



# *City of Glenarden, MD*

April 21, 2023

**City Manager's Report: April 22 – May 21, 2023**

**FROM:** Beverly Habada  
City Manager

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## **Administration**

City Manager Start Date: March 21, 2023

Ride Along with Lt. Robinson on May 4, 2023

## **City Manager meetings:**

- Met with Glenarden Towns HOA representatives on 4/24/23. Met with Mr. Mitchell and Mr. Sikes, representatives of the Glenarden Towns HOA, and toured the grounds of the Townhouse community with them. Advised them on ARPA funding available to the HOA and that guidelines would be prepared shortly for Council's approval to guide decisions on how the ARPA funds can be used. They noted the need for more parking on site and possible use of the area where the playground equipment is situated (not used due to rusted out playground equipment). Researched history of the City taking responsibility for Dellwood Court roadway.... Still in effect. Checked the boundaries on PGAtlas with Mr. Simpson to understand the property limits near MLK Highway -- their property runs right up to MLK right of way.
- Internal meeting on ARPA projects with Dean Stewart on May 8
- Meeting with Monay Ward on May 8 to review costs for moving from a black and white newsletter format to a color format at an additional cost of \$2400. Authorized moving forward to improvement look of the newsletter received by all residents.
- Attended Police Department Rollcalls on May 9 – 9 AM and 8 PM to get acquainted with Police officers
- Meeting of May 10 with Mr. Himler, Council Clerk and Councilmember Guillame regarding first draft of ARPA program guidelines for program funding she sponsored or co-sponsored prior to guidelines going to Council for approval in June.
- Personnel - Interviews scheduled for Goldroom Coordinator position – one interview held, two interviews cancelled due to no show from those scheduled.
- Staff meeting with Department Heads, Managers – May 16 as follow up on Council actions at May Council meetings.



## *City of Glenarden, MD*

- Meeting with Councilmember Fareed on May 17<sup>th</sup> regarding priorities for the City that were her focus.
- Meeting with Police Chief, Captain, Lt., Dean Stewart and Grant contractor John O'Connor on May 18 to receive information about the \$87,000 State grant the City was awarded that would need to be included in an emergency budget ordinance in order to authorize the funds to be spent by the deadline of June 30, 2023. Mr. O'Connor also discussed funding sources for the Public Safety building; details to follow on an upcoming Council work session agenda.

### **Major Project by Public Works – Road and sidewalk improvements**

- Drafted City contract for Street work on Glenarden Parkway and McClain and Hamlin that was sent to the City attorney on **May 8** for review. Council approved the Resolution authorizing the funding for both projects on **May 15**. Revised contract copy received back from the City Attorney's office on **May 17**.
- Street contracts with NZI Construction signed by NZI and City Manager for Glenarden Parkway and a separate contract for McClain and Hamlin. Notification to Council on May 19 that the Glenarden Parkway project would begin the week of May 22<sup>nd</sup>.

### **Structural Organization Change**

Code enforcement given official memo that they are now reporting to the City Manager.

### **Major Policy Item – FY 24 Budget preparation**

#### **City Compensation Plan: Salary Survey – Municipal Solutions**

- On May 13, received the Final report on Salary survey from David Evertsen, Principal, of Municipal Solutions; the firm that had been commissioned by the City in 2022 to conduct the study.
- On May 18 held a virtual meeting with David Evertsen, Principal, with Municipal Solutions to review the Final report on the Salary survey and understand the history and to review next steps.



## *City of Glenarden, MD*

- On May 19, as requested by me, received a proposal from Municipal Solutions to tackle preparation of a classification and compensation plan to recommend for implementation of a City classification and salary system. Signed the proposal for \$5,925. Mr. Evertsen has stated that if he can get the documents requested from the City, the plan could be prepared within a month.

