

Mayor Cashenna A. Cross and Administrative Staff Reporting

January 27th 2022

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

From: Mayor Cashenna A. Cross

Date: Thursday, January 27th, 2022

Executive Office of the Mayor and Administration key accomplishments

City of Glenarden Administrative Report

January 27th 2022

Agenda:

Key Highlights Rollup

- I Mayor Report (January 27th 2022)
- 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:

jmclung@cityofglenarden.org

cbarbour@cityofglenarden.org

ccross@cityofglenarden.org

Mayor Report (January 2022)

Key Highlights Rollup

Mayor Cashenna A. Cross Report (December 27, 2021 - January 27, 2022)

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. (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 being looked over / taken by CM Barbour.
 - i. Code Enforcement Officer ((Part-Time) closed Jan 7, 2022
 - ii. Gold Room Crew Member closed Jan 7, 2022
 - iii. Gold Room Coordinator closed Jan 10, 2022
 - iv. Public Works Maintenance Tech I closed Jan 14, 2022

Resolutions/Council Actions sent over to the city council via email:

- Resolution to contract G.S. Proctor and Associates as the lobbyist- 1year resent Fri, Jan 21, 2022
 - Resolution Sidewalk Contractor selection (working with Contractors on modification inclusive of ADA Compliant sidewalks
 - Resolution to approve Director of Public Works Dec 14 & 22, 2021 and Jan 8, 2022
 - Council Action taken to extend current Snow & Ice Control contract
 - Council Action taken to approve City Treasurer; Dean Stewart
 - Council Action taken to approve Chief of Police; Captain Regis Bryant
 - Council Action to interview recommended Commissioner Glenarden Housing Authority Jan 19, 2022
- b. The Mayor’s Office has supported/fielded 9 office calls/meetings.
 - i. Actions taken to contact Prince George’s county municipality liaison and Urban Edge Properties the owners of Woodmore Town Center Glenarden. Setting up welcome to the City of Glenarden introduction with city government and citizens.
 - ii. City Council and Signaroma sandwich boards: concern was discovered with the budget line used for the resolution to procure new sandwich

boards supporting the city council public notification requirement. The Signaroma items to be purchased per the present resolution requires budget to cover the \$12,100 bill. Per the resolution a charter mandated requirement for the city council to notify the public of upcoming city council meetings. The budget line item used in the resolution was pulled from public works line specifically labeled for highway user funds for city “street repairs” in particular which is not to be tied to communication requirement as detailed per the city charter. As a subject the leveraging of responsibilities for the signs -all of which are not under 100% supervision by public works- is concerning considering the expendable nature of the boards and signs, three of which have been unfortunately stolen.

- iii. 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 is awaiting actions necessary to ensure the concern is addressed where the city of Glenarden has jurisdiction and coordination with appropriate law enforcement where the city does not.
- iv. Resident called regarding the cleanup of the woods along McLain Avenue. Corroborated with former A/CM Jackson, current CM Barbour to have the city of Glenarden portion of woods managed. Reporting of action taken has been shared with the residents prior to the action.
- v. Resident on Leslie Ave Glenarden desires to have permit approval for a personal driveway. Actions taken to address the request and see how best to support conversing with DPIE who has up to this point not agreed with the possibility. The concern is the ever increasing parked cars on the street relative to the number of houses on the street leading up to the municipal center. Glenarden code enforcement asked to evaluate the city codes regarding. It is to be noted there is a need to reassess the city code book in the coming year.
- vi. 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 and Housing and Urban Development to consider the way forward And waiting list when residents of the community where there’s section 8 housing are in need. In other words priority given to Glenarden residents of the greater Glenarden community where the section 8 housing is on our properties/city grounds. This keeps residents in a familiar community.
- vii. Two residential inquiries about purchasing city land adjacent to their property or lots where residents seeks to utilize. The discussion in each case requires further discussion and consideration that any lot sold will require a whole of city government agreement and notice of sale to the

public. In one of two cases the discussion found an access via easement over sale is preferred. Reporting of action taken will be shared with the citizens prior to the action.

