

# Mayor Cashenna A. Cross and Administrative Staff Reporting

November 2021

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

From: Mayor Cashenna A. Cross

Date: Monday, November 22nd, 2021

Executive Office of the Mayor and Administration key accomplishments

# City of Glenarden Administrative Report

November 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:

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

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

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## 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 (selection made passed to City Council for confirming), Chief of Police (selection made passed to City Council for resolution confirming), Treasurer (selection made passed to City Council for resolution confirming), Part-time Code Enforcer ( notified as of 11/23/2021) – HR is in need of 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.
- b. The Mayor’s Office has been extremely busy - supported/fielded nine external office calls. (Glenarden Housing Authority (Newest Commissioner resume sent to City Council), Witness swearing in of newest Delegate Faye Howell District 24; Community Forklift Chris Melendez Administrative and Operations Project Coordinator and Nancy J. Meyer Chief Executive Officer & Chief Operating Officer (free to reduced building and home furnishings for the community at-large); Community Mayor’s meeting with Mayor Johnathan Medlock District Heights, Judge Sylvania Woods Elementary School healthy eating program recorded for channel 9 news; Prince George’s Stand and Deliver increased support to Glenarden’s “Oh, Give thanks” Giveaways; DPIE on sidewalks not yet conveyed to the city of Glenarden; Maryland-National Capital Park Police (Glenarden Municipal center sickle cell, cancer awareness, testing/blood drive dates).
- c. Based on October Council consensus, contacted G.S. Proctor & Associates relative to willingness to negotiate the payments relative to the service provided. (Separate email sent to City Council)
- d. See Code Enforcers reporting- DPIE ePlan Approved for 108-2020-0 Demolition of the Martin Luther King Site. Work can begin soonest with the demolition scheduling, expect an updated asbestos and other hazards survey will need to be accomplished due to the time lapse since last inspection/survey; *see also reference* R-24-2019 Resolution Authorizing Acceptance of Grant for MLK Park



R-24-2019 MLK  
Resolution Acceptar

- e. Shared information on GOCCP State Aid for Police Protection Grant is the major annual funding source for the City’s police department with A/Chief Jackson.

- 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.
- g. Update Prince George's County Department of Aging- Glenarden nutrition Center. COVID-19 left the department without many supporters coming back due to concerns relative to the spread of the virus. The department has communicated that it'd be reconsidering the various locations now closed for the future, but due to limited staff they are restricting the locations to those where the most attendance were formerly. Though there are many churches and other organizations which provide food services and Mayor Cross and the administration is looking into these for supporting the seniors as before.
- h. Supported as keynote speaker for the American Legion Post 275 and City of Glenarden Veteran's Day service. The event culminated at Glenarden after an 0800 am start - to deliver veterans memorial wreath to four of our District 24 neighboring cities as well Proclamations from Governor Lawrence Joseph Hogan Jr. Those cities included: District Heights, Capitol Heights, Fairmount Heights, Seat Pleasant, and Glenarden. The theme for Veterans Day November 11, 2021, was centered on the centennial commemoration of the Tomb of the Unknown Soldier. Located at Arlington National Cemetery, the Tomb was initially dedicated by the Army on Armistice Day, November 11, 1921, with the burial of an unknown service member from World War I – now serves to honor all service to all wars.
- i. City of Glenarden "Oh Give Thanks" Thanksgiving Community Outreach. This year's give away we expected to only support 50-but we were blessed triple fold to receive nearly 300 food boxes, turkeys, and 50- cash gift cards in time for Thanksgiving! Mayor's sending some huge thanks going out to the City of Glenarden Public Works, police and administration attending councilmembers, Reverend Belynda Gentry at First Baptist Church of Glenarden, (F.R.E.S.H) Fully Restoring Every Sons Hope, Shattered Ceilings, Prince George's Stand and Deliver, American Legion and American Legion Axillary Post 275, Citizen Jessie Huff, and Christopher Stevenson for their tremendous support. This was a huge lift and many great words received on the effort and service provided- exceptionally successful.
- j. The City of Glenarden's Polar Express scheduled for December 18 from 10 am- 2 pm. At the Glenarden Municipal Center. The expectation - watch the Polar Express movie, service snack, popcorn, dance 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 two super prize giveaways. The event is already getting calls from additional supporters' vendors wishing to donate to its success. Expectation 100-150 kids.



k. Administration Legislation.

