

Mayor Cashenna A. Cross and Administrative Staff Reporting

October 2021

To: City Council and the Citizens of the City of Glenarden, MD

From: Mayor Cashenna A. Cross

Date: Thursday, October 21st, 2021

Executive Office of the Mayor and Administration key accomplishments

City of Glenarden Administrative Report

October 2021

Agenda:

Key Highlights Rollup

- I Mayor Report (Oct 2021)
- II City Manager Report
- III Chief of Police Report
- IV Treasure Report
- V Human Resources Report
- VI Code Enforcement Report
- VII Department of Public Works Report
- VIII Gold Room
- IX Web/Media Specialist

“Moving the Mission Forward”

Glenarden, Maryland, A City on the Move, is a vibrant, growing, municipality. Every effort is made to guarantee the accuracy of this reporting mechanism. Points of clarity may be raised by emailing the Administration at:

Jmcllung@cityofglenarden.org

wjackson@cityofglenarden.org

ccross@cityofglenarden.org

Mayor Report (Oct 2021)

Key Highlights Rollup

Mayor Report (October 01- November 27, 2021)

1. Accomplished:

- a. HR actions are underway for the Director of Public Works, City Manager, Chief of Police, Executive Assistant, plus a significant re-evaluation of all major position descriptions to ensure the right expertise is being requested to support the mission ahead for the City of Glenarden. The Mayor Cashenna A. Cross and administration welcomes the addition of Executive Assistant Jordan McClung. Mr. McClung has already hit the ground running in evolving office processes but volunteering his first week on the job to support three citywide events -Jordan welcome aboard!
- b. Municipality first! American Legion Post 275: Commander Gatlin and the Amateur Radio Team (Kenneth Greenhouse), Mayor Cashenna A. Cross and Administration building a lifeline in times of emergency. As part of the developing emergency readiness and preparedness plan the “HAM Radio” and dedicated FCC certified operator now available to the City of Glenarden provides Glenarden citizens and surrounding with real-time connectivity to the emergency preparedness substation to receive and deliver real-time updates in times of emergency or in times of pending environmental changes. The benefit of the effort is it will afford greater warning of dire emergency occurrence to afford survivability of seniors and citizens in need of extra notification.
- c. The Mayor’s Office has supported/fielded three external office calls. (Glenarden Housing Authority (Commissioners), Maryland Black Mayors Executive session, Prince George’s Municipal Association.
- d. Reviewed the Web/Media Specialist RFP draft submission / duty requirements sent to City Attorney to conduct actions towards securing a part-time Television Studio Manager.
- e. Took part in the City of Glenarden State’s Attorney Braveboy Expungement Fair. Overall, the administration supported the delivery of PPE, attendee check-in process, policing, and setup and tear down of the event in and around the Municipal Center on 23 October.
- f. **Administration Legislation.**
 - i. R-03-2022 a resolution to Appoint Jeffrey P. Hammond to the Glenarden Youth Advisory Committee-approved.
 - ii. In response to resolution to make priority 7th street Park; administration proposed fitness courts to afford the citizens of all age 7-stage fitness statins to ensure a total body workout. This can be procured using the ARP money, can be supported by grants which support mental health and overall community wellness. Also incorporates a community appeal as the design incorporates graphical

artwork of the community and its's children to add color to the spaces. The overall project is citizen feedback heavy, in the overall design elements.