- viii. Darrell Carrington Managing Director Carrington & Associates, LLC, City of Glenarden various Department next Work Session is scheduled for Monday, February 7th, 2022, at 7pm concerning traffic enforcement /calming needs. As discussed, reducing driver's speed in Glenarden residential areas is a major concern of the Mayor, 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. Discussion held to determine if Carrington & Associates, LLC could likewise support resolving of past traffic ticket collection efforts. This presentation is for the City Council and citizens.
- ix. BGE regarding citizen service request for streetlight installation at Fulton Street. BGE provided a \$410 cost estimate for reference streetlight. According to BGE, the annual cost to power the streetlight is approximately \$117 annually. Streetlights are currently on that street on wooden streetlights where the wiring is above ground. Letters delivered to citizens requesting their input to the discussion and ultimately any actions taken. Reporting of action taken will be shared with the citizens prior to the action.
- c. State of Glenarden Address held and ran over all social media and cable sites January 13th 2022 with the new City Manager Consuela Barbour (hired December 27th , 2021), on first 100-days-Mayoral -City Manager critical community impacts for the coming year. Thanks to all the citizens for their viewing, feedback, and appreciations and inputs to the vision ahead.
- d. *Every 2nd Wednesday* Mayor Cashenna A. Cross will hold a Mayoral Town Hall, either via Zoom-televised immediately following or in-house for citizen in-person attendance in the Gold Room (please access the city website/attention to city web media presence for informational flyer to note the location chosen).
- e. 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 FY23 budget submission and includes and increase to afford purchasing of a television web-media improvements as well. Three bids accepted so far for consideration cable station content manager services: Smart Communities, LLC, CableCast Community Media & TouchTown, Inc.as well streaming editor SwagIt Productions, LLC.

- f. Administration will proceed with Smart Communities the more affordable option with FY22 budget, and prepare in the coming budget FY23-25 the necessary financial considerations for an upgrade tool.
- g. The City of Glenarden led the front as host to the first-Rev. Dr. Martin Luther King, Jr Peace Gathering 17 January - generated online attendance of ~317 persons and as an all outdoors event yielded in person attendance of over 115! Huge shout out to our City of Glenarden team, volunteering community partners Maryland Park Police, Greenbelt Prince George's Emergency Response Team, event visionary Latasha Ward The Solid Foundation, Mario Cross- Cross Videology Sound Engineer, Former Secretary of Education John King, States Attorney Aisha Braveboy, County Council member Calvin Hawkins, Bowie Mayor Time Adams, School Board member District 6 Belinda Queen and 9 community stop the violence non-profit groups who did support. The event held at the Glenarden Municipal Center exceeded expectation gained press coverage from the Washington Informer and NBC new for the joint effort and the City of Glenarden leading the front. The event recording is being made available on the city web-media presence.
- h. Mayor Cashenna A. Cross mistress of ceremony for community partner American Legion Post 275 – Rev. Dr. Martin Luther King, Jr Prayer Breakfast postponed from January due to inclement weather rescheduled for February 26, 2022 at 9am American Legion Post 275.
- i. February every Thursday night 6:30 pm-9:30 pm (or until movie finishes) Movie night coordination's with the Director Theresa A. Banks Aquatic Community Center Parking lot-alternative parking lot of the City of Glenarden Municipal Center to support Glenarden's first [We provide the entertainment-you bring your snacks] DRIVE-IN MOVIES supporting Black history Month and mental health in our communities. COVID19 has caused an increase in mental instability and unfortunate isolation has seen an increase in domestic violence and depression, this effort seeks to break through the bounds on our society by watching cinema movies of Black excellence to encourage community spirit. The event will also coincide with the City of Glenarden every Thursday a different video-90-min black excellence in Prince George's showcase on Comcast/Verizon/Social media for community members unable to travel to onsite movie viewings. The programming director with PGCTV will afford the County 30 minutes 2-part series of 'Where Do We Go from Here' to be provided to show over Glenarden's channels. Our web-media specialist Ms. Ward also reached out to: the Smithsonian and PBS to see if we can reach an agreement to use their Black history month films if applicable.
- j. American Red Cross, Maryland Park Police, Theresa A. Banks Aquatic Center (site of event) and partnership with Mayor Cashenna A. Cross the City of Glenarden January 20th, 2022, blood drive between the hours of 1:00pm – 6:00pm -41 persons donated 30 units of blood. Every donation is invaluable. The

rise of COVID19 has caused an increased strain on the availability of blood across America. The effort we joined with the Maryland Park Police is a battle against this impact ref: sickle cell anemia and cancer. Right now, more than ever ethnic donors are in high demand. The next opportunity to donate in conjunction with the teaming of the American Red Cross, Maryland park Police, Theresa A. Banks (site of the event), and the City of Glenarden will be March 30th, 2022. The event titled “Spring into Action for Sickle Cell” will bear the seal City of Glenarden, MNCPPC, Red Cross, and Glenarden Theresa A. Banks as partners. Every donation matters the January event held in recognition and continuation of the fight for Peace Rev. Dr. Martin Luther King Jr community events yielded enough “life blood” to save 90 people for death. The American Red Cross fuses nearly 700 leading-edge research grants right now, including:

- 153 breast cancer grants
- 67 colon & rectal cancer grants
- 43 childhood cancer grants
- 74 lung cancer grants
- 63 skin cancer grants
- 28 brain cancer grants

Because 1 in 3 people will be diagnosed with cancer in their lifetime, every day matters in the search for new prevention, detection, and treatment tools. Planning efforts ongoing to bring Breast Cancer Mobile Mammogram scanning to the City of Glenarden residents.

- k. Corroborated with CM Barbour and the Department of Public Works on a major pothole collapsed roadside (large enough for an actual tire) on Tyrol Street right side just off Ardwick Ardmore. The repairs were taken within 48 hours – there are many repairs yet to be taken across the city. Citizens are encouraged to contact 301-773-2100 and report dilapidated street conditions to the Administrative Officer. The city has highway user funds enough to take care of these deficiencies. Mayor Cashenna A. Cross and CM Barbour are collecting metrics of condition of city roads and owned properties and appreciates all citizen reporting guide immediate change in our community.
- l. The first quarterly community events calendar and postcard has hit the streets. The initiative seeks to keep citizens not actively on social media or familiar with the website presence informed of ways to get involved and notifications of city office closures. The postcard is a Mayor Cashenna A. Cross cost saving, community inclusion initiative launched to keep citizens connected to the happenings in the city or effecting our residents and allows awareness for all to participate. This is part of a major communications plan includes: web media, social media, print media, television media, and radio media. As we evolve more partnerships across the county the knowledge gap will be essentially voided.

- m. Mayoral Community outreach program clothe Prince George’s has provided ~390lbs of clothing and household goods in partnership with the Maryland Park Police through the American Legion Post 275’s clothing Donation Station. The Glenarden American Legion is a non-profit organization. The clothing donation station helps provide clothing across the county/region but also provides financial resource back to community organization- Post 275 American Legion enabling their service to American Veterans/heroes right here in our community.
 - n. Sent EnChroma Color blind link to test and feedback to requesting citizen also made available on website for community interest. The effort was in response to positive evolution of the city announcement marquee in front of the city municipal center. The marquee serves as a community events announcement spot. <https://enchroma.com/pages/color-blindness-test>
 - o. Delivered 10 bags of donated groceries to Glenarden seniors. Asking if there are needs in our community please make them known – don’t need names just where to deliver support.
2. Administration Legislation.
- i. R-xx-2022 a resolution to Appoint a Director of Public works, Lobbyist (GS Proctor).
 - ii. Continuation of 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 there is budget in the FY22 plan for the procurement of new equipment. This option to be assessed as more responsive in times of immediate need and more cost effective as well provided relative work for our Department of Public Works in the winter months along with downed tree removal.
 - 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: 1-Tibbs Paving Manassas VA, 2-Charles P. Johnson and Associates, Inc. Greenbelt, MD, or 3-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 within this section)
- v. Resolution at the request of the Mayor and Administration to field the Event Planning Committee, Youth Advisory Committee. Administration in the coming month will be reviewing all by-lawed committees.

3. Projected:

a. Expanded Community Communication Strategy:

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
TOTAL						\$ 178,286.50

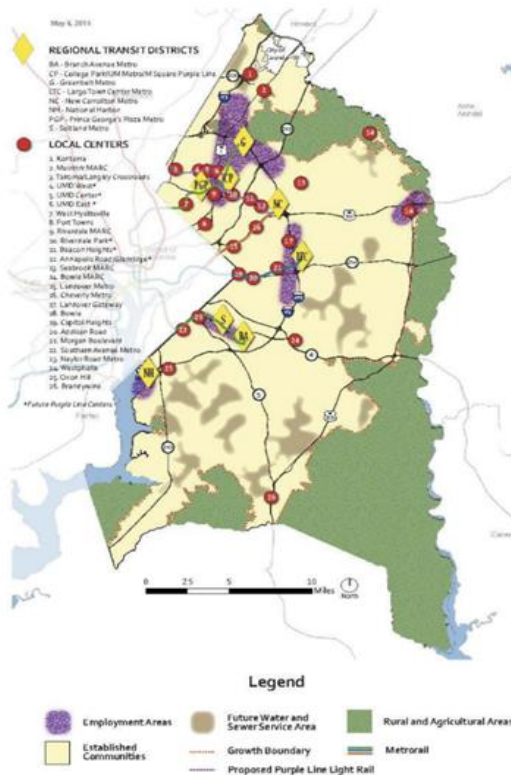
- i. *NEW* 2022 Mayor Cashenna A. Cross Community Townhalls set for the 2nd Wednesday of every month 6:30pm-7:30 pm Gold room/Nutrition center/zoom watch the city website; flyers on television station(s) for up-to-date details. The purpose is to field community concerns, work as a community partner to 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) has been delivered. The purpose of this card is to serve as a communication expansion to residents of Glenarden. Communication strategy has six ways now to pass communications: television (Verizon, or Comcast), City Hall Marquee, Website and social media, city council meetings, Mayor and CM community townhalls, and now 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. The first Administrative performer of the quarter selections and televised ceremony will be held in March 2022.
- c. Foundation the FY23-24 budget submission due May-June 2022 with City Manager and Treasurer.
- d. The Mayor's Office holds the projected 10 external office calls including a future engagement with Urban Edge Properties, 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, Maryland Mayors Association, Prince George's County Municipal Association, Count Council member Jolene Ivey, and Linda Thornton Thomas Prince George s County NAACP President.
- e. 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.

- f. Administration to forecast the FY22 cost assessments for Mayor’s membership into various Associations. (MML, PGCMA). Completed MACo, MBM, Inc.

4. Local Spotlight:

- a. For our citizens who utilize local transportation avenues, Prince George’s County planners are setting a vision for transportation, looking toward 2035.

<https://www.mncppc.org/5142/Countywide-MPOT-Plan-2035-Implementation>



Prince George’s County electric buses grant in the works and the City of Glenarden will be writing to a proposal to be considered in the county work; as we strive for excellence “Sustainable Maryland.”

- b. As of January 19, 2022, you can order free at-home tests online at www.COVIDTests.gov . Four tests per family will be mailed to you. There are two types of tests for COVID-19. Viral tests tell you if you have a current infection, and antibody tests tell you if you've been previously infected. If you’re experiencing symptoms or think you’ve been exposed to COVID-19, contact your health care provider or your state or local public health department to find out where you can get tested. Tests are available at many health centers and some pharmacies. Call in advance to see if an appointment is required.

- i. Prince George’s County extends indoor mask mandate until March 9, 2022.

- ii. The testing process and timeline for results vary by location. CDC: Testing for COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html> CDC: What to do if you're sick <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html> HHS: Community-based testing sites for COVID-19 <https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html>
- iii. The US Food and Drug Administration (FDA) issued an Emergency Use Authorization (EUA) for Paxlovid. Pfizer's Paxlovid (nirmatrelvir tablets and ritonavir tablets, co-packaged for oral use) for the treatment of mild-to-moderate coronavirus disease (COVID-19) in adults and pediatric patients (12 years of age and older weighing at least 40 kilograms or about 88 pounds) with positive results of direct SARS-CoV-2 testing, and who are at high risk for progression to severe COVID-19, including hospitalization or death. Paxlovid is available by prescription only. Paxlovid as a treatment should be initiated as soon as possible after diagnosis of COVID-19 and within five days of symptom onset. Paxlovid is not authorized for the pre-exposure or post-exposure prevention of COVID-19 or for initiation of treatment in those requiring hospitalization due to severe or critical COVID-19. Paxlovid is not a substitute for vaccination in individuals for whom COVID-19 vaccination and a booster dose are recommended. <https://www.fda.gov/news-events/press-announcements/coronavirus-covid-19-update-fda-authorizes-first-oral-antiviral-treatment-covid-19>
- c. Public Charter Schools Lottery window of opportunity: November 1, 2021 - January 28, 2022
<https://www.pgcps.org/offices/public-charter-schools/open-house-dates>

5. County and State-level Spotlight:

- a. (January 24, 2022) - was the official start of the 2022 tax season, which means federal and state individual income tax returns will now be accepted. Federal and state corporate income tax filings have been processed since January 7. Comptroller Franchot has announced a three-month extension for Maryland state individual income taxes, meaning taxpayers now have until Friday, July 15, 2022, to file and pay. The federal individual income tax deadline is Monday, April 18, 2022. This is the third consecutive year that extended filing and payment deadlines for state individual income taxes to July 15, each time to assist taxpayers facing financial difficulties due to the COVID-19 pandemic.