### **Personnel Bonuses**

Bonuses recommendation memo sent to Council from myself and Treasurer Dean Stewart recommending implementing bonuses for staff who scored a minimum of 3 on a scale of 5 on their performance evaluations at 3-5% of salary depending on evaluation score. Implemented bonus payments to staff following approval by the Council.

### **Citizen inquiries/requests/complaints**

Mr. Craig Shelton of Leslie Avenue called on 5/10 with a trash complaint about problems with Trash company personnel having something personal against him given his encounters with them. Reported his complaint to Ms. Perrin at Goode Trucking

On 5/11, Ms. Tanisha Jarrett of Jeff Road called to request another speed bump on Jeff Road given cars speeding through.

On 5/22, Ms. Henrietta Genus of Glenarden Parkway called City Manager to ask if she could stop in at City Hall. She arrived at City Hall with Rose Stover. Ms. Genus asked for action on heavy dump trucks rolling through the neighborhood going towards Woodmore Towne Center and also asked for the City to place trash cans on each corner starting at 1<sup>st</sup> and Glenarden Parkway. She also stated that she wanted to see trees planted like they have in Ward 1. Ms. Stover asked about permits for putting up sheds in the backyard. Ms. Stover also complained about the traffic light at Glenarden Parkway and Brightseat Road has too short a cycle and needs to be a longer cycle for those traveling on Glenarden Parkway at that intersection.

### **Elected officials --requests**

Councilmember Jones requested 60 copies of City Code guide books for the Glenarden Housing Authority. The booklets were created by Executive Assistant Jordan McClung and were placed in the Council Board room.



## *City of Glenarden, MD*

Delegate Tiffany Alston attended the May 9 Public Hearing and requested use of the Gold Room for District 24 Elected officials to provide a Legislative Update from the 2023 Legislative session. We are waiting to hear from District 24 staff regarding the date for this meeting for the community.

### **Correspondence**

MD FOIA received from Mrs. Smallwood week of April 18 for information on checks issued for past purchase of Police Chief's vehicle. Response to April FOIA request from her was provided ahead of the 30 days timeframe for a response.

### **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 the City can apply now.

### **Upcoming for May-June, 2023**

Additional Gold Room Coordinator candidate interviews



**2023**

## **CODE ENFORCEMENT MAY SUMMARY**

New Businesses: 1

Business License Renewal: 2

Notice of Inspections: 33

Vehicle Impounded: 0

Building/Sign Permits: 4

Citizens' Complaints: 112

Citations: 26

Stop Work Orders: 2

Tow Stickers: 1

Inoperative: 3

Roll Off Permits: 0

Dumpster Permits: 2

Rental License: 1

**ADDITIONAL NOTES:**

**For the month of, April 21, 2023 – MAY 20, 2023**

**Ward # 1:**

**Notice of Inspection Issued**

**April 21, 2023**

**7900 Blk of Echols Avenue**

High Grass, weeds, brushes, and shrubs. Per The Charter, the grass should not be over 1 foot. Front and backyard.

**7900 Blk of Echols Avenue**

Public Nuisance complaint of Tree branches growing over onto property.

**April 24, 2023**

**7900 Blk of Cawker Avenue**

High Grass, weeds, brushes, and shrubs. Per The Charter, the grass should not be over 1 foot. Front and backyard.

**April 24, 2023**

**7900 Blk of Dellwood Avenue**

High Grass, weeds, brushes, and shrubs. Per The Charter, the grass should not be over 1 foot. Front and backyard. Maintenance requirement: Property must remain clean at all times. 10 days to correct violations.

**May 4, 2023**

**7900 Blk of Cawker Avenue,**

Stop Work Order. The Resident must obtain a building permit. Resident and I went to DPIE on May 15, 2023. Residents were advised to obtain a site plan in order prior to applying for a building permit. The resident must clean the side of house and remove excessive items in driveway.

**7900 Blk of Cawker Avenue,**

Plastic Mattress Cover. Spoke with owner May 5, 2023.