- iii. ADA sidewalks resolution. The administration seeks three proposals addressing accesses along Hayes Street and Johnson Avenue, Johnson Avenue from Martin Luther King Jr Highway (MD704) to Hayes Street, additional ADA ramps/ hazards along Glenarden Parkway and Brightseat Road, Dellwood to Glenarden parkway, and Jeff Road to ensure proper sidewalk access point for residents.
- iv. (Proposing Resolution at the request of the Mayor and Administration) creating a formal Event Planning Committee.
- v. Scheduled interview with recommended Glenarden Housing Authority Commissioner -whom if confirmed will fill current vacant position.
- g. Growing Green with Pride Glenarden and Judge Sylvania Woods Elementary School (JSWES). The overall effort covered four hours of community service – cleanup, painting, vegetation planting, and debris clearing along Glenarden Parkway and at JSWES on 30 October. Coordinated with schools for 10 volunteers to support events, SSL Verification Form from the PGCPs Service-Learning Program, 4-volunteer hours afforded. Students must complete at least 24 service-learning hours to meet the graduation requirement.
- h. Administration is supporting the Glenarden Police Department Trunk-O-Treat and The Post 275 American Legion Halloween drive through events 30 October.
- i. **Successful 18th Mayoral Inaugural Ball.** Attended by executive leadership for the local, County, State level. Tremendous thanks for the support of the community at large for making the event truly superb. Planned for 200 exceeded 280 in attendance thanks to tremendous support across the community, district, and state, and leg work of the Inaugural Ball team (thank you).

2. Projected:

- a. Former Chief of Police City of Glenarden Philip Albert O'Donnell, 74, of Owings passed away August 31, 2021, life celebration held Friday, September 10, 2021. Mayor is working with the Acting Chief of Police Wayne Jackson to support a city-wide memorial in the Goldroom for citizens to voice their condolences to the family. This event will culminate with a plaque and space dedication in honor of the longest serving Chief in the City's history (13 years and 7 months). Actual date is dependent on the family's timeline.
- b. Addressing community communications strategy looking into a base number from Verizon which can be shared with the citizens to afford them to access a pre-recorded message of current/upcoming events going live by end of November 2021.
- c. Investing in our employees is a Mayor Cross priority the coming months working with the City Manager and staff on employee quarterly feedbacks, and

essential training needs for Municipalities civilian staff to continue to grow the Force. The goal is to establish a truly versed and dynamic staff.

- d. **Community Garden:** Resolution to support priority for planning and defining location for one community garden greenhouse holds nearly an acre of vegetation is being proposed as a key aspect of the city’s sustainable living strategy. As part of the Healthy living initiative. Community gardens are known to...
 - i. Provide aesthetic benefits and fresh, healthy produce to neighbors
 - ii. Support food security and financial savings for individuals, especially the unemployed and those with low incomes
 - iii. Improve soil, water, and air quality and increase biodiversity
 - iv. Help cities save money through storm water retention and purification
 - v. Help keep food and yard waste out of landfills (when they compost)
 - vi. Support neighborhood economic development by increasing property values
 - vii. Provide educational opportunities for kids, adults, and seniors
 - viii. Act as a beacon of permanence for traditionally transient communities
 - ix. Promote individual health by offering physical activity, stress relief, and a connection to nature
 - x. Promote public health by giving people a space to congregate and define themselves as a community
- e. **Administration Legislation.** At the request of the Mayor and Administration resolutions to confirm: City Manager, Chief of Police, and the Director of Public Works.
 - i. **The Administration maintains a list of current and standby volunteers who wish to impact their community by serving in the various committees - email your interest or recommendations to:**
jmclung@cityofglenarden.org & mcheek@cityofglenarden.org
 1. Permit Review Committee
 2. Youth Advisory Committee
 3. Financial Advisory Committee
 4. Public Safety Committee
- f. The Mayor’s Office projects seven external office calls including a future engagement with County Councilwoman Jolene Ivey, Congressman Anthony Brown, Delegate Jazz Lewis, Proctor and Associates, States Attorney Braveboy, First Baptist Church of Glenarden, and Linda Thornton Thomas Prince George s County NAACP President.
- g. Harvest Day Rewind City wide event hosted by the Mayor and the Administration the event welcomes fall and the kicks off the season of giving thanks 06 November 1000-2pm at the municipal center city of Glenarden.
- h. O’Give Thanks basket and gift card giveaways for those in need of extra care this Thanksgiving holiday 23 November noon-until gone. The goal this year is to serve 150 residents. The event has the support of various organizations: SHABACH! Ministries, Inc. Ms. Reverend Belynda Gentry at First Baptist Church

of Glenarden, (F.R.E.S.H) Fully Restoring Every Sons Hope, and Shattered Ceilings.