- b. State of Maryland Courts extends jury trial moratorium until Feb 14 amid rising COVID19 numbers.
- c. Governor Hogan announced a state wide distribution of 20 million N95 and KN95 masks to Maryland and Prince George's increases testing sites.
- d. Maryland Commissioner of Financial Regulation extended foreclosure moratorium through June 30, 2022.
- e. Mayor Cross selected as a community partner and 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. Encouraging community excellence in philanthropy providing support to various charities across the DMV a service based initiative. <https://www.mrdc2022.com>



CITY MANAGER'S REPORT

Office of the City Manager Report for Period Ending January 21, 2022

- a. Attended regular council meeting on Monday January 10th.
- b. Attended the regular work session meeting on Monday, January 3rd.
- c. Met with staff at first staff meeting on Wednesday, January 5th.
- d. Met with police staff at roll call on Wednesday, December 29th.
- e. Met with Treasurer to plan/coordinate budget.
- f. Met with HR to discuss personnel issues.
- g. Attended virtual meetings with Media Specialist, Gold Room Coordinator applicants, Public Works Director Applicant, Silvertrac sales rep.
- h. Worked on State Aid for Police Protection grant.
- i. Processed employee additions/forms.
- j. Approved check requests/invoices.
- k. Followed up on Council/resident questions/concerns.
- l. Answered emails and talked with citizens.
- m. Held staff meeting with Public Works staff.
- n. Completed paperwork for credit card.
- o. Verified need for ordinance for speed cameras in residential neighborhoods.
- p. Spoke with Guardian fire RE: Suppression Hood in Gold Room kitchen.
- q. Met with councilmember Fareed about COVID testing clinic.
- r. Met virtually with Bill.com about services for electronic signatures on checks.
- s. Met with contractor about McClain Avenue.
- t. Attended COVID 19 call with the county.
- u. Attended MLK event on January 17th.
- v. Worked on identifying surplus equipment.
- w. Coordinated request of COVID 19 @ home kits.

**ACTING CHIEF OF POLICE REPORT
DECEMBER 23RD THROUGH JANUARY 21ST, 2022**



Dec. 23rd - GPD officers have been providing traffic control for the citizens entering the municipal building parking lot for the free testing COVID-19.

€ Dec. 23rd – Lt. and I attended former Chief of Police O'Donnell's burial service at the Arlington National Cemetery, his wife, children, grandkids, and friends expressed their thanks.

€ Dec. 26th - GPD officers during the next several days/weeks will again be providing traffic control on the municipal building parking lot for the free COVID-19 testing until further notice.

€ Dec. 27th - GPO officers were dispatched to respond to the Navy Federal Credit Union for a male subject attempting to commit fraud to withdraw \$50,000.00 from someone's banking account. He was arrested on the scene and the PGPD fraud unit will continue the investigation.

€ Dec. 28th – I received an e-mail from a GPD Officer that their National Guard status is being activated, COVID orders, and this mission is set until February 2, 2022.

€ Dec. 29th - City Manager attended GPD officer's roll call in the Nutritional Center to meet/introduce herself to the officers and mentioned that they will try to attend the evening shift roll call.

€ Dec. 30th - GPD officers were dispatched to respond to a citizen armed robbery that occurred at the Woodmore Towne Centre near the T-Mobile store. Two male suspects took 3 cellular phones from the victim. The incident was captured on the Centre surveillance cameras and PGPD robbery unit will continue all investigative follow-ups, the victim wasn't injured.

€ Dec. 31st - GPD officer's wife and sister-in-law were victims of an armed carjacking that occurred at the Shell Service Station in the 8800 block of Martin Luther King, Jr. highway. No injuries and vehicle was taken.

€ Dec. 31st - GPD officers (night shift) responded to several calls from PGPD Communications for the sound of shots fired. Officers responded to areas and found no victims, damaged vehicles, or spent shell casings.

€ Jan. 1st - PGPD Major Crimes Division arrested a black male that was one of two suspects

involved with the citizen armed robbery that occurred at the Woodmore Towne Centre on December 30th near the T-Mobile Store.