**8600 Blk of Leslie Avenue,**

High Grass, weeds, brushes, and shrubs, grass should not be over 1 foot. Front and backyard.

**7900 Blk of Piedmont Avenue**

High Grass, weeds, brushes, and shrubs. Per The Charter, the grass should not be over 1 foot. Front and backyard.

**May 10, 2023**

**3200 Blk of Johnson Court**

Public nuisance: High grass, weeds, shrubs, and brushes over 1 foot front and backyard. The limbs from tree branches need to be broken and placed into bundle.

**May 11, 2023**

**3100 Blk of Polk Court**

Public nuisance: High weeds, grass, brushes, and shrubs over 1 foot on fence, front and backyard.

**May 12, 2023**

**7900 Blk of Piedmont Avenue**

Public nuisance: High weeds, grass, brushes, and shrubs over 1 foot on fence, front and backyard.

**May 16, 2023**

**7800 Blk of Fiske Avenue**

Public nuisance: Trash and or garbage can must be kept on the side of the house. Maintenance required; bikes, water hose, chairs, windows must be kept in a clean, safe, and secure location.

**May 17, 2023**

**7900 Piedmont Avenue**

Public nuisance: High grass, weeds, brushes, and shrubs over 1 foot front and backyard. 10 days was given to correct violation.

**Ward # 2:**

**April 20, 2023**

**2900 Blk of Mueserbush CT**

Code Enforcement Officer Matthews and Officer A. Thompson met with Denise Woods of J & L Towing and Recovery to sticker three vehicles that were not in compliance and tow

**April 24, 2023**

**3500 Blk of Jeff Rd**

High Grass, weeds, brushes, and shrubs, the grass shall not be over 1 foot, Front and backyard.

**7900 Blk of Tyler Street**

High Grass, weeds, brushes, and shrubs, the grass shall not be over 1 foot, Front and backyard.

**April 25, 2023**

**1400 Blk of 4<sup>th</sup> Street**

Property maintenance 1324.4; Trash, garbage, and furniture-removal of items from side of items. 10 to correct violation

**April 26, 2023**

**7800 Blk of Johnson Avenue**

Public nuisance: High grass, weeds, brushes, and shrubs over 1 foot front and backyard. 10 days was given to correct violation.

**April 27, 2023**

**8600 Blk of Johnson Avenue**

**Stop Work Order**

Must obtain County and City Permit to build, construct, erect and alter. The resident was issued 20 days to correct the violation.

**April 27, 2023**

**9000 Blk of Glenarden Pkwy**

Public nuisance High grass, weeds, shrubs, brushes, limbs, and tree branches grown onto the street. Advised this is a hazard to the community. The resident was advancing to remove all dead limbs. This correction was resolved on Thursday, May 18, 2023, into Friday, May 19<sup>th</sup>, 2023. No further action is required.

**May 1, 2023**

**8600 Blk of McClain Avenue**

High Grass, weeds, brushes, and shrubs, grass should not be over 1 foot. Front and backyard.

**May 1, 2023**

**8600 Blk of McClain Avenue**

High Grass, weeds, brushes, and shrubs, grass should not be over 1 foot. Front and backyard.

**May 3, 2023**

**9200 Blk of Glenarden Pkwy**

Public nuisance: High grass, weeds, brushes, shrubs over 1foot front and backyard.



**May 4, 2023**

**2800 Blk of Hornbeam Court**

Property Maintenance required: Gutter is hanging from roof. Repair is required to maintain a clean and secure. Ofc. Matthews has spoken with the renter of the property and is working on repairing the gutter. 12:48 pm.

**May 5, 2023**

**3600 Blk of Jeff Rd**

Inoperable vehicle/dismantled also must have registered tag displayed on vehicle at all times.

**May 8, 2023**

**1400 Blk of Wesley Street**

Inoperative vehicles are prohibited on driveways or public roadways. Vehicle must have all tires and a valid registration and tags in the state of Maryland.

