

# Mayor Cashenna A. Cross and Administrative Staff Reporting

December 2021

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

From: Mayor Cashenna A. Cross

Date: Monday, December 27th, 2021

Executive Office of the Mayor and Administration key accomplishments

# City of Glenarden Administrative Report

December 2021

## Agenda:

### Key Highlights Rollup

- I Mayor Report (December 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:

[Jmcclung@cityofglenarden.org](mailto:Jmcclung@cityofglenarden.org)

[cbarbour@cityofglenarden.org](mailto:cbarbour@cityofglenarden.org)

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## Mayor Report (Dec 2021)

### Key Highlights Rollup

Mayor Report (November 27- December 27, 2021)

1. Accomplished:

- a. HR actions awaiting City council confirmation (selection made passed to City Council for resolution confirming) for the Director of Public Works, Chief of Police, Treasurer. (Glenarden Housing Authority (Newest Commissioner resume sent to City Council waiting for council interviews)– HR needs a significant written and budgetary 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. HR hiring actions

- i. Code Enforcement Officer ((Part-Time) closes Jan. 7, 2022
- ii. Gold Room Crew Member closes Jan. 7, 2022
- iii. Gold Room Coordinator closes Jan. 10, 2022

Resolutions sent over to the city council via email:

- Resolution to approve Director of Public Works 12-14-21 and 12-22-21
- Resolution to approve Snow & Ice Control contract 12-14-21
- Resolution to approve City Treasurer 11-20-21
- Resolution to approve Chief of police 11-9-2021

- b. The Mayor's Office has supported/fielded 6 external office calls.
  - i. ALA Amateur Radio Club - Meeting w/ Mr. Greenhouse & Mr. Walker (HAM Radio Installation).
  - ii. Glenarden Hills Community resident called to report various safety concerns within the apartment building including drug activity and violent behavior A/Chief Wayne Jackson was made aware of the call via verbally and via email On Friday, December 17, 2021, 09:56:07 AM EST.
  - iii. Resident called regarding the cleanup of the woods along McLain Avenue. Corroborated with the A/CM Jackson to have the city of Glenarden portion of woods managed the week of Dec. 27. Reporting of action to be taken has been shared with the resident.
  - iv. Concerning voucher status for resident in need of permeant housing advocated to Assistant Director of the Department of Social Services in charge of Homeless Services in the county.
  - v. Meeting with the incoming City Manager Consuela Barbour December 22, 2021, on first 100-days-Mayoral -City Manager relationship.
  - vi. Darrell Carrington Managing Director Carrington & Associates, LLC, Glenarden police Department Dec 22, 2021, 04:30 PM EST concerning traffic enforcement needs. As discussed, reducing driver's speed in Glenarden residential areas is a

major concern of the administration, residents and the discussion provided free no upfront charges installation (highly impressive presentation). The use cases to be discussed with the city manager, council, public works, city police and code enforcement officer for the near future strategic planning towards a safer community.

- c. Based on October Council consensus, supported the contact of G.S. Proctor & Associates relative to willingness to negotiate the payments relative to the service provided. (Mayor took the action: Separate email sent to City Council awaiting City council's evaluation of new submitted proposal for next action)
- d. DPIE ePlan Approved for 108-2020-0 Demolition of the Martin Luther King Site work completed Saturday, December 4<sup>th</sup>, 2021. Site to be temporarily outfitted with a non-permeate gazebo, and adult fitness area in the rear (street facing far right side of opposite the kid's park).
- e. Shared information obtained on the need to obtain training from the Prince George's Health depart on the administering of NARCAN to persons suspected in an overdose state input obtained during session at (MACo) Maryland Association of Counties with City's police department A/Chief Jackson. While NARCAN proves effective to save a life and bring back a person who maybe overdosing it does not harm by medical standards otherwise to a person ex. who may just be having a seizure. *\* The Maryland Association of Counties (MACo) is a non-profit and non-partisan organization that serves Maryland's counties by articulating the needs of local government to the Maryland General Assembly.*
- f. 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. Will work with the city manager to ensure the proper hire as this will be a budgetary increase for the coming FY22 budget submission and includes and increase to afford purchasing of a smart community communications tool as well. Three bids accepted so far for consideration cable station content manager services: Smart Communities, LLC., CableCast Community Media & TouchTown, Inc.as well video-streaming editor SwagIt Productions, LLC.
- g. The City of Glenarden's first-ever Polar Express December 18 from 10 am- 2 pm generated an attendance of ~260 persons! Huge shout out to our City of Glenarden team, community partners Maryland Park Police (and Cash), Suitland Fire and Rescue, American Legion Auxiliary Post 275, American Legion Post 275, FRESH, Glenarden Resident Sennieal Crutchfield, Glenarden residents Nina and Bryan Davis, Shattered Ceilings, GO PromoteU, Cross Videology, and six vendors who in donation did support ~\$9k value in toys, gifts and professional services offered to the event held at the Glenarden Municipal Center. The event exceeded expectation thanks to our neighborhood Elementary and high school s supporting – watched cinemas style the



Polar Express movie, service snack, popcorn, huge gifting party, photos and gingerbread house, arts and crafts, and major giveaways for the kids from (Shattering ceilings, and FRESH, American Legion Post 275 joining effort with the City of Glenarden) Santa and his Elf visit and gave every child a first gift of Christmas sleigh bell and toys, and tiny stockings filled with candy. The event is already getting calls from additional supporters' vendors wishing to donate to its success for the Dec 2022 Polar Express.