- i. R-xx-2022 a resolution to Appoint 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.
- 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. BVowie, 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. 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)*

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>

- v. Resolution at the request of the Mayor and Administration creating a formal Event Planning Committee.
- 1. Proclamation issued promoting Small Business Saturday in Glenarden supporting Women Impacting Public Policy (WIPP) and the Small Business Saturday Coalition support for Small Business Saturday®, the national effort to drive consumers to shop at local independently owned businesses on the Saturday after Thanksgiving, November 27, 2021. As a supporting community, Glenarden is listed on the ShopSmall.com website. Demonstrating our commitment to the small business constituents we serve. Small Business Saturday is essential to the preservation of the neighborhoods that compose the landscape of our local economy and enrich its unique culture.
- 2. Projected:
  - a. City of Glenarden invited to attend the burial of Chief Philip A. O'Donnell at Arlington cemetery. WHEN: December 23, 2021, 10:45AM \*Please plan to arrive no later than 10:15\*WHERE: Arlington National Cemetery (1 Memorial Ave, Fort Myer, VA 22211)
  - b. Be on the look out for your holiday greeting card from the Mayor and the City Council.
  - c. City of Glenarden very first Polar Express. Opportunity to kick off the holidays with a surprise from Santa and community good spiritedness and fun. The expects is a showing of the movie Polar Express, Music, games, and prizes. Giving back to our kids and families the Joy of the season. December 18, 2021, time 10:00am-2pm at the Municipal Center, come help celebrate the joy of the season of giving with us.
  - d. 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.
  - e. Community Garden request 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
- f. The Mayor's Office projects 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.
- g. Support to Glenarden Housing Authority free mammogram clinic and screening December 2021.
- h. Planning on going for the first City Wide Mayor's Town Hall January 2022| Glenarden Housing Authority setup a Residents -Monthly Mayor Cashenna A. Cross Talk Sessions addressing various topics with guest appearances. Starting in January 2022.
- i. 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 [jmclung@cityofglenarden.org](mailto:jmclung@cityofglenarden.org) to setup a date.
- j. Administration to forecast the FY2022 cost assessments for membership into various Associations.

### 3. Local Spotlight:

- a. The deadline to apply to high school specialty programs and creative and performing arts programs for grades six through eight is Friday, Dec. 10.
  - i. <https://www.pgcps.org/about-pgcps/applications/high-school-specialty-programs-chart>
  - ii. Public Charter Schools Lottery: November 1, 2021 - January 28, 2022
    - 1. <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)

### 4. County and State-level Spotlight:

- a. Public Comment on the Prince George's County Climate Action Plan. The CAP aims to help the County reach its carbon emissions goal of 50% reduction by 2030 (compared with 2005 levels). The goal aligns with the State's projection for 50%



emission reduction by 2030 through the implementation of the Maryland 2030 Greenhouse Gas Reduction Plan and the Metropolitan Washington Council of Government's goals for the region. The draft CAP has been released for public comment through Wednesday, December 1, 2021.