**May 9, 2023**

**7900 Blk of Piedmont Avenue**

Public nuisance: High grass, weeds, brushes, shrubs over 1 foot front and backyard.

**May 11, 2023**

**8800 Blk of Glenarden Pkwy**

Public nuisance: High grass, weeds, brushes, and shrubs in front of yard and backyard. Grills must be placed on the side or in the backyard.

**May 19, 2023**

**8900 Blk of Glenarden Pkwy**

Public nuisance: High grass, weeds, brushes, and shrubs over 1 foot front and backyard. 10 days was given to correct violation.

**Ward # 3:**

**May 3, 2023**

**2400 Blk of St. Nicholas Way**

Public nuisance: High grass, weeds, brushes, shrubs over 1 foot front and backyard.

**May 11, 2023**

**3600 Blk of Tyrol Drive**

High grass, weed, brushes and shrubs over 1 foot in front yard and backyard.

**Building permits:** There were four building permits issued.

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

**Citizens' Complaints:** There were several complaints pertaining to residents encountering their concerns of high noise level. Code enforcement has contacted DPIE for assistance with obtaining a decibel meter. (Certification is required).

**Other Observations:** There are vehicles in ward 2 unregistered without Tags. Code Enforcement is awaiting approval to ticket and tow.

Our City Manager has spoken to a resident and is seeking information to assist with cutting high grass and brushes.

Comcast program manager contacted code enforcement pertaining to obtaining a permit to work within the city. The scope (drawings) has been submitted via email.



# City of Glenarden

April 20, 2023

TO: Beverly Habada  
City Manager

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

SUBJECT: April 21, 2023 – May 20, 2023

## **Personnel Issues:**

### ***Accomplished:***

- Worked with HireQuest Temp Service – obtain the services of a Maintenance Technician I for the Department of Public Works.
- On-boarded new Assistant Staff Accountant
- Participated via Zoom meeting in anticipation of the City of Glenarden participating in the Youth@Work/Summer Youth Enrichment Program (SYEP) offered by Prince George's County. Dates of the program are July 5, 2023 – August 11, 2023.
- Working with Chesapeake regarding Workers' Compensation issues regarding a number of employees.
- Completed the paperwork and worked with the Treasurer to distribute Performance Award documentation.
- Received all Employee Performance Ratings.
- Worked with attorney regarding a number of personnel issues.
- Completed paperwork to promoted employee from Maintenance Tech I to Maintenance Tech II.
- Provided AFLAC information on current and former employee.
- Worked with ADP on Public Works timeclock.
- Working with Pickett Fences Senior Services, Inc. and the City Manager, in an attempt to assist a Glenarden Resident with grass issues.
- Worked with Tspec to clean up email addresses.
- Provided Council President and Treasurer 2023 staff final ratings.
- Provided City Manager first list of qualified applicants for the Gold Room (Special Events) Coordinator.
- Worked with Finance, providing information for Mutual of America.
- Worked with HireQuest Temp Service – obtain the services of at least three contract Crew Members to work the Gold Room under the supervision of Public Works.
- Completed ACA Report for the month of April.
- 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:**

- Minerva Phillips, Assistant Staff Accountant, effective May 14, 2023

**Separation(s):**

- Police Officer, effective May 1, 2023
- Maintenance Technician II, effective May 5, 2023

**Vacancy Announcement(s):**

- Maintenance Technician I, closes May 22, 2023
- Police Officer, closes June 30, 2023
- Gold Room (Special Events) Coordinator, closes October 4, 2023
- Gold Room (Special Events) Crew Member, closes November 1, 2023



- Police Officer, closes June 30, 2023



# City of Glenarden, MD

"City on the Move"