€ Jan. 6th - GPD officers responded to a resident in the 9400 block of Geaton Park Place for the report of domestic violence. Upon further field investigation, there was a verbal and physical altercation. GDP Cpl. went to the district court commissioner to obtain arrest warrants.

€ Jan. 8th - GDP Officer stopped a vehicle on Glenarden Parkway & 4th Street for driving on the wrong side of the roadway. His traffic stop revealed the female was not licensed, unregistered vehicle, and a handgun was recovered from the vehicle. he was arrested and taken into custody.

€ Jan. 13th – Received call from PGPD Supervisor to be advised that they had intercepted a package of suspected CDS (marijuana), ten pounds that was addressed to a resident in Glenarden. Their SOD along with Glenarden officers staged surveillance surrounding the area, the investigation revealed negative results.

€ Jan. 13th - A black male pedestrian was struck at the intersection of Martin Luther King, Jr. Highway and Glenarden Parkway. As a result of his injuries, he was pronounced deceased on the scene and PGPD will continue all reconstruction traffic investigations. The male was a 60 - year old resident of DC.

€ Jan. 15th - GPD officers responded to breaking & entering call from communication in the 7900 block of Martin Luther King, Jr. Highway (Horace & Dickies). Surveillance footage capture suspects smashing front door glass window with heavy dark object, entering the store, attempting to open cash registers and attempting to break into the store office. The suspect placed the cash register in a big plastic bag, left store, enter into a shite vehicle (unknown tag) and fled towards Glenarden Parkway. Suspects didn't get any money from the business, they left a backpack and two-weight dumb bells behind.

€ Jan. 17th - Attended the Martin Luther King, Jr. celebration held outside at the Municipal Building. There were a variety of guest speakers, and the event was very well attended.



Treasurer January Report

Accomplishments:

Dec 21 – Jan 24

1. Completed Payroll Processing for Pay Period ended 12/25 and 01/08.
2. Completed Bill Payment for weeks 01/07, 01/14, and 01/21.
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 12/31, 01/14.
6. Prepared Budget FY2023 Template
7. Provided more supporting documents to the auditors for the FY21 Audit
8. Assisted in the preparation of SAPP-FY23-Reconciliation Form City of Glenarden
9. Sent Audit required documentations to the auditors.

Projected Goals:

thru to Feb 10, 2022

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. Distribute Budget template and continue analysis for FY 2023 Budget
5. Payments for the Retirement Account during the week of 01/2022.
6. Resolve MOA Charges for Retirement accounts.
7. Completed Bank Reconciliation for the Operating Bank for the Periods 10/2021 – 12/2021.
8. Complete the Treasurer's Report for the period – 12/2021.
9. Continue working with the auditors on their PBC list.
10. Continue working on bringing all BS accounts up to date.



City of Glenarden

January 21, 2022

TO: Consuella M. Barbour
City Manager

FROM: Karen DC Shoultz
Human Resources Specialist

SUBJECT: January 2022 Monthly Report

Personnel Issues:

Accomplished:

- January 20, 2022, provided City Manager with updated Covid-19 procedures regarding the mitigation and prevention of COVID-19 in the workplace.
- Collaborated with Acting Treasurer to ensure employees with access to annual leave had the opportunity to use and/or lose. Affected employees used and/or donated leave. Additionally, capped leave at 160 hours for all employees, effective January 1, 2022. Researched and provided City Manager an updated the City's Telework Policy.

New Hires:

- 2 Police Officers, both effective January 23, 2022.



2022 CODE ENFORCEMENT JANUARY SUMMARY

New Businesses 0

Business License Renewal 1

Notice of Inspections 5

Vehicle Impounded 3

Building/Sign Permits 7

Citizens' Complaints 9

Citations 20

Stop Work Orders 8

Tow Stickers 5

Inoperative 5

Roll Off Permit 3

CITY PROJECTS/ ADDITIONAL NOTES:

8600 block of Mclain Ave/ City property clean up.

UPDATE: Provided Public Works with the information needed to determine City property versus private property so that they don't disturb anything that belongs to the private owner. The tree trimming project has been completed and the cleanup of dumped items as well as debris has been removed.

8500 block of Hamlin St./City property and roadway

Complaint called in referencing a fallen tree blocking the right of way on the roadway. Public Works were notified and shortly thereafter the tree was removed. Good job and quick response time.