- i. The Climate Action Plan, along with information about how to provide written and oral comments, can be viewed at <https://www.princegeorgescountymd.gov/3748/Climate-Change>
- ii. A summary is available here: <https://www.sierraclub.org/maryland/prince-georges/prince-georges-county-climate-action-plan>
- iii. VIRTUAL MEETING Tuesday, November 30, 6:30-8:00 PM
  1. Registration is required for all virtual sessions. Registrants will receive an email containing information about joining the meeting. To register, visit [bit.ly/PGCvirtualCAPmtg](https://bit.ly/PGCvirtualCAPmtg)
  2. Persons requiring accommodations for any of the sessions, should contact [climateaction@co.pg.md.us](mailto:climateaction@co.pg.md.us) in advance.
- b. Maryland Citizens Redistricting Commission Approves Final Proposed Draft Map after conducting 39 virtual public hearings, including a Public Hearing on CR-123-2021, the Council's Redistricting Plan. In keeping with the County Charter, the Council heard public testimony on Tuesday, as it considered CR-123-2021, the Council's Redistricting Plan, and the Redistricting Commission's Proposed Plan. At the conclusion of the five-hour hearing 16 November evening, the Council voted 6-3 to adopt CR-123-2021.
  - i. [Watch Tuesday's Council Session](#)
  - ii. [2021 Prince George's County Council Redistricting Information | Prince George's County Legislative Branch, MD \(pgccouncil.us\)](#)
- c. The Prince George's County Housing Opportunities for All Work Group (HOFA) established by CR-16-2019, and co-chaired by Council Member Dannielle Glaros and, the Director of the County's Department of Housing and Community Development, Aspasia Xypolia, met virtually on Friday, November 19th. The HOFA Work Group is charged with developing policies and strategies to address the County's housing affordability, housing quality, and types. During Friday's meeting, HOFA members worked to achieve agreement on priorities for household income and location to shape detailed housing production targets, and to achieve a shared understanding of a permanent housing advisory group for the County. The next HOFA meeting is scheduled for December 17, 2021, at 10:30 AM.
- d. The Prince George's County Police Department is partnering with the faith community to host a gun turn-in program this Saturday, November 20TH, from 10:00 a.m. to 1:00 p.m., at the First Baptist Church of Glenarden. Residents can turn in guns anonymously, no questions asked, and receive free gift cards. Please take advantage of this opportunity to help get guns off our streets and create safer communities.

e. President Biden has signed the bipartisan infrastructure bill passed by Congress. This bill represents the most comprehensive investment in infrastructure the nation has seen since the 1950s. This is great news for the state of Maryland and more importantly, for Prince George's County! Early estimates indicate that Maryland will receive at least:

- i. \$4.1 billion for highway improvement
- ii. \$1.7 billion towards public transportation
- iii. \$844 million to improve water infrastructure, so residents have access to clean drinking water, no matter where they live
- iv. \$409 million for bridge repairs and replacement
- v. \$158 million to improve Maryland's airports
- vi. At least \$100 million to expand rural broadband and bring internet to families who do not yet have access
- vii. \$63 million to enhance and create more electric vehicle charging stations

The headline number is \$1.2 trillion, the bill will provide about \$550B in new spending over the next decade, since some of the expenditures in the measure were already planned by the federal government. The bill passed with the support of most congressional Democrats, but also 13 House Republicans and 19 Republican senators. Much funding is up for grabs. The bill provides \$110B for road and bridgework, \$65B for electric grid improvements and a similar amount for broadband internet expansion, which stands to benefit the data center industry. It also includes \$66B for Amtrak expansion and billions more for upgrading water systems, mass transit, airports and seaports, and other projects.





## **ACTING CITY MANAGER'S REPORT OCTOBER 23RD THROUGH NOVEMBER 22, 2021**

- Oct. 25th - Sent an e-mail to all Administration Staff advising of a mandatory meeting, also included was Public Works and Code Enforcement, Council Clerk wasn't included.
- Oct. 28th - advised Council President Curtis that the meeting with the staff went well and topic of discussion was to improve moral and create a better working environment relationship.
- Nov. 1st - Spoke with Councilman Herring about getting an update on the paperwork status for the permit for the demolition of the MLK Recreation Center.
- Nov. 3<sup>rd</sup> - Spoke with. (PW) about cutting down the bushes in Hayes Park and picking up the trash.
- Nov. 5th - Received an e-mail from Councilman Herring just to remind me to ensure PW have the chairs and tents set up for the Veteran's Day Memorial event.
- Nov. 6th - Gold Room Director advised via email that the carpet in the Gold Room was getting cleaned on November 9th and would be closed until November 10th for drying.
- Nov. 12<sup>th</sup> - Received an email from Code Enforcement Officer advising the need to replace through purchasing of two new vehicles; he's suggesting two mid-size four wheels drive SUV' s.
- Nov. 16th - Received email from the Council Clerk advising notes from the virtual meeting to follow-up with PW (Howard) and Code Enforcement (Thomas) about citizen complaint.
- Nov. 17<sup>th</sup> - Met with both Supervisor of Public Works and Code Enforcement to address complaint, to advise them to respond and take care of that task.
- Nov. 17th – Later, Code Enforcement advised both of the complaints addressed earlier had been taken care of and GPD Officer had a vehicle towed.
- Nov. 17th – Public Works Supervisor advised the grass had been cut at 7902 Tyler Street (vacant house).