- h. GHA & Luminis partnership with Mayor Cashenna A. Cross and the City of Glenarden December 16<sup>th</sup>, 2021, COVID-19 1<sup>st</sup>/2<sup>nd</sup>/booster, and flu shot vaccinations between the hours of 9am - 2pm on December 16<sup>th</sup> ~50 persons vaccinated. Many received their first COVID-19 vaccination.
- i. City of Glenarden former Chief Philip A. O'Donnell was interned at Arlington cemetery. December 23, 2021, the family sends their appreciation for the kindness shown during this time of sorrow.
- j. Corroborated with A/CM Jackson on the repainting all the yellow arrows on the speed humps in Ward 3 Friday, December 17, 2021.
- k. Annual Holiday greeting card from the Mayor and the City Council sent as well Mayoral community holiday/New Year's greetings.
- l. Between Nov 6, 23, and 28; Dec 18 supported the feeding needs of over 500 families during the various Mayoral year's end Community outreach programs (Harvest Day Rewind turkeys -w/Prince George's Association of Realtors| O' Give Thanks food boxes distribution -w/FRESH, Shattered Ceilings, & Prince George's food banks |Giving Tuesday Glenarden Hills residents -w/FRESH | Glenarden Polar Express -w/resident donating Christmas turkeys)
- m. Dec. 11th - GPD hosted city's annual "Santa with a Badge Event" in which 13 officers participated along with Mayor, Councilmembers, as well as city employees. The officers assisted 13 kids with shopping and wrapping of gifts, lunch was provided in the Gold Room. The uniqueness of this event brings a wealth of value at a time of extreme need- seen through the eyes of a child.
- n. Coordinated State of Maryland content –Flag Status Alerts with webmaster – Dec 6<sup>th</sup>, Dec 7<sup>th</sup>, Dec 10<sup>th</sup> & (Dec 25<sup>th</sup> honors fallen Baltimore City policewoman)

## 2. Administration Legislation.

- i. R-xx-2022 a resolution to Appoint a City Treasurer, Director of Public works, Lobbyist (GS Proctor), Chief of Police.
- ii. Resolution for snow removal (Utilizing former City Contractor as a continued provider-though the more cost-effective use of our City Public Works in this capacity of snow removal and salting is recommended and more cost effective.
- iii. Resolution prepared using Greenbelt recommended contractor for beatification Landscaper as well for tailored upkeep around the Municipal Center, Where the

City Signage is MLK and Brightseat, and crape myrtle trees planted along Glenarden Parkway.

NO.	STREET	TYPE OF WORK	DIMENSIONS			UNITS	NOTES	PRICE
8611	Glenarden Parkway	sidewalk	25	x	4	FT.	replace concrete	\$ 1,900.00
8661-8663	Glenarden Parkway	sidewalk	8	x	4	FT.	replace concrete	\$ 608.00
8700	Glenarden Parkway	sidewalk	45	x	4	FT.	replace concrete from curb @ Wesley going back	\$ 3,420.00
	McLain & Glenarden	sidewalk	221	x	4	FT.	replace concrete to the corner of fulton	\$ 16,796.00
	McLain St	sidewalk	54	x	4	FT.	replace concrete in front of community center	\$ 4,104.00
	McLain St	sidewalk	74	x	4	FT.	replace concrete in front of playground	\$ 5,624.00
8633	McLain st	sidewalk	87	x	4	FT.	replace concrete from apron	\$ 6,612.00
	McLain st	sidewalk	40	x	4	FT.	replace concrete at Memorial at Powerline	\$ 3,040.00
8639	Irvin Ave	sidewalk	90	x	4	FT.	replace concrete	\$ 6,840.00
2900	Reed st	sidewalk	108	x	4	FT.	replace concrete	\$ 8,208.00
	Reed & Glenarden	sidewalk	50	x	4.5	FT.	replace concrete start before manhole	\$ 4,275.00
	5th st-4th st Glenarden	sidewalk	206	x	4.5	FT.	replace concrete	\$ 17,613.00
	3rd & Glenarden	sidewalk	120	x	4.5	FT.	replace concrete from the corner to the apron	\$ 10,260.00
1521	Wesley st	sidewalk	44	x	4	FT.	opposite sidewalk, replace concrete from curb past drain	\$ 3,344.00
8830	Glenarden Parkway	sidewalk	116	x	4.5	FT.	replace concrete from corner to the right	\$ 9,918.00
8656-8660	McLain st	sidewalk	200	x	4.5	FT.	replace concrete	\$ 17,100.00
8901	Glenarden Parkway	sidewalk	96	x	4.5	FT.	replace concrete from curb/corner down	\$ 8,208.00
8905	Glenarden Parkway	sidewalk	43	x	4.5	FT.	starting at apron to curb	\$ 3,676.50
8620	Glenarden Parkway	sidewalk	108	x	4	FT.	replace concrete from curb to second apron	\$ 8,208.00
8614	Glenarden Parkway	sidewalk	31	x	4	FT.	replace concrete from apron to 8616	\$ 2,356.00
8615	Glenarden Parkway	sidewalk	60	x	4	FT.	replace concrete	\$ 4,560.00
9013-9017	Glenarden Parkway	sidewalk	67	x	4	FT.	replace concrete to the right past manhole	\$ 5,092.00
9021	Glenarden Parkway	sidewalk	75	x	4	FT.	replace concrete from corner to apron	\$ 5,700.00
9046	Glenarden Parkway	sidewalk	61	x	4	FT.	Replace concrete from Apron to Apron	\$ 4,636.00
9044	Glenarden Parkway	sidewalk	39	x	4	FT.	Replace from apron going to the right	\$ 2,964.00
3203	Johnson Ct	sidewalk	25	x	4	FT.	replace concrete	\$ 1,900.00
8616	Glenarden Parkway	sidewalk	71	x	4	FT.	replace concrete from apron to fence	\$ 5,396.00
8611	Glenarden Parkway	sidewalk	25	x	4	FT.	replace concrete	\$ 1,900.00
8631	Glenarden Parkway	sidewalk	8	x	4	FT.	replace concrete	\$ 608.00
8729	Glenarden Parkway	sidewalk	45	x	4	FT.	replace concrete from apron over to the left	\$ 3,420.00
<b>TOTAL</b>								<b>\$ 178,286.50</b>