May 19, 2023

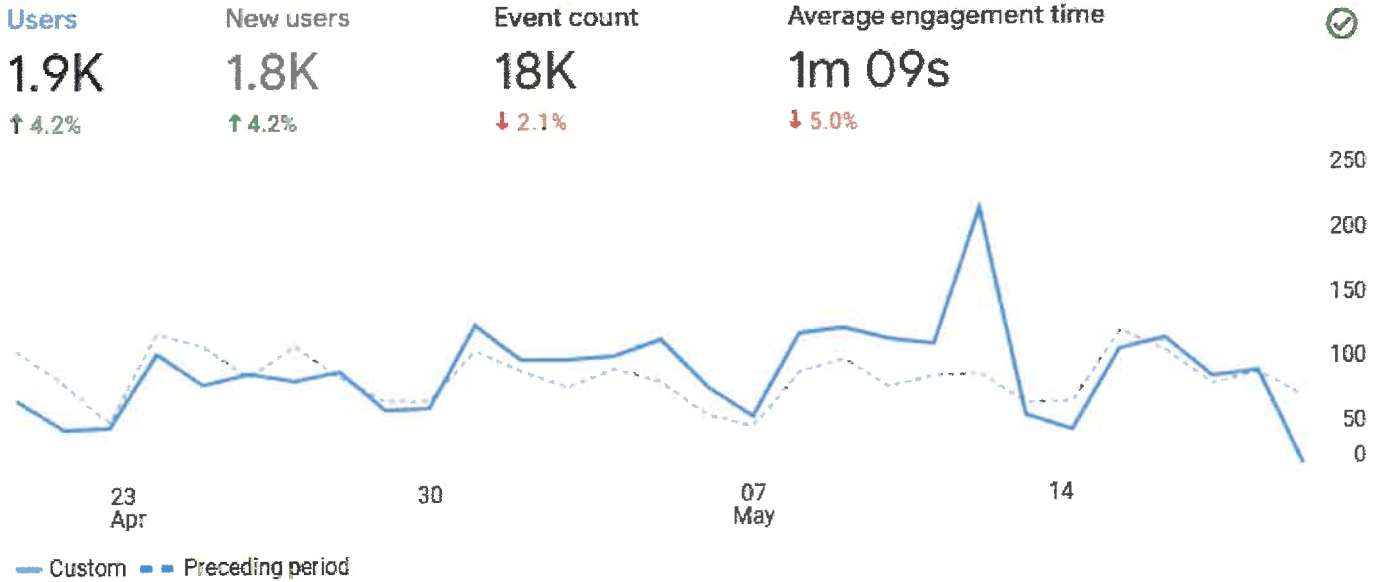
**TO:** Beverly Habada  
City Manager

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

**SUBJECT:** May 2023 Monthly Report

## Accomplished:

### City Website - Metrics (April 21 – May 19, 2023)



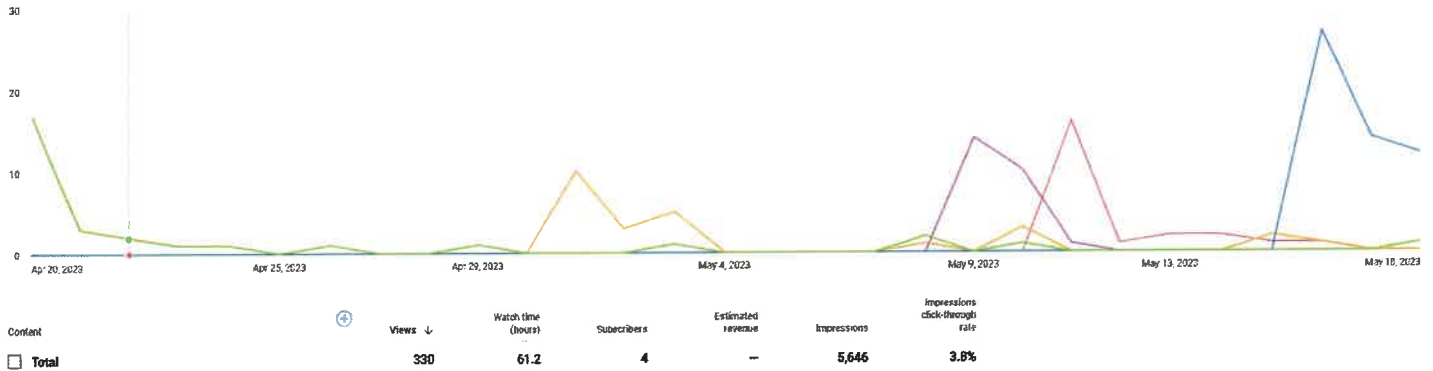


# City of Glenarden, MD

"City on the Move"

## Social Media

### YouTube – Metrics (April 20 – May 18, 2023)



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

#### MAY 2023 SUMMARY

Tweets  
**43**

Tweet impressions  
**5,197**

Profile visits  
**888**

Mentions  
**2**

New followers  
**0**

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

### \*Twitter (Continued)

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

Tweets  
**71 ↓11.2%**

Tweet impressions  
**6,645 ↑40.4%**

Profile visits  
**1,339 ↓14.2%**

Mentions  
**2 ↓60.0%**

Followers  
**981 ↑7**





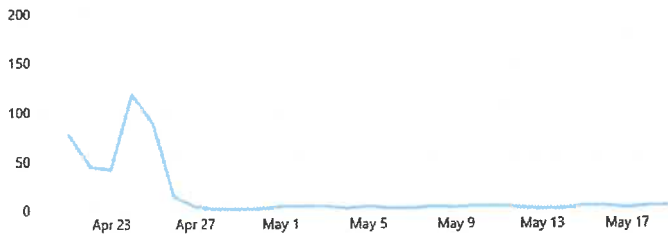
# City of Glenarden, MD

"City on the Move"

