembly session and submitted to Senator Benson's office.

Contracts to be executed for capital projects including streets, curbs and gutters, sidewalks.

Request to Council to set FY 24 priorities re: capital projects, Admin. projects.

Meeting Agenda

Date: September 14, 2023, **Time:** 6:00 p.m.- 8:00 p.m.

Location: Glenarden Municipality-Gold Room 8600 Glenarden Pkwy, Glenarden, MD 20706

Welcome Statement - Purpose of Meeting, Senator Joanne C. Benson

Topic 1: Review of 2023 Legislative Session

1. Delegate Jazz Lewis
2. Delegate Andrea Fletcher Harrison
3. Delegate Tiffany Alston

Topic 2: Updates from other Political Leaders

1. District 7 County Councilmember, Krystal Oriadha
2. District 6 County Councilmember Wala Blegay
3. City of Glenarden
4. City of Seat Pleasant
5. Town of Capitol Heights
6. Town of Fairmont Heights
7. Prince George's County Office of Sheriff, Sheriff John D.B. Carr, (Evictions, Landlord and Tenants, Court Proceedings, etc.)
8. PGCDCC Members, Derrick Coley (Will provide updates and introduce), Chris Stevenson, and Jennifer Eps

Topic 3: Senator Joanne C. Benson

1. Discussion on 202 Coalition, (The Importance of becoming involved).

Topic 4: School Construction

- a. Suitland High School
- b. Fairwood Elementary School
- c. Phyllis E. Williams Elementary School

Topic 5: Future Legislative Bond Bills

Thank you for coming out. Have a good night!

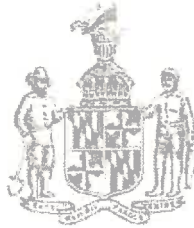
TIFFANY ALSTON, JD
Legislative District 24
Prince George's County

Health and Government
Operations Committee

Subcommittees

Government Operations
and Health Facilities

Public Health and Minority
Health Disparities



The Maryland House of Delegates
6 Bladen Street, Room 219
Annapolis, Maryland 21401
410-841-3139 · 301-858-3139
800-492-7122 Ext. 3139
Tiffany.Alston@house.state.md.us

THE MARYLAND HOUSE OF DELEGATES
ANNAPOLIS, MARYLAND 21401

April 11, 2023

Dear Neighbor,

Thank you for entrusting me with your voice in Annapolis. The Session has been robust, and we have accomplished a lot to protect the rights of citizens in Maryland.

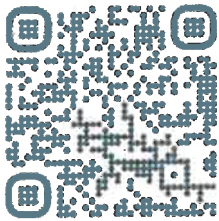
I was chosen by the Speaker of the House to serve on the Health & Government Operations Committee. I sit on two subcommittees the Public Health and Minority Disparities as well as the Government Operations subcommittees. I have also served as a member of the Legislative Black Caucus, the Women's Caucus, Latino Caucus and the Prince George's County Delegation.

During the first year of the 445th Session of the Maryland General Assembly there were 1,699 bills introduced in the House of Delegates. A total of 810 bills passed both chambers and are waiting the Governor's signature to become law. To explore bills that may be of interest to you, you can go to my webpage at www.TiffanyAlston.com.

I am available to meet with you or your organization if you have additional questions or would like further information. Please be sure to contact my office to be added to our newsletter list so you can receive the most current information about what happens in our District.

Again, thank you for trusting me with your voice. If there is anything I can do to make the government work better for you, please do not hesitate to contact me.

SCAN FOR



Yours in Service,

A handwritten signature in blue ink that reads "Tiffany Alston".

Tiffany T. Alston
Delegate Legislative District 24

LEGISLATIVE UPDATE

program - Sr. v



City of Glenarden, MD

"City on the Move"

September 21, 2023

TO: Beverly Habada
City Manager

FROM: Monay Ward
Webmaster/Media Specialist

SUBJECT: September 2023 Monthly Report

Accomplished:

City Website - Metrics (August 22 – September 21, 2023)