- iv. *Reference R-69-2021 A Resolution to award a sidewalk contract -ADA sidewalks resolution. The administration has sought three proposals Tibbs Paving Manassas VA, Charles P. Johnson and Associates, Inc. Greenbelt, MD, or Concreto Plus Inc. Bowie, MD addressing a rather large list of diminished sidewalk conditions/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. Resolution has already been submitted to City Council for consideration, once resolution is signed by the City Council then work can began in phased effort worst streets first. Proposal to add all repair necessary locations and then prepare smaller list off this approved listing to get taken care of. (See the sample listing of sidewalks and cost to repair each)*

- v. Resolution at the request of the Mayor and Administration creating a formal Event Planning Committee. Additional reviews of all by-lawed committees.

### 3. Projected:

- a. Expanded Community Communication Strategy:

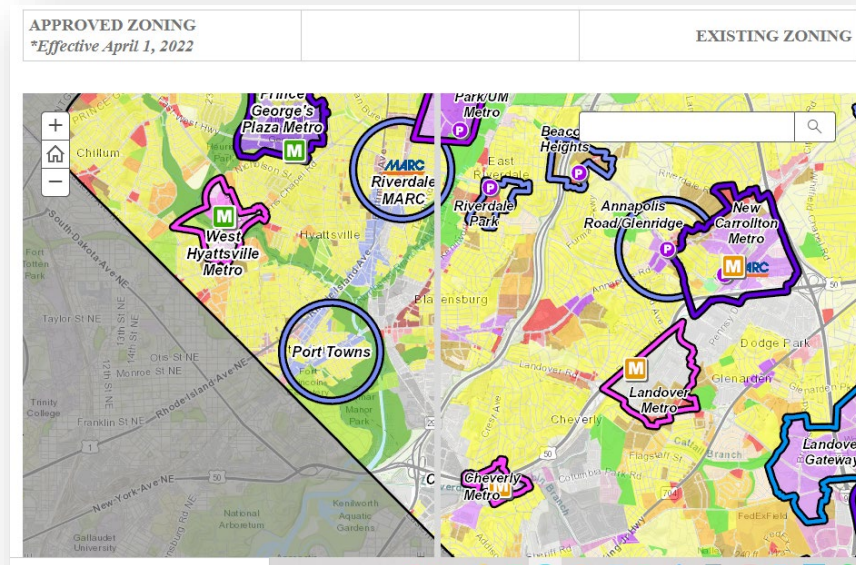
- i. **\*NEW\*** 2022 Mayor Cashenna a Cross Community Townhalls set for the 2<sup>nd</sup> Wednesday of every month 6:30pm-7:30 pm Gold room/Nutrition center watch the city website for up-to-date details. The purpose is to field community concerns, work as a community partner to support more rapid attention to citizen needs by the administration. In addition to support community highlights, and special guest series which serve to inform residents on topics of key concern to our community.
- ii. **\*NEW\*** 2022 Quarterly Event/Program Postcard (English/Spanish Translation). The purpose of this card is to serve as a communication tool to residents of Glenarden to add to one of four ways now (Verizon, Comcast, Website and social media, council, and mayor community townhalls, and the new quarterly postcard) to get and stay informed about happenings of community benefit to residents. The postcard will ship Jan/ April/ July/ October to coordinate on the quarter events where citizens can plan their attendance in advance! This groundbreaking strategy serves to bring the whole of community together and maximize awareness of happenings across the city. Reporting inputs are open to the administration, council, civic, and community partners. The front of the card will advertise days when the administration closes for federal holidays/or administrative time off award days (from the mayor /council).
- b. 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.
- c. Foundation the FY22-23 budget submission due May-June 2022 with City Manager and Treasurer.
- d. Community Garden request need a Councilmember to sponsor: 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. The Mayor's Office holds the projected six external office calls including a future engagement with Department of Permitting, Inspections and Enforcement (DPIE) Director Melinda M. Bolling, Delegate Jazz Lewis, States Attorney Aisha Braveboy, First Baptist Church of Glenarden, Maryland Black Mayors, and Linda Thornton Thomas Prince George's County NAACP President.
  - f. Support to Glenarden Housing Authority and/or Alpha Kappa Alpha, Inc. free mammogram clinic and screening Maryland Park Police Sickle Cell awareness campaign. Key effects of our community health.
  - g. Glenarden Housing Authority setup a Residents -Monthly Mayor Cashenna A. Cross Talk Sessions addressing various topics with guest appearances. Starting in January 2022 as per GHA scheduling.
  - h. Administration to forecast the FY22 cost assessments for membership into various Associations. (MML, MACo, MBM, Inc. PGCMA)
4. Local Spotlight:
- a. Public Charter Schools Lottery: November 1, 2021 - January 28, 2022
    - i. <https://www.pgcps.org/offices/public-charter-schools/open-house-dates>
  - b. The COVID-19 vaccine is free and available for County youth ages 5 and up and their eligible family members. Schedule an appointment today at [mypgc.us/COVIDVaccine](http://mypgc.us/COVIDVaccine)
5. County and State-level Spotlight:
- a. Prince George's County Public Schools is developing the calendar for the 2022-2023 school year. Your feedback will help us develop a calendar that best meets the needs of our school community. Please review the three draft options and share your input to Prince George's County Public Schools by Friday, January 14, 2022.
  - b. On November 29th the Council unanimously adopted CR-136-2021, a resolution approving the Countywide Map Amendment (CMA). This is final step in the over 7-year process to implement a new County Zoning Ordinance, approved by the Council's enactment of CB-13-2018. The new Zoning Ordinance and Subdivision Regulations (ZOR) adopted by the Council in 2018 and required adoption of the Countywide Map Amendment (CMA) to become effective. Glenarden is a M-U-I: Mixed-Use Infill - Promotes Smart Growth principles by encouraging the efficient use of land, public facilities and services in areas that are substantially developed. These regulations are intended to create community environments enhanced by a mix of residential,