## Facebook & Instagram – Metrics (April 21 – May 19, 2023)

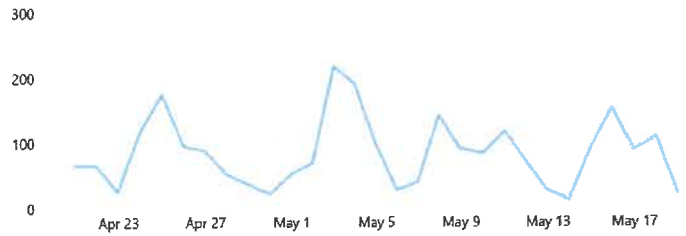
Facebook Page reach ⓘ

296 ↓ 82.5%



Instagram reach ⓘ

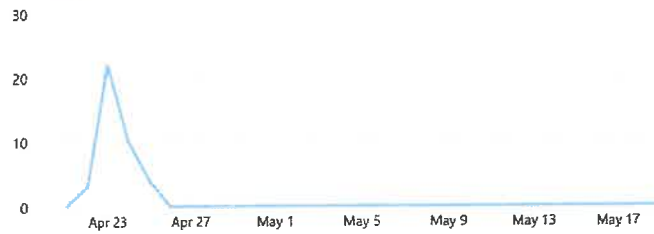
826 ↑ 24.2%



## Facebook & Instagram Page Visits

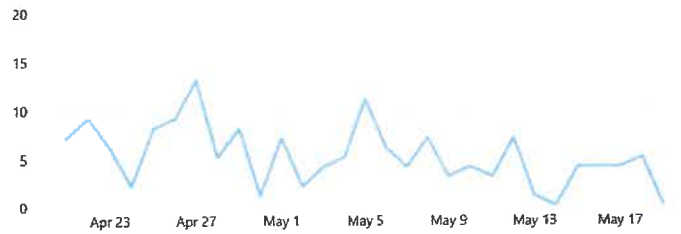
Facebook Page visits ⓘ

39 ↓ 87.5%



Instagram profile visits ⓘ

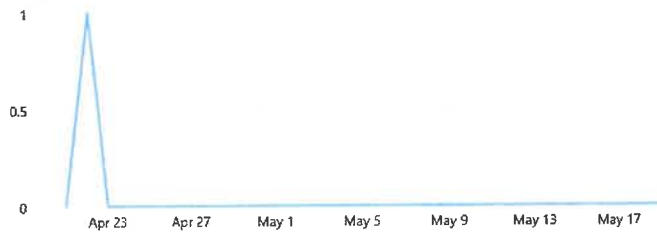
149 ↓ 31.7%



## Facebook & Instagram Likes/Followers

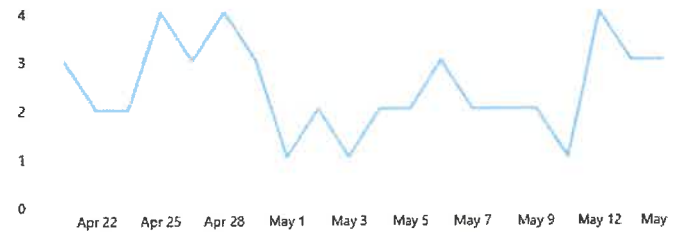
Facebook Page new likes ⓘ

1 ↓ 88.2%



New Instagram followers ⓘ

49 ↓ 37.2%





# 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 May 2023, City Events/Programs for May 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, May 1, 2023, 7:00PM
  - **City of Glenarden Emergency (Closed) Session**
    - Wednesday, May 3, 2023, 6:00PM
  - **City of Glenarden Public Hearing (Hybrid)**
    - Tuesday, May 9, 2023, 7:00PM
  - **Mayoral Community Forum – May "State of Glenarden Address"**
    - Wednesday, May 10, 2023, 6:30PM
  - **City of Glenarden Regular Meeting (Hybrid)**
    - Monday, May 15, 2023, 7:30PM
  - **City of Glenarden Charter Review Committee Meeting (Virtual)**
    - Thursday, May 18, 2023, 6:30PM
  - **City of Glenarden Public Hearing (Constant Yield Property Tax Increase)**
    - Monday, April 22, 2023, 7:00PM
  - **7<sup>th</sup> Street Park Design Town Hall**
    - Wednesday, May 24, 2023, 7:00PM

## 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 May**



# City of Glenarden, MD

*"City on the Move"*

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

- Glenarden Branch Library & Institute for Creative Community Initiatives – Glenarden C.A.N. Event (4/25 @ 4PM-7PM)
  - Glenarden Branch Library - Crafternoon: Paint a Piggy Bank (4/26 @ 4PM)
  - JSWES Growing Green with Pride! (4/9 @ 8AM-12PM)