Users

2.4K

↓ 7.5%

New users

2.3K

↓ 7.4%

Average engagement time

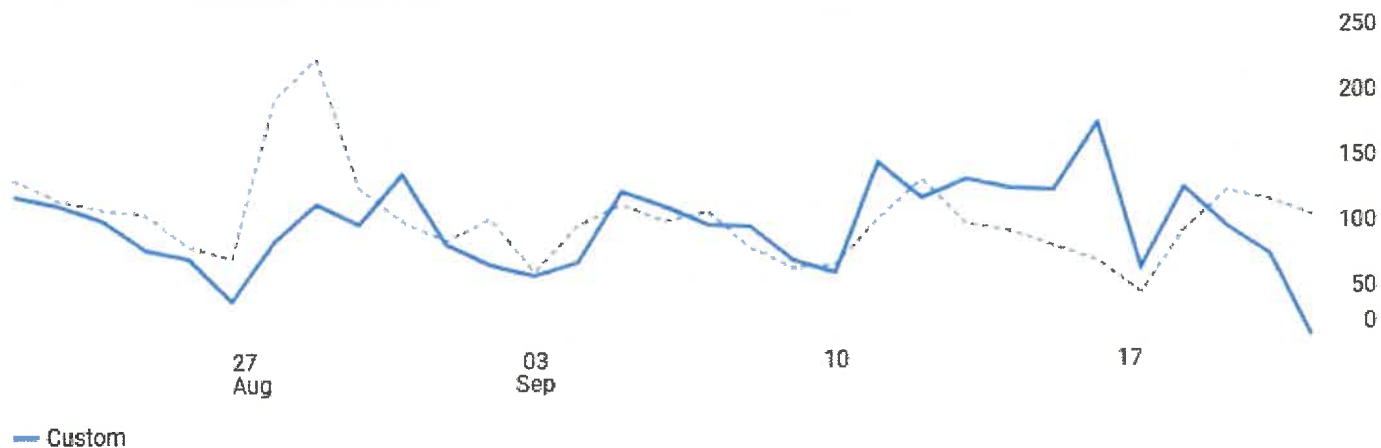
1m 02s

↓ 7.2%

Views

6.4K

↓ 8.6%



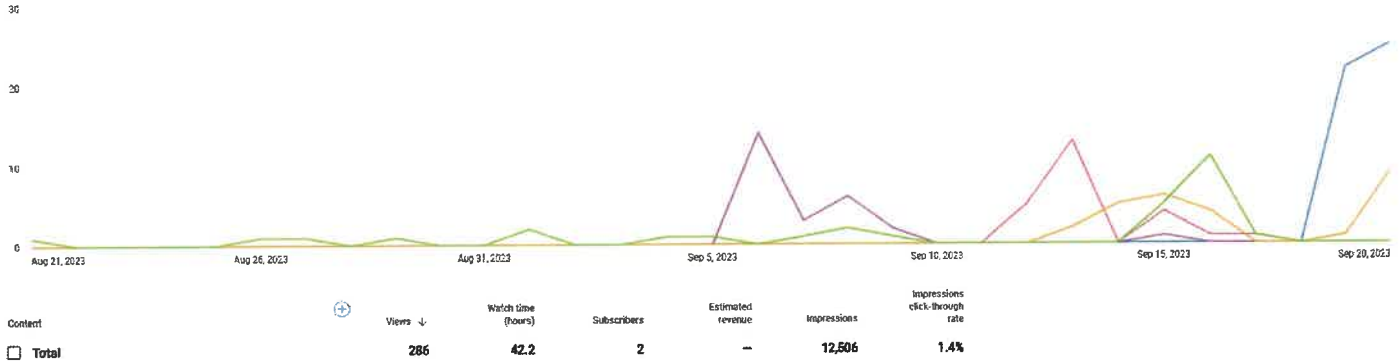


City of Glenarden, MD

"City on the Move"

Social Media

YouTube – Metrics (August 21 – September 20, 2023)



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

28 day summary with change over previous period

Tweet impressions
5,564 ↑60.3%

Followers
1,003 ↑12



SEP 2023 SUMMARY

Tweet impressions
3,970

New followers
10



City of Glenarden, MD

"City on the Move"

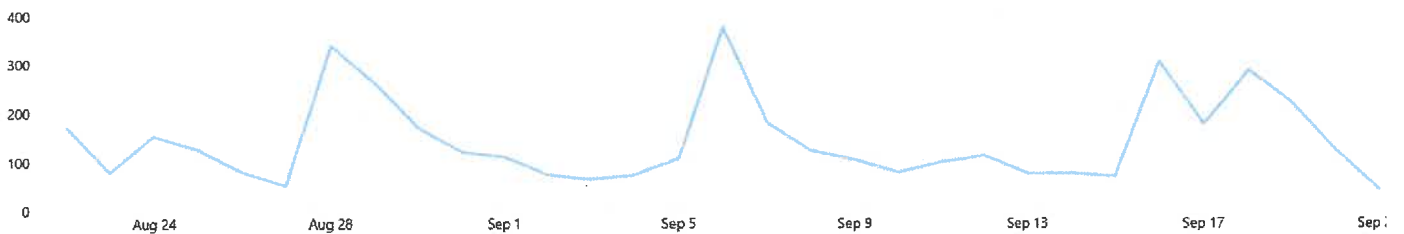
Facebook & Instagram – Metrics (August 22 – September 21, 2023)