commercial, recreational, open space, employment, and institutional uses in accordance with approved plans.

- i. [CMA Approved Zoning – ZoningPGC \(pgplanning.com\)](https://pgplanning.com/CMA-Approved-Zoning-ZoningPGC/)
- ii. [ZoningPGC – ZoningPGC \(pgplanning.com\)](https://pgplanning.com/ZoningPGC-ZoningPGC/)



- c. Amid a rise in COVID-19 cases in schools and new quarantine guidance from the Prince George's County Health Department, CEO Dr. Monica Goldson announced a temporary shift to virtual learning for all students. In-person learning will resume Tuesday, Jan.18, following the Dr. Martin Luther King Jr. holiday. Students in the K-6 Virtual Learning Program will return Monday, Jan. 31. All athletics and practices have been postponed through Friday, Jan. 14. PGCPs is encouraging parents to register their children for random testing. During virtual learning, breakfast and lunch for multiple days will be available for pick up at all schools from 10 a.m. to noon on the following dates:
  - i. Tuesday, Jan. 4
  - ii. Monday, Jan. 10
  - iii. Wednesday, Jan. 12
- d. Advisory committee for MR. DC 2022. Dec 12, 2021, Mayor Cross supported with welcome, words on importance of charity and reading of Mayor Muriel Bowser Washington DC address. The actions following encouraged the Director to extend a position on the MR. DC 2022 Advisory committee MR. DC 2022 Encouraging community and excellence in philanthropy providing support to various charities across the DMV. [Team \(mrdc2022.com\)](https://mrdc2022.com)



## **ACTING CITY MANAGER'S REPORT NOVEMBER 23RD THROUGH DECEMBER 21<sup>ST</sup>, 2021**

- ❖ Nov 22nd - HR and met and interviewed a candidate for the position of Director of Public Works. Interview went very well, and candidate was recommended to Mayor Cross.
- ❖ Nov. 23rd - Members of Public Works, Councilmembers Guillaume, Ferguson and Jones and several city employee and community volunteers assisted Mayor Cross with the O'Give Thanks food Basket Giveaway.
- ❖ Nov. 24th - Mr. Huff hosted another Thanksgiving Food Giveaway near the intersection of McLain Avenue and Fulton Avenue and the Glenarden Police monitored traffic control.
- ❖ Nov. 29th - Received a call from Gryphon Company advising me they were bringing their equipment on Tuesday and leaving it over at the Martin Luther King, Jr. site and would start the demolition on Thursday.
- ❖ Nov. 29th - Glenarden Code Enforcement Officer provided me with his letter of resignation, ending his employment with the city.
- ❖ Nov. 29th - Public Works personnel assisted with placing the food that was in the nutritional center in multiple plastic containers and taken up to the senior's apartment building (Glenarden Hills) which had 300 lbs of food donated by FRESH - Mayor Cross delivered the load to the residents of the complex.
- ❖ Nov. 30th - Received information from PW Supervisor advising that he had gotten three proposal bids for the tree trimming project on McLain Avenue in between Reed Street and Wesley Avenue.
- ❖ Dec. 1st - PW Supervisor advised that the demolition of the Martin Luther King, Jr. Park will be taking place on Saturday December 4th, between 9:00 and 10:00 AM.
- ❖ Dec. 6th - Glenarden Gold Room Coordinator provided me with her letter of resignation ending her employment with the city.
- ❖ Dec. 13th - Met with HR, Gold Room Crew member and administrative assistant to discuss appointing the Gold Room Crew Member George as the acting Gold Room Coordinator, and the Administrative Assistant that would assist her. The Gold Room



Crewmember advised there were only four events that have been scheduled for this month.