- i. Planning on going for the first City Wide Mayor's Town Hall before the end of the year 2021; predecessor to Glenarden resident | Glenarden Housing Authority setup a Residents -Monthly Mayor Cashenna A. Cross Talk Sessions addressing various topics with guest appearances. Starting in January 2022.
- j. Mayor Cashenna A. Cross is supporting small businesses and community support groups-highlighting resource options available to residents. Businesses interested in being highlighted please contact jmcllung@cityofglenarden.org to setup a date.
- k. Administration to forecast the FY2022 cost assessments for membership into various Associations.

3. Local Spotlight:

4. Rebirth of the "City of Glenarden Post and at the start of the year Glenarden Quarterly events calendar postcard of News & Updates

5. County and State-level Spotlight:

6. Maryland Citizens Redistricting Commission Approves Final Proposed Draft Map

II. City Manager Report

- i. Sept. 27th - Spoke with Code Enforcement Officer Thomas to check on the process for the demolition of the Martin L. King, Jr. Recreation Center. He advised the contract needs new signatures from the Mayor and City Manager.
- ii. € Sept. 27th - Ms. Royette Smith called to advise that clothes were throwed on her property and Code Enforcement Officer asked if public works could remove both bins from their location. I've spoken with Thomas to try and make contact with the owner to have them removed.
- iii. Sept. 28th - Sat in on Zoom meeting with City Attorney, Mayor and City Council. Human Resource Specialist was also present at the meeting.
- iv. Submitted paperwork to (HR) recommending code enforcement applicant for the advertised position.
- v. Was informed by (HR) that applicant accepted the code enforcement officer's position.
- vi. Sept. 30th - Signed for court documents regarding a possible lawsuit against the city that had former Mayor Estes name on the document.
- vii. Oct. 1st - I assigned Lt. Robinson to deliver those documents to City Attorney Karprinski' s office in Baltimore.
- viii. Oct. 1st - Councilman Herring requested to have and get copies of the recent election ballots. I spoke with Boe (Richard) and he mentioned that Mr. Herring would need a court order issued to him before he can get copies.
- ix. Oct. 12th - was advised by Code Enforcement Officer concerning the demolition of the Martin L. King, Jr. Recreation Center; the current contract agreement must be revised since the original authorized signers are no longer employed with the city.
- x. The new Administrative Executive, started his employment with the city
- xi. Oct. 19th - The new Code Enforcement Officer will start his employment with the city.
- xii. Oct. 20th -Took bus driver, over to the Bus Deport to pick up the loaner bus for servicing the senior citizens.

- xiii. **Oct. 20th I Code Enforcement Officer received an email from DPIE Nicole advising that the paperwork for the demolition of the Martin L. King, Jr. Recreation Center has been updated**
- xiv. **Oct. 22nd Was advised by Mrs. Shultz (HR) that the Council didn't approve the selection for The Public Works Director and that she would be re-advertising that position.**