- Nov. 18th – Public Works Supervisor provided an update to advise three contractors had come out and given estimates on cutting the trees back on McLain A venue.
- Nov. 19<sup>th</sup> - Code Enforcement requested for my signature on the purchase order for Gryphon Contracting and the permit has been approved.
- Nov. 19th - Called Public Works Director candidate to advise him that I was setting his date for an interview on Monday November 22nd at 2:00PM and he accepted.



## **ACTING CHIEF MANAGER'S REPORT OCTOBER 23RD THROUGH NOVEMBER 22, 2021**

- Oct. 23rd - Glenarden police provided extra police presence for the Expungement Event by assisting with vehicular traffic and participants entering the Gold Room.
- Oct. 30th - Glenarden police were assigned to coordinate traffic control for the Shred Day Event on the parking lot of the Municipal building.
- Oct. 30<sup>th</sup> - Glenarden police hosted our "First Trunk or Treat" on the Municipal building parking lot from 4PM - 5:30PM. Sargent coordinated this event with the vendor's and administrative staff; the event was very well attended with the council members and mayor showing their support.
- Nov. 2nd - Sent out notification to all Glenarden city officials advising them of GPD officers responding to the area of the Hayes Street and Johnson Avenue for the sounds of "shots fired". Responding officers didn't find any noticeable evidence while on the scene.
- Nov. 3<sup>rd</sup> - Resident called Glenarden police to report her parked vehicle (Hayes Street) had been damaged by two bullet holes (driver & passenger doors); no other calls for damaged vehicles.
- Nov. 3<sup>rd</sup> - Sent out notification to all Glenarden city officials advising them of Glenarden officers' response to the area of the 9100 block of Glenarden Parkway for a citizen armed robbery. Victim advised suspects drove up as he was walking home and demanded him to give them his food and money at gun point. The victim gave unknown suspect \$700.00 but kept his food.
- Nov. 5<sup>th</sup> - PGPD Robbery detectives reached out to Lt. Robinson to advise him that upon further investigation, this incident didn't occur in our city limits.
- Nov. 6th - several officers were present at the "Harvest Day Event" in the Gold Room. Officers assisted with passing out turkeys.
- Nov. 9th - through Nov. 12th – PFC's attended Radar & Lidar training at PGPD SOD (traffic division) to become certified in utilizing these devices.

- Nov. 9th - Received letter of "Thanks" from a resident on West Glen Reed Court expressing his thanks for extra patrol and police presence in their community pertaining to a few issues of concern.
- Nov. 11th – Lieutenant and other Officers were present for the Veterans Memorial Celebration which was held at the memorial park.
- Nov. 15th - through Nov. 17th – PFC and Glenarden Officers will be attending their required 2021 annual in-service training at PG Community College. Upon their completion, all our officers will have received their required 2021 annual classroom and firearms training.
- Nov. 16th - Lieutenant and I met with Glenarden Hills Management to discuss some property concerns and to request and plan a meeting with the tenants residing in the seniors' apartments.
- Nov. 16<sup>th</sup> - Members from PGPD Auto Theft and Carjacking Units executed a search warrant in the 3600 block of Jeff Road. They were attempting to locate a 16-year-old female for carjacking and attempted murder, she wasn't located.
- Nov. 19th - I met with all GPO Officers to advise them that the substation at the Woodmore Towne Centre revised process has been completed, furniture set up, Wi-Fi, computers, and printers set-up and operational.