- ❖ Dec. 14th - Spoke with PW employee if he was capable or knew how to repaint the arrows on the speed humps in Ward 3, Glenarden Parkway, Jeff Road, Cousins Drive, and Tyrol Drive.
- ❖ Dec. 14th - Shortly after I had spoken with Courtney, I received a call from PW Supervisor, and he mentioned that they needed to order the paint and that he would have the Administrative Assistant prepare a purchase order to buy the paint needed to complete this task.
- ❖ Dec. 14th - I spoke with Code Enforcement Supervisor regarding the hours of operation for the 24-hour Tobacco Store across the street from the Municipal Building. He advised that the former City Manager had signed the documents that had indicated their hours of operation to be 24hours. I asked him to provide me with their documentation, from the County and Glenarden. Upon receipt of this information, I will scan and forward it.
- ❖ Dec. 15th - Met and spoke with PW employee and he advised that they were going to start painting the yellow arrows on the speed humps today.
- ❖ Dec. 15th - I was advised by PW employee that they had completed repainting all the arrows on the speed humps.
- ❖ Dec. 18th - Several administrative personnel attended and assisted the mayor with hosting the first Glenarden Polar Express event, all went well, and everyone enjoyed the event.

## **ACTING CHIEF MANAGER'S REPORT NOVEMBER 23RD THROUGH DECEMBER 21ST, 2021**



- ❖ Nov. 23rd - I participated in the Basket Giveaway on the parking lot of the Municipal Building and several Glenarden Police Officers assisted with traffic control and checking ID's.
- ❖ Nov. 23rd - Received an e-mail from Sgt. Hartnett advising that our Panasonic CF-30 Toughbook MDT's (in-car) computers will no longer be serviceable or upgraded to 64-RIT Ram and this model will be discontinued and replaced by the Panasonic Toughbook Model "55".
- ❖ Nov. 26th - Officers Lee, R. Harris and Knox were advised to respond to the Municipal Building to allow food donations to be stored in the nutritional center.
- ❖ Nov. 30th - met with PG States Attorney's Office and they advised that the people who attended the Expungement Event and left their names and e-mail addresses were passed over to legal services to be processed for arrest expungements.
- ❖ Nov. 30th - Officers were dispatched to the 1500 block of 5th Street for a suspicious occupied vehicle. With VA tags, upon further on-view investigation, a male subject was arrested for an open warrant and transported to Upper Marlboro Department of Corrections.
- ❖ Nov. 29th -Tires and rims were stolen in the 7800 block of Glenarden Parkway (Toyota Corolla) and the 7900 block of Glenarden Parkway (Honda Accord).
- ❖ Nov. 30th - There was a strong-armed robbery of a 74-year-old female by two males in the Costco parking lot. Upon placing items in her vehicle, one suspect pushed her onto the ground taking her purse and fled toward Wegman's and got into an older model white Toyota. PGPD will continue to follow-up with the investigation.
- ❖ Dec. 1st - Officers were dispatched to the 2800 block of Pin Oak Lane for a suspicious occupied auto. Upon further field investigation, two males were taken into custody; one loaded handgun was recovered and 12 packages of suspected CDs (marijuana).

- ❖ Dec. 4<sup>th</sup> - Received video footage of two vehicles (orange car & black SUV) drove down Cawker Avenue, four subjects exited these vehicles and started checking car doors, and nothing was reported stolen.
- ❖ Dec. 4<sup>th</sup> - Received a call from PGPD Captain Singh requesting our partnership to pass out literature about auto thefts, vehicle break-ins and package thefts.
- ❖ Dec. 9<sup>th</sup>- GPD officers and PGPD officers met up on the parking lot near Noodles and Company for the Auto Theft Prevention to Walk/Talk to citizens and pass out literature at the Woodmore Towne Center.
- ❖ Dec. 10<sup>th</sup> - Sent out e-mail to city officials to advise them of police activity on 5<sup>th</sup> street that involved an armed carjacking from DC that resulted with one male arrested and vehicle recovered.
- ❖ Dec. 11<sup>th</sup> - GPD hosted our annual "Santa With a Badge Event" in which 13 officers participated along with Mayor Cross, Councilwomen Ferguson, and Jones, as well as city employees. The officers assisted 13 kids with shopping and wrapping of gifts, lunch was provided in the Gold Room.
- ❖ Dec. 13<sup>th</sup>- GPD officers responded to two natural death reports: 1st being in the 7900 block of Cawker Avenue and 2nd being later in the evening in the 1500 block of 4<sup>th</sup> Street. Both deceased were elderly males.
- ❖ Dec. 14<sup>th</sup> - I provided security on the Municipal Building Parking lot for the medical staff (Genetic) that was conducting free testing for COVID-19, from 4:00- 6:00 PM.
- ❖ Dec. 16<sup>th</sup>- Met with the medical staff in the Nutritional Center who was administering the COVID-19 booster shots from 10am - 1pm, all went well.
- ❖ Dec. 18<sup>th</sup> - CPD Officers Lee and Harris participated in Hyattsville City's Police Department 11 Annual Shop with a Cop."
- ❖ Dec. 18<sup>th</sup> - Several GPD Officers participated in the very well attended and successful Polar Express event held in the God Room.
- ❖ Dec. 20<sup>th</sup> - CPD Officers assisted the U.S. Marshal Task Force with executing a search warrant for "assault with intent to murder" for a resident in the 9300 block of Geaton Place, one suspect was arrested and taken into custody.