  - The G.O.A.T. Mental Health Expo 2023 (4/29 @ 9:30AM-3:30PM | Bowie State University – Student Center)
  - PGSAO & City of Glenarden Expungement Fair (5/6 @ 10AM-2PM)
  - Glenarden Mayoral Multicultural Day and Mother's Day Tea (5/13 @ 8AM-9:45AM | Glenarden Community Center)
  - Councilwoman Jolene Ivey (3/15 @ 6PM-8PM)
  - 2023 Elder Abuse and Fraud Prevention Training Series (3/15, 4/25 & 5/16 - Virtual)
  - 7<sup>th</sup> Street Park Playground Town Hall (5/23 @ 7PM | Gold Room)
  - Senator Broadwater Legacy Celebration (5/26 @6PM-9PM | Gold Room)
  - [State Fact about Maryland. It's Anniversary and More](#)
  - Alsobrooks Summer Passport Experience (apply through 5/19 @ 3PM)
  - JSWES Mental Health Expo (5/25 @ 2:30PM-5:30PM | JSW Elementary School)
  - Senior Health and Fitness Day (5/24 @ 10AM-2PM | Southern Area Aquatics & Recreation Complex)
  - Glenarden Police & Community Cookout (6/3 @ 12PM-4PM)
  - 50+ Senior Job Fair (6/3 @12PM | Fairmount Heights High)
  - NAACP Working Lunch Promoting Civility (6/10 @ 12PM-2PM | Crowne Plaza @ College Park)
  - Saturday Enrichment Academy (program ends: 6/10/23)
  - USPS COVID-19 Test Kits
- **Public Service Announcements –**
    - [Mayor Cross WIO Global Women Award 2023](#)
    - [City of Glenarden Notice of A Proposed Real Property Tax Increase](#)
    - [Congratulatory Letter to Mayor Cross from Dr. Hong, Tao-Tze President of FOWPAL \(5/1/2023\)](#)
- **Additional Postings/Notifications Advertised –**
    - **Job Postings:**
      - Gold Room Crew Member (open 4/28 – closes 11/1)
      - Gold Room (Special Events) Coordinator (open 5/4 – closes 10/4)
      - Maintenance Technician I (open 5/1 – closes 5/22)
      - Police Officer (closes 6/30/23)
    - **Additional Website Content:**
      - City calendar updates
      - City monthly reporting
      - Staff Updates
      - Charter Review Committee Meeting recordings