## **Treasurer November Report**

### **Accomplishments:**

Nov 1 – Nov 21

1. Completed Payroll Processing for Pay Period ended 10/30 and 11/13.
2. Completed Bill Payment for weeks 10/29, 11/05, 11/12 and 11/19.
3. Continued progress in scanning and filing accounting documents.
4. Assist HR in the preparation of Leave time reconciliation for announcement of Leave time cutoff Jan 01,2022
5. Review and cleaning account balances in preparation for FY 2021 Audit.
6. Prepared Treasurer's Report for 10/2021.
7. Provided more supporting documents to the auditors for the FY21 Audit
8. Reconcile Verizon accounts to identify users and accounts.
9. Completed and submitted to PGC the Tax Differential questionnaire/Report.
10. Completed and submitted to PGC Schedule A – Senator William H. Amoss Fire, Rescue, and Ambulance Fund.
11. Sent Audit required documentations to the auditors.

### **Projected Goals:**

thru to Dec 10

1. Continue working with the auditors for the FY21 Audit. They have become more interactive recently.
2. Complete the Payroll Processes for the next pay periods.
3. Complete the payment of bills for the weeks to come.
4. Payments for the Retirement Account during the week of 11/24.
5. Resolve POC with State of MD Tax authority.
6. Completed Bank Reconciliation for the Operating Bank for the Periods 09/2021 – 10/2021.
7. Complete the payments to the Retirement accounts after each payroll and resolve the POC with MOA.
8. Start preparing for the Treasurer's Report for the period – 11/2021.



9. Continue working with the auditors on their PBC list.
10. Bring all BS accounts up to date



## Human Resources November Report

### Personnel Issues:

#### **Accomplished:**

- October 26, 2021, facilitated Chief of Police Interview Panel.
- Original timeclock installed over 2 years ago, intermittent problems started on Monday, Nov. 1, 2021. Contact ADP informed it would have to be replaced. Clock received and on Nov. 3<sup>rd</sup> Administrative Assistant and I replaced and registered the ADP breakroom clock. Because we could not connect remotely (out server too slow) the registration was completed manually. Notified all affected employees that the clock is now working and usable.
- Administrative Assistant set up interviews for Gold Room Crew Member (2 positions). Interviews conducted by Gold Room Coordinator, Administrative Assistant and Human Resources. Contacted eight candidates, Coordinator selected one candidate, however she declined the position, at a later date for personal reasons.
- Reviewed annual leave balances and verified information with finance. Employees with projected excess annual leave received notification that all leave over 160 hours had to be used or the leave will be forfeited on January 1, 2022. Suggested affected employees collaborate with their supervisor to use leave prior to January 1, 2022.
- Acting City manager sent to all supervisors a reminder informing them that with the 2021-2022 performance cycle, mid-term reviews would be required. Instructions for completing reviews are in the documentation provided by Acting City Manager Jackson. All reviews are due no later than December 31, 2021. HR should only receive an email certifying mid-term have been completed.
- Health Benefits Open Season ended November 12, 2021. Four employees participated in Open Season effective date of changes will be January 1, 2022.
- November 16, 2022, provided Acting City Manager Certificate of Eligible Applicants for the position of Director of Public Works.
- Working with Mutual of America on personnel issues.
- Worked with City Attorney on personnel issues.

#### **Projected Goals:**

- Review and provide Mayor Cross with list of eligible candidates for the position of:
  - City Manager
  - Chief of Police
  - Treasurer

Council also requested and received eligible candidates.

- Interview for 2<sup>nd</sup> Gold Room Crew Member.
- Working on new Time-Off Award Program

#### **New Hires:**

N/A

**Separation(s):**

N/A

**Vacancy Announcement(s):**

- City Manager closes Nov. 19, 2021
- Gold Room Crew Member closes Nov. 24, 2021

**Miscellaneous Items:**

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

**Performance Evaluations:**

- Public Works employees did not receive a 2020-2021 final performance rating.
- Due to COVID and the departure of the City Manager and Treasurer, the following departments and/or employees did not receive a 2020-2021 final rating:
  - 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



## 2021 CODE ENFORCEMENT NOVEMBER SUMMARY

New Businesses 1  
Business License Renewal 4  
Notice of Inspections 10  
Vehicle Impounded 3  
Building/Sign Permits 7  
Citizens' Complaints 9  
Citations 52  
Court Appearance O postponed 0  
Stop Work Orders 6  
Tow Stickers 3  
Inoperative 3  
Roll Off Permit 3

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

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

Spoke with Charles P. Johnson to update the finalization of revision requested by DPIE once the application was changed over to me becoming the point of contact. I also gave Charles P. Johnson access which they had before the revision request to the application so that they would be able to submit any additional updates needed to complete the revision. There was a fee involved to revise the original application which has been paid in order to start the revisions process. Upon payment and revision there is a two week turn around to review and approve the permit, this is the second week.