FB Acct. metrics (regained access to City of Glenarden, Maryland)

Reach

Facebook reach ⓘ

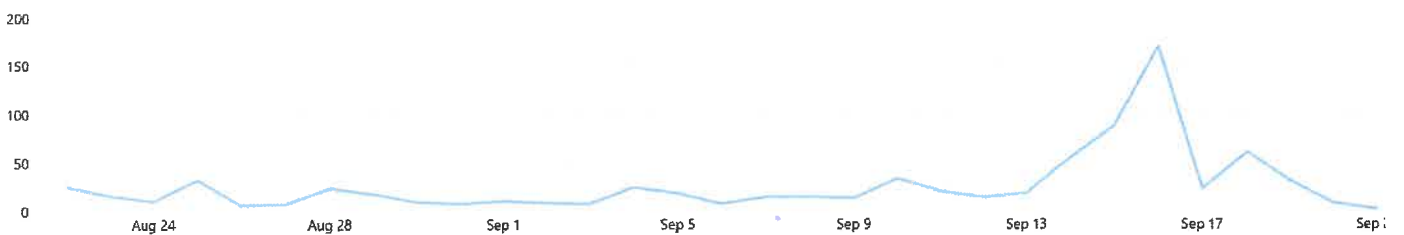
2,843 ↓ 32.45%



Page and profile visits

Facebook visits ⓘ

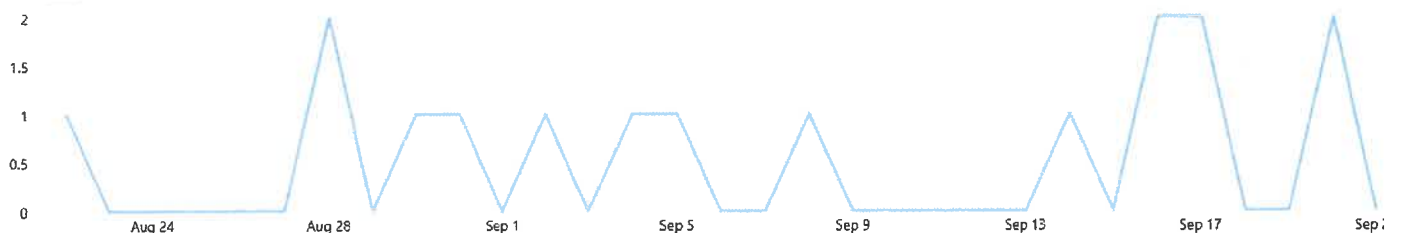
751 ↑ 112.7%



New likes and follows

Facebook Page new likes ⓘ

16 ↑ 77.2%





City of Glenarden, MD

"City on the Move"

Major Key Projects Completed

- **Cable Station** – worked with Cable Comm. Manager; see report attached
- **City AR Phone Lines updated reg.** City Council Meetings, Mayoral Community Forum for September 2023, City Events/Programs for September 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)**
 - Tuesday, September 5, 2023, 7:00PM
 - **City of Glenarden Public Hearing (Hybrid)**
 - Tuesday, September 12, 2023, 7:30PM
 - **Mayoral Community Forum – September "Mental Health & Addiction Resources"**
 - Wednesday, September 13, 2023, 6:30PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, September 18, 2023, 7:30PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, September 21, 2023, 6:30PM
- **City Special Events Advertised** –

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

City Happenings

Community Happenings (Past, Current & Upcoming)

- See website under [Community Happenings & News: September 2023](#)
- **Public Service Announcements** –
 - [Executive Office of the Mayor Announces Affordable Connectivity Program Offering Free Tablets to Eligible Residents](#)
 - [Volunteers Needed: City Ethics Commission & Elections Board](#)
 - [Request to Place Name on Glenarden Veterans Memorial Park](#)
- **Additional Postings/Notifications Advertised** –
 - **Job Postings:**
 - Code Enforcement Manager (open 7/27 – closes 9/7)



City of Glenarden, MD

"City on the Move"

- **Additional Website Content:**

- City calendar updates
- City monthly reporting
- Staff Updates
- [Intergenerational Poverty Relief Fun \(IPRF\)](#) information

- **Flag Status Alerts:**

- 8/30/2023 – Flag Status Alert: Maryland Flag Will be Lowered to Half-Staff
- 9/10/2023 – Flag Status Alert: United States Flag and Maryland Flag will be at Half-Staff