# City of Glenarden, MD

*"City on the Move"*

- May 2023 Community Happenings

- **Flag Status Alerts:**

- 4/27/2023 – Flag Status Alert: Maryland Flag will be at Half-Staff
- 5/4/2023 – Flag Status Alert: Maryland Flag are at Half-Staff
- 5/5/2023 – Flag Status Alert: United States Flag and Maryland Flag will be at Half-Staff
- 5/7/2023 - Flag Status Alert: United States Flag and Maryland Flag will be at Half-Staff

### Special City Advertisements

- Daddy/Daughter Dance Recap (4/24)
- Glenarden Wood ES – Congratulations for winning The PGCPSS Science Bowl. This is the 8<sup>th</sup> win for Glenarden Woods ES!
- Asian American & Pacific Islander Heritage Month for May
- National Teacher Appreciation Day – 05/02
- Happy Cinco De Mayo – 05/05
- Chief Read A Book Day @ JSWES – 05/05
- City of Glenarden Notice of A Proposed Real Property Tax Increase
- Happy Mother's Day – 05/14
- Police Week Recognition for GPD
- Mayor Cross Teacher Appreciation Week Recognition

### Marquee Postings:

- Mayoral Community Forum (5/10)
- Mayoral Multicultural Day and Mother's Day Tea (5/13)
- Charter Review Meeting (5/18)
- Honoring Senator Tommie Broadwater (5/26)
- Memorial Day Office Closure (5/29)
- Glenarden American Legion Memorial Day Service (5/29)
- Police & Community Cookout (6/3)

### City Cable Channel Postings:

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

### Additional Assignments Completed:

- Crafted City notices, reminders & postings for May
- Crafted flyer for Mayoral Community Forum: State of Glenarden Address
- Crafted flyer for Glenarden Mayoral Multicultural Day & Mother's Day Tea
- Crafted flyer for Glenarden Police & Community Cookout
- Processed equipment orders for cable studio, equipment & media services
- 5/16 – attended senior staff meeting



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**[www.steelbeachmedia.com](http://www.steelbeachmedia.com)**

## April – May Tech Report

April 24

No audio on Comcast. Audio was being broadcast from system also heard on Verizon channel. I reset the ENCODR and the fiber box and the sound came back on Comcast.

May 1

Setup for Work Session and installed 2X1 port switcher for the broadcast system to switch from Production to Signage. Talked to Council member Fareed about the setup for the Gold Room Production on the 23rd. Recorded the council meeting and uploaded to YouTube and Signage.

May 9

Setup and performed Public Hearing. Measured Gold Room for cable length and camera placement.

May 15

Setup and performed Regular Council Meeting.