## **Treasurer December Report**

### **Accomplishments:**

#### **Nov 22 – Dec 21**

1. Completed Payroll Processing for Pay Period ended 11/27 and 12/11.
2. Completed Bill Payment for weeks 11/26, 12/03, 12/10 and 12/17.
3. Continued progress in scanning and filing accounting documents.
4. Review and cleaning account balances in preparation for FY 2021 Audit.
5. Payments for the TDA on Retirement Account through 12/17.
6. Provided more supporting documents to the auditors for the FY21 Audit
7. Resolved POC with State of MD Tax authority. (Will be sent to the Treasurer)
8. Assisted in the preparation of Annual Speed Monitoring System Report, FY21
9. Finalize Analysis for Verizon accounts to identify users and suspending unassigned numbers.
10. Sent Audit required documentation to the auditors.

### **Projected Goals:**

#### **Through to Jan 10, 2022**

11. Continue working with the auditors for the FY21 Audit.
12. Complete the Payroll Processes for the next pay periods.
13. Complete the payment of bills for the weeks to come.
14. Payments for the Retirement Account during the week of 12/2021.
15. Resolve MOA Charges for Retirement accounts.
16. Completed Bank Reconciliation for the Operating Bank for the Periods 09/2021 – 11/2021.
17. Complete the Treasurer's Report for the period – 11/2021.
18. Continue working with the auditors on their PBC list.
19. Continue working on bringing all BS accounts up to date.



## Human Resources December Report

December 22, 2021

### Personnel Issues:

#### **Accomplished:**

- Human Resources participated in the Harvest Day event.
- Provided Mayor Cross with a qualified Certificate of Eligible Applicants for the position of Treasurer.
- Nov. 22, 2021, interviewed, with Acting City Manager, the candidate for the position of Director of Public.
- Nov. 29, 2021, selection package for the position of Director of Public Works forwarded to Mayor Cross.
- Preparing documentation for new City Manager.
- Dec. 1, 2021, provided Gold Room Coordinator with a list of eligible candidates for the two vacant positions in the Gold Room.
- Dec. 09, 2021, package returned without action. Readvertised as the applicant selected contact HR Specialist declining the position.
- Dec. 13, 2021, Administrative Assistant, Gold Room candidates given to Administrative to set up interviews.
- Dec. 14, 2021, forwarded draft Temporary Employment Contract to the attorney for legal sufficiency.
  - Sent reminder to Department Heads informing all that the 2021-2022 performance cycle, mid-term reviews would be required. All reviews are due no later than December 31, 2021. HR should only receive an email certifying mid-term have been completed.
  - Provided the Finance Department, for processing, Health Benefits Open Season documentation. Open season's effective date will be January 1, 2022.
  - Closed out the casefile for the position of City Manager. Specifically notified candidates not selected and invited them to feel free to apply for any future position for which they may qualify.
  - Reached out to Robert Half to obtain a temporary employee to assist the Finance Department. Temporary employee to start Monday, Dec. 27<sup>th</sup> to provide assistance to the department.
  - Interviewees for the Gold Room Crew position did not come nor call. Closed out case file and readvertised the position.
  - Forwarded for processing Health Benefits Open Season information to the Finance Department. Effective date will be January 1, 2022.
  - November 16, 2021, provided Acting City Manager Certificate of Eligible Applicants for the position of Director of Public Works.
  - Dec. 16, 2021 – sent out COVID-19 guidance.
  - Assisting an employee with the Leave Sharing Program.
  - Completed verification of employment for former employee.
  - Working with Mutual of America on personnel issues.
  - Worked with City Attorney on personnel issues.



**Projected Goals:**

- Review and provide supervisor with eligible candidates for the Gold Room Crew Member position.
- Review and provide supervisor with eligible candidates for the Gold Room Coordinator position.
- Review and provide supervisor with eligible candidates for Code Enforcement Officer position.
- Prepare vacancy announcement for Maintenance Technician I.

**New Hires:**

- City Manager, effective Dec. 27, 2021

**Separation(s):**

- Part-Time Code Enforcement Officer, effective Nov. 29, 2021
- Gold Room Coordinator, effective Dec. 13, 2021

**Vacancy Announcement(s):**

- Code Enforcement Officer ((Part-Time) closes Jan. 7, 2022
- Gold Room Crew Member closes Jan. 7, 2022
- Gold Room Coordinator closes Jan. 10, 2022

**Miscellaneous Items:**

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

**Performance Evaluations:**

Mid-Term Reviews due December 31, 2021





## CODE ENFORCEMENT DECEMBER 2021 SUMMARY

New Business 1  
Business License Renewal 3  
Notice of Inspections 19  
Building Permits 5  
Roll Off Permit 1  
Stop Work Orders 3  
Citizens' Complaints 7  
Citations Issued 13  
Court Appearance 0 postponed 0  
Vehicle Impounded 3  
Tow Stickers 6  
Inoperative 3  
Unregistered 8