**UPDATE:** DPIE has approved the permit (108-2020-00) to demo the MLK Recreation Center 7921 Piedmont Ave. I have updated Gryphon and CPJ. Gryphon will bring in the equipment as soon as they receive payment so that he can fund the movement of equipment and personnel. I have informed the City Manager and Finance of the progress so we can expedite the funding of the demolition project. P.O. has been submitted for amount of \$15,000.00.

#### **TREE TRIMMING AND ABANDONED VEHICLES:**

Addressing the 8600 block of McLain Ave for several complaints of over growth and debris gathering, I went to the area of complaint to view the issue and agree with the complaint. I researched the property and found that it is property that belongs to the City of Glenarden. I then spoke with Public Works who stated that additional equipment will be needed which they currently do not have. To address the additional equipment Public Works are in the process of obtaining three bids to get an estimate of the work to be performed.

**UPDATE:** I went to the 8600 block of McLain Ave to address a complaint of

abandoned vehicles with four flat tires. I spoke to one of the vehicle owner of the pickup with the mattresses on it he will take care of that this weekend as well as update the stickers on the registration that he has already received a citation for. To be clear, there are no vehicles on the City of Glenarden roadways with four flat tires. Officer Thompson and I can confirm that for the McLain Ave complaint. The City is patrolled in its entirety every day by the Police and Code Enforcement and a vehicle fitting that description would never be allowed to linger from day to day, let alone four years. There may be a case where someone is waiting for the insurance company to come give an estimate for damages due to an accident or vandalism but not for four years. In the future this type of complaint can be sent straight to Code Enforcement with a phone call and or in person on a daily basis with a prompt investigation into the matter.

#### **HAYES ST. PARK /CITY PROPERTY**

The Hayes St. Park and City property complaint at the corner of Hayes St and Johnson Avenue is still in the works. Due to thick brush, Public Works manpower as well as the removal of the debris from the City to the dump is all time consuming. Equipment is part of the issue; blades for the saws need constant sharpening or replacement. Though this complaint is a priority, the City still has to be maintained so as to not receive complaints from the residents. To date what is considered to be City property complaint has been addressed. All that is left is to finalize the permanent removal of the bamboo and its possible regrowth.

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

Since the beginning of this project County approval I have monitored the work being performed and its impact on the residence and local utilities. To date the issue has been equipment staging and parking. The Special One Day Permit from County is a one day, day to day and is ongoing until completion of the project which is meant 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, which residential to County spill.

#### **PUBLIC NUISANCE:**

Property belonging to an elderly resident that has extreme over growth in his back yard will be addressed once the contractor that will perform the work gets back from vacation.

#### **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. 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. We only lose when they pay with in the time allotted, as it stands their not because as it stands we're not.



## Public Works November Report

### Accomplished:

Continued to cut grass through-out the city

Continued to pick up litter through-out the city

Continued to order needed supplies for the Public Works staff

Continued to sanitize the City Hall Building (twice a day)

Continued to organize the assembly/breakdown of meeting signage

Removed Bamboo at Hayes Park

Set up / Break down for City Shred Day

Set up / Break down for City Harvest Rewind

Set up/ Break down of Veteran's Memorial Day Event

Assembled new Street Poll on Fiske A venue

Solicited three bids for trimming of trees on McClain A venue

Shampooed/Cleaned carpet in Nutrition Center

Passed out Flyers for Rewind Harvest Day

Passed out Flyers for Chief Philip O'Donnell Memorial Service

Finished the clean-up of the Public Works shops

Coordinate repair to Police Station door glass.