Special City Advertisements

- National Night Out (8/1 @ 6PM-9PM)
- 2nd Annual K-12 Back to School Transitional Youth Extravaganza (8/5 @ 10AM-2PM)
- Glenarden Day Open Mic Auditions (8/19 & 8/20 @ 12PM-4PM)
- Back to School Supplies & Vaccination Clinic (8/26 @ 9AM-1PM)
- Glenarden Day (9/16 @ 11AM)
- Cancer Awareness Event (10/28 @ 1PM-3:30PM)
- [City Councilman Maurice Hairston Debuts Song In Honor Of The City Of Glenarden](#)

Marquee Postings:

- Labor Day Office Closing (9/4)
- Mayoral Community Forum (8/9)
- Charter Review Committee Mtg. (9/21)

City Cable Channel Postings:

- Labor Day Office Closing (9/4)
- City Council Meeting Notices/Meetings
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (September 2023)
- Community Happenings: September 2023
- Glenarden Day 2023 Recap
- City Councilman Maurice Hairston Debuts Song In Honor Of The City Of Glenarden

Additional Assignments Completed/In Progress:

- 8/21 – meeting w/ CivicPlus PM & PW Director re: SeeClickFix platform; working w/ PW Director on CMS and implementation
- 8/23, 8/30, 9/6 & 9/13 - Attended Glenarden Day Committee meetings and worked on flyer, t-shirt, promotional items, City table display item orders
- 8/29 – updated City online forms for CE re: licenses & permits; pending approval for website publish
- 9/18 – issue w/ cable in upper-level of City Hall; scheduled request for Comcast technician for repair; completed 9/19



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- Worked with Stewart Signs for equipment order part replacement needed for marquee, coordinated with PW Director and Hilltop Signs on installation; work completed and marquee up and running as of 9/20
- Setup hotspots & tablets for City's BTS event
- Crafted City notices, reminders & postings for August
- Prepared flyers for upcoming Mayoral & City events
- Processed orders for cable studio, equipment, media services
- Prepared October-December 2023 newsletter for residents; mailing



City of Glenarden

September 20, 2023

TO: Beverly Habada
City Manager

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

SUBJECT: August 21, 2023 – September 20, 2023

Personnel Issues:

Accomplished:

- The City Manager selected a candidate. Potential selectee to meet with Council. Final determination to be made after meeting.
- Special Events Crew Chief selected. Prepared EOD package and collaborated with Administrative Assistant to bring on board.
- Preparing vacancy announcement for the position of Special Events Crew Member.
- Completed updating all position descriptions. Will provide the City Manager with a complete set and department heads a set of their specific position descriptions. If necessary, prepared to meet with department heads and City Manager to explain the format. Each employee will receive a copy of the updated position description and a copy will be filed in their Personnel File.
- Maintenance Technician III selected, security completed, official offer letter sent to candidate; employee onboarded September 1, 2023.
- Preparing instructions for staff on Using ADP Mobile to clock in/out. Intention is to introduce new procedure early November.
- Completed ACA Report for the month of August.
- Collaborated with attorney on a number of personnel issues.

Projected Goals:

- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures.

New Hires:

- Donadin Marin, Maintenance Technician III, effective September 5, 2023.
- Camille Hill, Special Events Crew Chief, effective September 11, 2023.

Separation(s):

- N/A

Vacancy Announcement(s):

- Special Events Crew Member closes September 29, 2023.



Monthly Report
September 2023

"To give real service you must add something which cannot be bought or measured with money, and that is sincerity and integrity." – Douglas Adams

Type of Event	Facility (GR/CC)	Date of Event	#of Guest	Rental Rate	Security Deposit	Referral Source	Concern/Misc
Private Affair (Birthday)	GR	9/1/2023	100	\$2060.00	\$500.00	Glenarden Resident	N/A
Private Affair (Birthday)	GR	9/2/2023	250	\$2060.00	\$500.00	Used Venue before	The event was shutdown due to guest capacity; the use of alcohol being served, and money being taken at the event.
Repast	GR	9/7/2023	150	\$230.00	\$50.00	Friend Referral	N/A
Repast	GR	9/8/2023	100	\$400.00	\$50.00	Used Venue before	N/A
Wedding	GR	9/9/2023	125	\$2060.00	\$500.00	Friend Referral	N/A
Church Affair	GR	9/10/2023	150	\$1560.00	\$500.00	Glenarden Resident	N/A
Repast	GR	9/13/2023	60	\$315.00	\$50.00	Mother use to live in area	N/A
Repast	GR	9/14/2023	150	\$400.00	\$50.00	Church Referral	N/A
Private Affair (Birthday)	GR	9/15/2023	150	\$2060.00	\$500.00	Family Referral	N/A
Private Affair (sweet16)	GR	9/16/2023	150	\$2060.00	\$500.00	Repeat Client	N/A
Church Service	GR	9/17/2023	50	\$680.00 Monthly Payment		Repeat Client	N/A
Repast	GR	9/23/2023	120	\$400	\$50	Friend Referral	