III. Chief of Police Report

- i. Sept. 22nd - Unknown suspect broke into the rear door of the Firehouse Sub store and once inside they broke into the safe and made good on their escape with \$8,000.00.**
- ii. Sept. 23rd - Lt. Robinson and Officer Sirns went up to the Firehouse Sub store to review security cameras footage of two suspects inside using a slug hammer to break open the safe.**
- iii. Sept. 23rd - Officers Thompson and Jenifer assisted with preparing "No Parking signs for the Family and Friends event.**
- iv. Sept. 24th - Lt. Officers and Jenifer and Public Works placed" 45' No Parking" signs along Church Street and Piedmont Avenue.**
- v. Sept. 24th - PFC Atkinson and I attended Mount Rainer's annual Public Safety Night Event hosted by their police department.**
- vi. Sept. 25th - Sgt. Richardson and I accompanied by Officers Taylor, Atkinson, R. Harris, Sims, Lee, Knox, J. Harris and Thompson provided "traffic control and police presence" during the Family and Friends Event.**
- vii. Sept. 27th - Lt. Robinson and I prepared to interview six applicants for the Code Enforcement officer's position, only one candidate showed up for his appointment.**
- viii. Sept. 27th - Newly appointed Officers Thompson and Jenifer started their first day with their Field Training Officers as they are required to complete (240) hours mandated by the Police Training Commission.**
- ix. Sept. 30 - Officer responded to the area of West Glen Reed Court and the 2900 block of Reed Street for sounds of shots fired. No one was found to be injured; several vehicles had been damaged with bullet holes.**
- x. Oct. 5th - A lone gunman entered the 7-Eleven in the 8200 block of Martin L. King, Jr. Highway and robbed the clerk at gun point of \$500.00 in cash; making good on his escape on foot. None of the employees were injured; the whole incident was captured on store's security cameras.**
- xi. Oct. 6th - I held a staff meeting with the supervisors at 0930 hours to assign/task them with additional job duties and responsibilities.**

- xii. **Oct. 7th – Another officer and I attended "Our Streets, Our Future" Event sponsored by the State's Attorney and the Town of Bladensburg Police Department.**
- xiii. **Oct 8th - Met with Councilmen Herring and Hairston to discuss additional details for the Expungement Fair (10/23) and the Shred Day Event (10/30).**
- xiv. **Oct. 14th - Met with Councilman Herring, Ms. Duckworth (Bonnie) and Mr. Wilson, State's Attorney Office to do a walk through in the Gold Room for the set-up arrangements.**
- xv. **Oct. 13th - A shooting/homicide occurred just outside the city on Ardwick Ardmore Road near the Shell service station; the victim was an adult male. Glenarden police officers recovered some spent shell casings between Leslie Avenue & Reed Street and Johnson Avenue & Reed Street. PGPD crime scene investigators recovered them for evidence.**
- xvi. **Oct. 15th - Lt. Robinson and I attended Mayor Cross's Inaugural Ball Celebration; Cpl. Covington with Officers Thompson and Sims provided the security detail.**
- xvii. **Oct. 18th - Cpl. and PFC's attended their 2021 annual in-service training at PG Municipal Police Academy.**
- xviii. **Oct. 21st PGPD Homicide Unit called Lt. Robinson to advise him that one of the firearms recovered from the Frost Townhouse 10/2 scene was associated as a weapon used in a double homicide a few miles from the city.**

IV. Treasure Report

Accomplishments:

Oct 1 – Oct 21

1. Completed Payroll Processing for Pay Period ended 10/02 and 10/16.
2. Completed Bill Payment for weeks 10/01, 10/08, 10/15 and 10/22.
3. Continued progress in scanning and filing accounting documents.
4. Payments were done to the Retirement Account during the week of 10/15.
5. Completed Bank Reconciliation for the Operating Bank for the Periods 07/2021 – 08/2021.
6. Review and cleaning account balances in preparation for FY 2022 Audit.
7. Prepared Treasurer's Report for 07/2021 and 08/2021.
8. Regularize banking relationship at PNC Bank.
9. Complete General Ledger and Trial Balance to the auditors for the start of the FY21 Audit
10. File Form SMS-1 (Due Sept 30).
11. Corrected the bank account for ADP charges.
12. Sent Audit required documentations to the auditors.

Projected Goals:

thru to Nov 27

1. Continue working with the auditors for the FY21 Audit.
2. Complete the Payroll Processes for the next pay periods.
3. Complete the payment of bills for the weeks to come.
4. Complete the payments to the Retirement accounts after each payroll.
5. Complete the Treasurer's Report for the periods 09/2021 & 10/2021.
6. Continue working with the auditors on their PBC list.
7. Bring all BS accounts up to date.