### Projected Goals:

Coordinate a Welcome Sign for Ward III (Woodmore)

Coordinate OSHA and Landscape classes for Public Works Staff

Coordinate Writing and Grammar class for Public Works Acting Supervisor

Permission to purchase work laptop

Coordinate the acquisition of the new Public Works Truck

Coordinate repair of Public Works garage door glass

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## Gold Room November 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 or sell them.
- Removal of old freezer and refrigerator needed.
- Gold Room carpet cleaned – Stanley Steamers \$720.00
- Community Center carpet cleaned – Stanley Steamers \$175.00
- Public Works - Gold Room – snaked toilet in ladies' room, changed light bulbs, changed ceiling tile.
- Kitchen 3 compartment sink – Backing up. Bought Drano and plunged sinks. Still not draining well.
- 

Staff: Have 2 part time employees.

### Events:

- Community Center events booked – 2 \$100.00
- Gold Room events booked – 8 - \$3550.00

Plus, three gratis in Gold Room.



## Webmaster/Media Specialist November Report

### ***Accomplished:***

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

- Passing of Chief O'Donnell Posting Announcement posting
- Election Day: Voting posting
- City of Glenarden citizen communication posting (method of comm. preference)
- Chief O'Donnell Celebration of Life Memorial Service flyer
- City Council meetings/sessions postings (7)

### **Holiday Closures**

- Veterans Day Observation (media posting & website banner)
- Thanksgiving Holiday Observation (media posting & website banner)
- Updated City website for new content & visual appearance
  - Added Archives section to website
  - **Job postings** assisted HR K. Shultz (media postings created) –
    - Director of Public Works (closed Nov. 11<sup>th</sup>)
    - City Manager (closed Nov. 19<sup>th</sup>)
    - Gold Room Crew Member (closed Nov. 24<sup>th</sup>)
  - **City municipal content** –
    - Trunk-or-Treat (Oct 31<sup>st</sup> 4:30PM) – photo gallery of event added
    - Mayor Cashenna A. Cross Town Hall: Let's Talk about Redistricting & Rezoning with Council Member Jolene Ivey, District 5 (Nov 3<sup>rd</sup>) – flyer, video recording added
    - Added Harvest Day Rewind! (Nov 6<sup>th</sup> 11AM) – flyer, photo gallery of event added
    - Updated OH Give Thanks Basket Giveaway (Nov 23<sup>rd</sup> 12PM) – flyer with contributors/donors
    - Chief O'Donnell Celebration of Life Memorial Service - flyer, photo gallery of event added

- Added October 2021 City administrative report to website for Council Regular Meeting for Nov 8<sup>th</sup> – located also under [City staff reports](#) & [reports/newsletter](#)
- Added American Rescue Act FAQ link to [Nov. 16<sup>th</sup> \(PH/SRM\)](#) and [APRA webpage](#).
- Added Council Meeting information for – Nov 1<sup>st</sup> (WS); Nov 6<sup>th</sup> (EM – Closed); Nov 8<sup>th</sup> (RM); Nov 9<sup>th</sup> (ES - Closed); Nov. 15<sup>th</sup> (SWS); Nov. 16<sup>th</sup> (PH/SRM); Dec. 1<sup>st</sup> (ES -Closed)
- Added Council Meeting recordings for – Oct. 26<sup>th</sup> (EM – Closed); Nov 1<sup>st</sup> (WS); Nov 8<sup>th</sup> (RM); Nov 16<sup>th</sup> (PH/SRM)
- *Community Outreach content –*
  - Ardmore Recreation Center: Horseshoe Tournament (Nov 6<sup>th</sup> – 2PM)
  - Glenarden American Legion Post #275 Veteran Day program (Nov 11<sup>th</sup> – 11AM)
  - The League of Women Voters: Issue Forum (Nov 13<sup>th</sup> – 10AM)
- *State of Maryland content –*
  - Prince George’s County Town Hall with Congressman Anthony Brown (Nov 13<sup>th</sup> 10AM)
  - Citizen Redistricting Commission Meeting (1)
- *Prince George’s County content –*
  - Prince George’s County Public Schools updates (5)
    - Charter & Specialty Program Lottery
    - School Boundary Initiative
    - Back-to-school Immunizations
  - Prince George’s County Government updates
    - November 2021 - CEX Alsobrooks COVID-19 Updates, Stand-