### **CITY PROJECTS/ADDITIONAL NOTES:**

#### **MLK DEMOLITION PROJECT:**

The MLK demolition has been completed by Gryphon Contractors, Inc. all cleanup and removal of debris from the demolition has been hauled away by hired drivers paid for by Gryphon Contractors, Inc. The existing graveled up cinder block path that remain is needed to pass final inspection that will be conducted by DPIE (Department of Permits, Inspection and Enforcement) upon completion. This is necessary so as to not violate the controlled site sediment plan which we did not have a permit for. There still remain some tree branches that needed to be removed while conducting the demolition; this will be removed by Public Works. Gryphon Contractors, Inc. has received payment for the work performed as agreed upon and the MLK site is clear for future development

#### **STORM WATER DRAINAGE PROJECT: FROST HOA, HOBBLEBUSH CT.**

This project to tie into the County drainage system while replacing older pipes with larger PVC pipes for the purpose of moving a higher volume of storm water from point to point is complete, all concrete, grass, street and sidewalks that were disturbed to complete this project has been filled in, replaced and resurfaced upon inspection

#### **EQUIPMENT/ TECHNOLOGY:**

The Police Department and Code Enforcement really need to obtain equipment that will allow us to process a citation faster through software driven application on a cell phone which is connected to a handheld Bluetooth printer. The same software will be loaded to a desktop PC for tracking, voids, photos and time retention. The technology exists.

**COLLECTION AGENCY/ CONTRACT:**

*I recommend that we enter into a contract with a Collection Agency to assist with the collection of collateral that people are refusing to pay for citations issued by The Glenarden Police Department and Code Enforcement.* To date we have a four to five inch high stack of unpaid citations that has not and will not be paid. Without the ability to collect or penalize people who refuse to pay is a waste of time, paper and man power, notwithstanding lost revenue. We stand to lose nothing from this process should a citation go into collection.

## Public Works December 2021 Report



### Accomplished:

- a. Continued to remove and cut up leaves throughout the city
- b. Continued to pick up litter throughout the city
- c. Continued to order needed supplies for the Public Works staff
- d. Continued to sanitize the City Hall Building (twice a day)
- e. Continued to organize the assembly/breakdown of meeting signage
- f. Painted speed humps at Glenarden parkway, Cousins Dr, Tyrol St, Gary Ln
- g. Set up / Break down for City Shred Day
- h. Set up / Break down for City's Polar Express
- i. Passed out Flyers for Polar Express

### Projected Goals:

- a. Coordinate OSHA and Landscape classes for Public Works Staff
- b. Coordinate Writing and Grammar class for Public Works Acting Supervisor
- c. Coordinate the acquisition of the new Public Works Truck
- d. Coordinate repair of Public Works garage door glass



## Gold Room December Report

### Items

- Storage room (Storage room in back hallway) may we use it for storage of chairs again.
- 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 of or sell them.
- Removal of old freezer and refrigerator needed.
- Kitchen 3 compartment sink – Backing up. Bought Drano and plunged sinks. Still not draining well.

Staff: 2 part-time employees.

### Events | earnings

- Community Center events booked – 6 - \$300.00
- Gold Room events booked – 8 - \$5,150.00
- Gratis in Gold Room – 2 events



## Webmaster/Media Specialist December Report

### Accomplished:

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

- Mayor Cashenna A. Cross Giving Tuesday posting
- Martin Luther King, Jr. Site Demolition posting
- City of Glenarden citizen communication postings (method of comm. Preference- 2<sup>nd</sup> version)
- City of Glenarden Job Announcements postings
- City Council meetings/sessions postings (7)

### Holiday Closures

- Christmas Day Observation (media posting & website banner)
- Updated City website with current City & Community information
  - **Job postings** assisted HR K. Shultz (media postings created) –
    - Code Enforcement Officer (closes Jan. 7<sup>th</sup>)
    - Gold Room Crew Member (closes Jan. 7<sup>th</sup>)
    - Gold Room Coordinator (closes Jan. 10<sup>th</sup>)
  - **City municipal content** –
    - Mayor Cashenna A. Cross Giving Tuesday (Nov. 30<sup>th</sup>) recap posting & photo gallery
    - The Glenarden Polar Express (Dec 18<sup>th</sup> 12PM) – flyer with contributors/donors
    - COVID-19 Drive-Up/Walk-Up Testing (Beginning Dec 14<sup>th</sup> – times: vary) – flyer & information/recap posting
    - Glenarden City Council Christmas Toy Drive & Christmas Card/Craft Drop-Off (Submissions Due – Dec 20th) - flyer & information posting
    - GPD Santa with a Badge (Dec 11<sup>th</sup>) – recap posting & photo gallery
    - Christmas Tree Pick-Up Notification: Goode Companies, Inc. (pub. 12/17)
    - Chief O'Donnell Internment Service (Dec 23<sup>rd</sup>) – photo & information details
    - Glenarden Branch Library – COVID-19 Vaccinations – information posting
  - Added November 2021 City Reports to website for Council Regular Meeting for Dec 6<sup>th</sup> – located also under [City staff reports](#) & [reports/newsletter](#)
  - Added Council Meeting information/recordings (on City website):
    - Emergency Special Meeting – December 2nd @ 7:30PM
    - Work Session – December 6th @ 7PM
    - Regular Meeting – December 13<sup>th</sup> @ 7:30PM
  - **Community Outreach content** –
    - GHA & Luminis partnership with the City of Glenarden: COVID-19 Booster & Flu Vaccine Clinic (Dec 16<sup>th</sup>) – flyer coordination with GHA
    - Coalition for Public Safety Training in Schools, Inc. Scholarship Program for Linnel Driving School (posting date: 12/2/21)
    - 2022 PHA PLAN - Notice of Public Hearing (posting date: 12/10/21)