V. Human Resources Report

Personnel Issues:

Accomplished:

- Provided Mayor Cross with list of eligible candidates for the Chief of Police.
- Provided Mayor Cross with list of eligible candidates for the Director of Public Works.
- Provided Mayor Cross with list of eligible candidates for the position of City Manager.
- Prepared for Open Season for Health Insurance.
 - The Administrative Assistant provided along with copies of signed timecards a flyer announcing the open season
 - Setup a table containing new Open Season material – information available to all employees
 - Sent email announcing Open Season. Will send out weekly reminders.
- Worked with the Finance Department to develop procedures for various correspondence going to and/or from Human Resources.
- Provide Gold Room Coordinator package of Gold Room Crew Eligible Candidates. Attempting to set up interviews, week of October 25, 2021.
- Working with Mutual of America on personnel issues.

Projected Goals:

- Hire two Gold Room Crew Members.
- Review and provide Mayor Cross with list of eligible candidates for the position of Treasurer
- Work on Personnel Manual amendment to add additional holiday (Juneteenth).
- Review and provide Mayor Cross with list of eligible candidates for readvertised Director of Public Works
- Review and provide Mayor Cross with list of eligible candidates for readvertised City Manager

New Hires:

Three hires in October

- Clerk to the Council, effective October 3, 2021
- Executive Assistant, effective October 17, 2021
- Code Enforcement Officer October 19, 2021

Separation(s)

- Gold Room Crew Member, effective September 27, 2021

Vacancy Announcement(s):

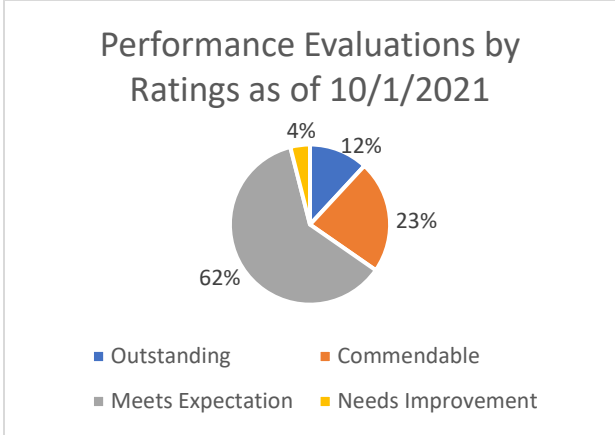
- Director of Public Works (Readvertised) closes October 21, 2021. Vacancy posted on Indeed, MML, City Website and Social Media
- Treasurer Posted, closed October 14, 2021. Vacancy posted on Indeed, MML, City Website and Social Media – in the process of reviewing resumes
- City Manager (Readvertised) closes October 25, 2021. Vacancy posted on Indeed, MML City Website and Social media

Miscellaneous Items:

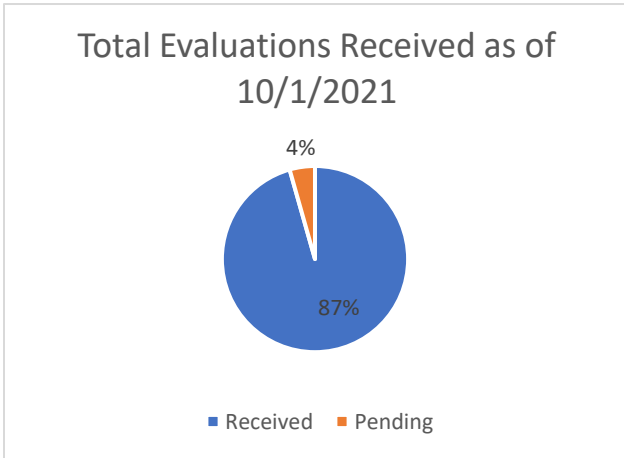
- Completed the Affordable Care Act (ACA) monthly reports.