#### Up & Deliver, WSSC Information & More

- Prince George's County Council Redistricting (Virtual) Public Hearing - November 16 @ 3PM
- Prince George’s County & Board of Education, District 4 job fair event (Nov. 6<sup>th</sup> – 9AM)
- Prince George’s County Press Release – FY22 Community Partnership Grant Program (1)
- Stand Up & Deliver (3)



- Youth Vaccination event (Nov. 13<sup>th</sup>)

o 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)**

- \*Mayor Cashenna A. Cross: TownHall - Nov 3<sup>rd</sup> (posted from Nov 4<sup>th</sup>- Nov 8<sup>th</sup> | Nov 12<sup>th</sup>-Nov 15<sup>th</sup> in preparation of Redistricting amendment on Nov 16<sup>th</sup>)
- Glenarden American Legion Post #275 program photo gallery presentation (Nov 11<sup>th</sup> – 11AM)

- City of Glenarden & County updates/announcements: posted from Nov 19<sup>th</sup> – current) **Council meetings (posted on Tuesday until Friday – 3<sup>rd</sup> week of the month content is posted on Wednesday)**

- Council Work Session: posted from Nov 2<sup>nd</sup> – 3<sup>rd</sup>
- Council Regular Meeting: posted from Nov 10<sup>th</sup> – Nov 12<sup>th</sup>
- \*Council Public Hearing/Special Regular Session: posted from Nov 17<sup>th</sup> – Nov 19<sup>th</sup>

*\* Posted Chief O'Donnell Celebration of Life Memorial Service & OH Give Thanks Basket Giveaway save the date.*

- Request additional quotes for two additional vendors (Community channel manager) for cable station content; compiling proposal information for review to select vendor
- RFP for Cable Station Technical Services posted on website and on Prince George's County business marketplace by Executive Assistant to Mayor Cross; RFP to be added on additional sites for vetting by end of November.
- Scheduled Comcast technician support for repair to cable station boxes & audio outage on channel; boxes troubleshooted and functioning; audio repaired by Comcast and working as of 11/19/2021

### City Email Notification System (MailChimp):

Council Meeting E-Alerts:

- Council Work Session - November 1, 2021 @ 7PM
- Council Executive Mtg. Closed - Sat., Nov. 6, 2021
- Council Regular Mtg. (Virtual) - Mon., Nov. 8, 2021 @ 7:30PM
- Council Executive Session (Closed) - Tues., Nov. 9, 2021 @ 6:00PM
- Council Public Hearing/Special Regular Mtg. - Tues., Nov. 16, 2021 @ 7:00PM
- Council Special Work Session (Closed) (In-Person) - Mon., Nov. 15, 2021 @ 7:30PM

City News, events & updates:

- Townhall Meeting w/ Councilwoman Jolene Ivey - Wed., Nov. 3rd @ 3:30PM (2)
- City of Glenarden News & Updates: October-November 2021
- Harvest Day Rewind! - November 6, 2021
- City of Glenarden: November 2021 News & Updates

- Memorial Service for Chief Philip A. O'Donnell - November 18, 2021 @ 6:30PM (3)
- "OH, Give Thanks" Basket Giveaway - November 23, 2021 (3)

▪ **City Advertisements:**

- Created and posted City events flyers to all media outlets
- Prepared quarterly events/programs postcard for January-March 2021; pending review and feedback from Council
  - **City Events:**
    - Harvest Day Rewind (Nov. 6<sup>th</sup> 11AM-2PM (flyer); flyer advertised and distributed at local elementary schools/academies, Glenarden Branch Library, Glenarden Housing Authority, Glenarden Community Center & BOE Member Shayla Adams-Stafford's newsletter

**City Marquee:**

- "OH, Give Thanks" Basket Giveaway (Nov. 23<sup>rd</sup> 12-until gone); 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
- 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
- Community Events:
  - American Legion Post #275 – Veterans Day Program (Thurs. Nov. 11<sup>th</sup> 11AM)
  - Added city meetings/sessions and City events
  - Uploaded content to City Marquee:
    - City Council meetings/sessions
    - City Events & Programs

**Projected Goals:**

- Continue working on City Website migration for Revise site
- Preparing template for City quarterly newsletter & postcard for citizen notification of events/programs for 2022
- Continue to work 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.