Type of Event	Facility (GR/CC)	Date of Event	#of Guest	Rental Rate	Security Deposit	Referral Source	Concern/Misc
Private Affair (Baby shower)	CC	9/23/2023	60	\$100.00	N/A	Glenarden Resident	
Private Affair (Formal Dinner & Dance)	GR	9/24/2023	110	\$2060.00	\$500.00	Friend Referral	
Repast	GR	9/27/2023	80	\$170.00	\$50.00	Church Referral	
Repast	GR	9/29/2023	80	\$400.00	\$50.00	Church Referral	
Private Affair (Baby shower)	CC	9/30/2023	30	\$100.00	N/A	Glenarden Resident	

Other Booking Information:

Total of Cancelled Events- (3)

- An Event Scheduled for November 4th was cancelled due to no cabaret, Alcohol, or go-go band.
- An Event Scheduled for November 11th was cancelled due to No Alcohol pending.
- An Event Scheduled for November 19th was cancelled due to a lot of her guests getting sick from Covid.

Total of Rescheduled Events- (1)

- The Client would like to postpone the date due to planning purposes and guests coming from other cities. - Scheduled Event- 9/20/23- 9/22/2023 (Postponed to October)

Total Monthly Gross and Overview:

- Total Security Deposit Refunded-\$3,350.00.

GR: \$16,915.00- Please note This Total does not include any additional hour fees, just venue rate.

GCC: \$200.00

Staffing:

- We currently have (1) temporary employee from “Hire Quest” to serve as “Gold Room Crew Member. (Looking to hire this temp in October, currently providing him with the necessary hires that’s needed to transfer over).
- Currently hired a Chief Crew effective August 24th, 2023.
- 4 positions are still pending for hire.

Forecasting for October:

- (11) Events at GR
- (2) WTC/CC

Future Projects/Goals for GR/CC:

- Currently looking for Police Officers/ or services to hire for events.
- Work on Rules & Regulations, Prices, Capacity, Security Officers & Alcohol will need to be addressed immediately.
- WTC/CC- Carpet replacement
- Once the staff is in place, we will start working on new branding/marketing materials, pictures, and in-house events.
- Outreach to Churches in area
- Updating and revamping department standards for cleanliness and consistency
- List Job announcements for new crew members
- Looking to purchase Enhancement items for the GR for Guest to rent out for extra income.
- Looking at Greenery for GR hallway
- Continue to provide great Customer Service to all Guests.
- Continue to work with all departments to ensure all paperwork, reports and communication is accurate.

Risk and Issue History:

- N/A

Conclusions/Recommendations:

Department Contact & Staff:

Lakesha Bunn
Event Manager
(240) 539-7121
lbunn@cityofglenarden.org

Camile Hill
Chief Crew Member

Code Enforcement Summary

9/21/23 – 9/20/23

New Business: 0

Business licenses renewal: 4

Notice of inspections: 11

Citations: 17

Vehicle impound: 1

Building/sign permits: sign permits 1 /Building permit 5

Citizens' Complaint: 30

Stop Work Order: 0

Tow Sticker: 3

Inoperative: 3

Roll Off Permits: 0

Dumpster Permit: 1

Rental license: 0

Additional Notes.

1400 BLK of 9th St.

notice of inspection issued.

Must obtain county & city permit in order to build or reconstruct home.

1400 BLK of 9th St.

Notice of inspection issued.

Must maintain maintenance of property. Remove trash/items from the side of house immediately.

7700 BLK of Glenarden PKWY.

Public nuisance; High grass, weeds, brushes and shrubs over 1 foot.

7900 BLK of Johnson Ave.

Public nuisance; High grass, brushes, weeds and shrubs over 1 foot.

7900 BLK of Echols Ave.

Public nuisance; High grass, weeds, brushes and shrubs over 1 foot.

9000 BLK of Glenarden PKWY

Public Nuisance; High grass, weeds, brushes and shrubs over 1 foot.

Code Enforcement spoke to several residents about working on cars and also having cars parked on grass.

Code Enforcement spoke to residents about walking dogs without leash.