Performance Evaluations:

- 26 Performance Evaluations Received
 - 3 - Outstanding
 - 6 - Commendable
 - 16 - Meets Expectations
 - 1 - Needs Improvement
- 4 Pending
- **NOTE:** 8 employees did not received a rating for the following reasons:
 - Finance: -- 2 employees (new contract temporary did not start until end of March)
 - Gold Room: -- 3 remaining staff out due to COVID and furlough the entire rating cycle (2 separated and did not return)
 - Administration: -- 3 employees were unavailable to receive rating prior to departure of City Manager



Key:
 Outstanding: 3
 Commendable: 6
 Meets Expectation: 16
 Needs Improvement: 1
Total Received: 26



Key:
 Received: 26
 Pending: 4
Total Due: 30

NOTE: 8 employees did not received a rating for the following reasons:
 • Finance: -- 2 employees (new contract temporary did not start until end of March)

- Gold Room: -- 3 remaining staff out due to COVID and furlough the entire rating cycle (2 separated and did not return)
- Administration: -- 3 employees were unavailable to receive rating prior to departure of City Manager

VI. Code Enforcement Report

- New Business 0
- Business License Renewal 17
- Notice of Inspections 16
- Vehicle impoundment 2
- Building Permits 5
- Building w/o Permit 6
- Citizens' Complaints 23 Citations/Parking 9
- Court Appearance 0, postponed 0
- Stop Work Orders 5
- Tow Stickers 4
- Inoperative/Unregistered 5
- Special License 5
- Dumpster permits 4

Accomplished task:

STORM WATER PROJECT: FROST HOA, HOBBLEBUSH CT.

Verbal "STOP WORK" order was in place until confirmation of proper County and City permits were in place. Met with County Inspector, Lanre Oshodi, Dan Mchugh and Brad Wenger today 10-21-2021 9:30am to look over site plan, work to be performed, right of way and type of permit if any. County in general would allow the work to be performed without a permit since the work will tie into the County line and to the pond. For sake of approval, a "One Day Special Permit" will be issued for the project.

MLK Recreation Center 108-2020-0 Project

All information necessary to gain access to the application on file has been submitted and approved. Waiting for letter sent to plans to be reviewed to clear the path for the next step which is a final review of the revised information.

CODE ENFORCEMENT DEPARTMENT

I Will be training a new member of our department on the Code of Enforcement and the City Charter.

VII. Department of Public Works Report

Accomplished:

- 1) Continued to cut grass through-out the city
- 2) Continued to pick up litter through-out the city
- 3) Continued to order needed supplies for the Public Works staff
- 4) Continued to sanitize the City Hall Building (twice a day)
- 5) Continued to organize the assembly/breakdown of meeting signage
- 6) Picked up illegal dumping on Evert & Hamilton Street
- 7) Passed out City wide Flyers
- 8) Ordered New Street Sign for Fisk Avenue
- 9) Trim back the Crepe Myrtles on Glenarden Parkway
- 10) Installed new cubicles in Woodmore Community Center and Police Substation
- 11) Made new key fobs for Police officers, County Clerk and Executive Assistant

12) Projected Goals:

- 1) Coordinate a Welcome Sign for Ward III (Woodmore)
- 2) Cut down Bamboo's at Haynes Park and plant wild grass
- 3) Coordinate OSHA and Landscape classes for Public Works Staff
- 4) Coordinate Writing and Grammar class for Public Works Acting Supervisor
- 5) Permission to purchase work laptop
- 6) Coordinate the acquisition of the new Public Works Truck
- 7) Coordinate repair to Police Station glass
- 8) Coordinate repair of Public Works garage door

VIII. Gold Room

Gold Room and Community Center

- Storage room (Storage room in back hallway) may we use it for storage of chairs again?
- Carpet in Gold Room cleaned and the carpet in the Community Center cleaned.
- Bathrooms cleaned and all sinks are working, and Public Works fixed the toilet in the ladies' room (not flushing) and the toilet seat in the men's room (was broken)
- Removal of old freezer and refrigerator needed.
- I have put in a request for new chairs, and it was approved by Finance. I have not ordered them due to no area to store the old ones or how to dispose or sell them.