- Glenarden Housing Authority (GHA) BOC Meeting Notice (posting date: 12/14/2021)
- *State of Maryland content –*
  - Flag Status Alerts – Dec 6<sup>th</sup>, Dec 7<sup>th</sup> & Dec 10<sup>th</sup>
- *Prince George’s County content –*
  - PGCPs Vaccination Clinics
  - Prince George’s County Government updates
    - County Updates for December 2021: CEX Alsobrooks COVID-19 Updates, Stand-Up & Deliver & More
      - Stand-Up & Deliver Dates
      - Kids Vaccination Clinic – Saturday, December 4
      - COVID-19 Vaccine Tele-Town Hall
      - PGCMs COVID-19 Vaccination Clinics
      - COVID-19 Vaccine Booster Update
      - WSSC Water Financial Assistance Programs
      - Winter Readiness Letter with Resources
      - Emergency Rental Assistance Program (ERAP)

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

#### **City Cable Station**

- **Updating cable station content**
  - **Presentations (posted for Friday evening to Monday viewing – 3<sup>rd</sup> week of the month content displayed until Tuesday)**
    - City of Glenarden & County updates/announcements: posted from Dec 10<sup>th</sup> – current
  - **Council meetings (posted on Tuesday until Friday – 3<sup>rd</sup> week of the month content is posted on Wednesday)**
    - Emergency Special Meeting – December 2nd @ 7:30PM
    - Work Session – December 6th @ 7PM
    - Regular Meeting – December 13<sup>th</sup> @ 7:30PM
- *\* Posted The Glenarden Polar Express & Holiday Craft/card Drop-Off save the date.*
- RFP for Cable Station TV Manager re-issued for contractor selection, expanding search for locating more potential candidates.

#### **City Email Notification System (MailChimp):**

- Council Meeting E-Alerts:
  - Council Executive Sess. (Closed) - Wed., Dec. 1, 2021 (2)
  - Council Emergency Special Regular Mtg. - Thurs., Dec. 2, 2021
  - Council Work Session - Mon., Dec. 6, 2021 @ 7PM
  - Council Regular Mtg. - Monday, Dec. 13, 2021 @ 7:30PM
- City news, events & updates:
  - December 2021 News & Updates
  - CPSTS, Inc. Linnel Driving School 2021-22 Scholarship Program
  - Upcoming City Events!
  - COVID-19 Drive-Up/Walk-Up Testing



- Reminders: All Aboard The Glenarden Polar Express! (2)
- Christmas Holiday Office Closure & Tree Pickup

#### **City Advertisements:**

- **Quarterly Postcard**
  - Compiled and prepared City and Community Partner event/program information for quarterly events/programs postcard for January-March 2021. Postcard designed and approved for print in preparation of resident mailing.
- **City Events**
  - The Glenarden Polar Express (Dec. 18<sup>th</sup> 10AM-2PM); flyer advertised and distributed at local elementary schools/academies, Glenarden Branch Library, Glenarden Housing Authority, Woodstream Church, Glenarden Community Center & BOE Member Shayla Adams-Stafford's newsletter – additional organizations to be reached for communication
  - GHA & Luminis partnership with the City of Glenarden: COVID-19 Booster & Flu Vaccine Clinic (Dec 16<sup>th</sup>); all City media outlets
  - Glenarden City Council Christmas Toy Drive & Christmas Card/Craft Drop-Off (Submissions Due – Dec 20th); all City media outlets

#### **City Marquee:**

- Uploaded content to City Marquee:
  - City Council meetings/sessions
  - City Events & Programs (including City partnership events)

#### **City Information Phone Line:**

Removal of November 2021 updates and replaced information with City meeting & event information line for December 2021 Council Meeting information and City events.

#### ***Accomplishments (In-Progress):***

##### **City Meeting (Livestream Integration)**

- Worked with Council to integrate livestream access for audience accessibility on YouTube & City website. Additional assistance required to secure functionality and viewing.

##### **City Website**

- **Revize, LLC.**  
Constituted and prepared additional content and information for new city website; site ready for Council review session (estimated date of launch – January 4, 2022 following Council Jan 3<sup>rd</sup> WS review).

#### **City Emergency Communications**

- **Video Streaming Platform**  
Demonstration scheduled with SwagIt Productions, LLC. regarding video streaming platform for city meetings & information. Assessment of services quoted for City, pending review.
- **Community Channel Manager**  
Confirmation pending of selected vendor for City cable station content management services.
- **CodeRED**

Building residential contact list for distribution strategy to utilize mass communication tool.

- **American Legion #275 – Amateur Radio Club (Emergency Communications Radio location):**  
Location assessed for installation, ARC identifying radio for use and availability.

***Projected Goals:***

- **Continue building/uploading content on new City website**
- **Proceed with preparation for City quarterly postcard for citizen notification of events/programs for April-June 2022**
- **Progress with administrative staff on building resident distribution list for CodeRED emergency notification system and general City notification distribution for preferred method of communication requests; data gathered by phone, email, social media and in-person**
- **Continuance of in-progress projects to completion**