Community Center Open:

Cleaning of Community Center counters, cabinets, refrigerator, sinks and storage closet.

Staff: Have 2 part time employees. An employee gave notice, he worked the Sunday Church Meeting.

Events

- Community Center events booked – 1 \$50.00
- Gold Room events booked – 9 - \$2950.00
- Plus 2 Gratis per City Council.

IX Web/Media Specialist

Accomplished:

Media Postings (*created post for posting to website, social media, cable station, e-alert system and social media*):

- Breast Cancer Awareness Month
- No Balloon Release Ban in Maryland
- PG County Indoor Mask Mandate
- National Registration Day Recognition
- Holiday Office Closing – Columbus Day
- Call-A-Bus in Service beginning Mon. Oct. 25th

Updated City website for new content & visual appearance:

- Assist HR with job postings –
 - Gold Room Crew Member (closed Oct. 14th)
 - Director of Public Works (closed Oct. 21st)
- City municipal content –
 - Added Inaugural Ball of Mayor Cashenna Cross (Oct 15th 7:30PM) – photo gallery of event added
 - Added Redistricting Event (Sep. 30th 6:30PM-7:30PM) - flyer, presentation & video recording on website
 - Added Expungement Fair (Oct. 23rd 10AM – 2PM)
 - Added Growing Green with Pride Day flyers (Oct. 30th 8AM-11AM)
 - Added Shred Day & Clothing/Household Drive (Oct 30th 10AM-1PM)
 - Added Trunk-or-Treat (Oct 30th 4PM-6:30PM)
- Added Council Meeting recordings – Oct 4th (WS); Oct. 7th (CS); Oct 12th (RM); Oct. 19th (SRM)
- Police Department Fingerprinting office closure (Mon. Oct. 18th-Fri. Oct. 22nd)
- City Call-A-Bus in Service
- Community content –
 - Glenarden Branch Library (2)
- State of Maryland content –
 - Flag Status Alerts (2)
 - Citizen Redistricting Commission Meetings (3)
 - Congressman Anthony Brown TownHall (Oct 16th 10AM)
- Prince George’s County content –
 - Stand Up & Deliver (3)
 - Zoning Ordinance Rewrite (1)
 - PGCPs FY2023 Budget Listening Session (Mon. Oct 18th 6PM)

Updated City social media channels with City, County & State content & information.

- **City Cable Station**

- Request quotes for support from Smart Communities, LLC. (Community channel manager) for cable station content; working with Finance approved budgetary cost under Cable Dept. – Public Broadcasting media BL. Smart Communities on accessibility and compatibility with equipment. Quote-annual services \$1,429.45; monthly - \$129.95.
 - Provided scope of work to City Attorney to prepare RFP for Cable Station Technical Services, pending finalized update of RFP.
 - Assisted with purchase of cable station new UPS order; installed by Mr. Cross
 - Purchased Composite Video Distribution Amplifier for City Cable station – item delivered pending install.
 - Scheduled Verizon technician support for repair to cable station box; conducted repair and update to HDMI.
 - Contacted Nielsen Holdings Company (data and market measurement solutions) to pull statistics on cable station viewings and metrics; pending response.
- **City Email Notification System (MailChimp):**
 - Council Meeting E-Alerts from Oct 4th (WS); Oct. 7th (CS); Oct. 12th (RM); Oct. 19th (SRM/PS)
 - City News & updates (issued bi-weekly):
 - E-alert Inaugural Ball of Mayor Cashenna Cross (Oct 15th 7:30PM) – photo gallery of event added
 - E-alert Redistricting Event (Sep. 30th 6:30PM-7:30PM) - flyer, presentation & video recording on website
 - E-alert Expungement Fair (Oct. 23rd 10AM – 2PM)
 - City News & Updates for October 2021 (sent bi-weekly)
- **City Advertisements:**
 - Created and posted City events flyers to all media outlets /postcard for October- December 2021:
 - City Events:
 - Harvest Day Rewind (Nov. 6th 11AM-2PM (flyer & postcard); flyer approved by PGCPs for school distribution – local elementary schools provided emailed flyer for media communications & distribution, provided to local academy’s, Glenarden Branch Library & BOE Member Shayla Adams-Stafford’s municipal liaison for monthly newsletter.
 - Oh Give Thanks Basket Giveaway (Nov. 23rd 12-until gone)
 - Trunk-or-Treat (Oct. 30th 4PM-6:30PM)
 - The Glenarden Polar Express (Sat. Dec. 18th 10AM-2PM)

- City Holiday Party (pending)
 - Community Events:
 - American Legion #275 – Veterans Day Celebration (Thurs. Nov. 11th 11AM)
- Prepared Quarterly Administrative Events postcard for WM Graphics; pending approval for print.

City Advertisements (continued):

- Created events flyers for 2022:
 - City Events:
 - Martin Luther King Jr. Day: Park Clean-Up & Rededication (Mon. Jan 17th 10AM-3PM)
 - Black History Month School Presentations (TBD by schools)
 - Black History Month Movie Nights (Feb. 3rd, Feb. 10th, Feb. 17th, Feb. 24th)
 - Community events:
 - American Legion #275 – Memorial Day Celebration (Mon. May 30th 11AM): emailed to Commander Gatling & Vice Commander Powell - approved

City Marquee:

- Updated color selection & wording on marquee
- Repaired connection issues with Stewart Signs technical support
- Uploaded content to City Marquee:
 - City Council meetings & sessions
 - City Events & Programs
 - City administrative services (City reopening & Call-A-Bus)
 - City Council meeting video (Oct. 19th - SRM/PS)

City Emergency Communications:

- **CodeRED**
 - Meeting and discussion with CodeRED (mass notification management communication system) proposal provided for City population of 6,150 – annual cost \$5,278.40; working with Finance on budgetary requirements for communication budget for cost analysis and pending request for contract.
- **PG County BOE Request (for voter registration listing)**
 - Per Board of Elections list can be used only for electoral and voter registration purposes. City contact list will need to be compiled at events/programs for the city. Communications recommended: compile listing through subscription of residents on MailChimp portal – inquiry in process for tablet to use for events/programs.

- **Verizon OneTalk (Automated Receptionist System)**
 - Prepared script for main AR opening greeting, main AR closed greeting, administrative updates 311 AR greeting, City meetings/event AR greeting.
 - Scheduled meeting Oct 12th with M. Evans, Verizon Acct. Rep., Verizon 5GStore & Assistant Administrator re: OneTalk automated receptionist process; voice-to-text greetings
- **City Operating Status Quick Pocket Guide**
 - Created template for pocket guide for distribution to residents on emergency office closings and important Federal, State, County and local emergency contacts; design approved. Quote prepared by A1 Uniforms (bulk pricing for 6,250 - \$1,312.50); pending approval for purchase.
- **American Legion #275 – Amateur Radio Club (Emergency Communications Radio location):**
 - Contacted Mr. Kenneth Greenhouse pertaining to City accessing additional radio for City. Executive Assistant office surveyed and assessed for location to station radio and indoor antenna. Meeting scheduled for Oct. 20th for overview of FCC Amateur radio operator’s certification license for staff. Install will be completed on. The City of Glenarden will be the 1st Prince George’s County municipality to have a physical emergency radio location.

Projected Goals:

- **Work on City Website migration for Revise site**
- **Prepare template for City quarterly newsletter (pending software for Adobe CC: InDesign, Illustrator & Photoshop)**
- **Continue working with attorney on RFP process for City Cable Contractor Technical Services**