8600 block of Johnson Ave./City property

I received a complaint of fallen City trees on a resident fence. After further investigation, only one tree had fallen and damaged the rear fence of the resident. Public Works was notified and promptly cut and removed the large branch that damaged the fence. Good job and quick response time.

7800 block of Tyler Ave./Dog attack

I received a call about a dog attacking another dog. I advised the owner to call The Police Department and 311 to report the attack to Animal Control who would be better equipped and trained to deal with vicious animal. Depending on the outcome of an investigation by The Police Department and Animal Control, Code Enforcement will follow up with a warning or citation.

EQUIPMENT/ Security Surveillance:

Was invited by Verkata to join a Zoom presentation to view demonstration of their network security surveillance system they would install should we choose to purchase from them. The system performs well and not 100% totally as advertised, I would say 95% at best. It will do what is needed except for the door actuators and intercom systems, this would be a separate issue. Most of the cost would be the yearly subscription and cloud-based storage. We have not checked any other systems and what we are using now has its limitations. For now we are set for motion activation, meaning no movement, no recording. This saves storage space on our 2TB 55D card. Should we change that setting to continuous recording then we lose storage space, retention time and create over-write of sooner rather than later. We can still look at other products.

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 manpower, 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 they're not because as it stands we're not.



TO: Mayor Cross and City Council
FROM: Howard Taylor, Acting Public Works Supervisor January 21st, 2022
DATE: January 21st, 2022
RE: Public Work January Monthly Report

Accomplished:

Continued to pick up litter throughout 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
Public Works filled pothole on Tyrol St.
Cleaned snow around Townhall and Veterans Memorial as well as the City's parking lot.
Public works cut numerous trees and cleaned branches that fell due to the snow.
Public works salted and shoveled snow for the MLK Day ceremony.

Projected Goals:

Coordinate OSHA and Landscape classes for Public Works Staff
Coordinate Writing and Grammar class for Public Works Acting Supervisor
Coordinate the acquisition of the new Public Works Truck
Coordinate repair of Public Works garage door glass



TO: City Council

FROM: Nate' George – Acting Gold Room Coordinator

SUBJECT: Gold Room January 2022 Monthly Report

Items

- Storage room (Storage room in the 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, old chairs, and refrigerator needed.
- Community Center carpet cleaned – Stanley Steamers \$175.00
- Public Works - Gold Room – The second sink in ladies room water doesn't come out, properly clean stain on stage, buff dance floor.
- Kitchen 3 compartment sink – Backing up. Bought Drano and plunged sinks. Still not draining well.

Staff: 2 more part-time employees.

Events

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



January 21, 2022

TO: Consuella Barbour
City Manager

FROM: Monay Ward
Webmaster/Media Specialist

SUBJECT: January 2022 Monthly Report

Accomplished:

- **Media Postings** (*created post for posting to website, social media, cable station*)
 - City of Glenarden Job Announcements postings
 - City of Glenarden TV Broadcast Services RFP Vacancy Announcement
 - City Council meetings/sessions postings (5)
 - Preparing for the 2022 Tax Season
- **Holiday Closures** (*media posting & website banner*)
 - Christmas and New Year's Holiday
 - Martin Luther King Jr. Day Observation
- Updated City website with current City & Community information
 - **Job postings** assisted HR in posting/removal (reminders posted on social media) –
 - Code Enforcement Officer (closed Jan. 7th)
 - Gold Room Crew Member (closed Jan. 7th)
 - Gold Room Coordinator (closed Jan. 10th)
 - Public Works Maintenance Technician I (closed Jan. 14th)
- **City municipal content** –
 - Mayor Cross 2021 Holiday & 2022 New Year's Letters
 - The Glenarden Polar Express Event (Dec. 18th) – photo gallery and recap
 - The State of Glenarden Mayoral Address (Jan. 12th)
 - Mayor Cross 2022 Happy New Year's Letter & Welcome 2022 New Year's Message
 - Admin. Office closures & delays: Jan. 3rd, Jan. 4th, Jan. 5th, Jan. 7th
 - MML If I Were Mayor Essay Contest
 - Monthly Mayoral Community Town Hall (every 2nd Wed. of the month – 6:30PM-7:30PM; location – Gold Room)
 - Black History Month Movie Nights (every Thursday through the month of February – 6:30PM-9:30PM; flyer prepared – pending)
 - Sidewalk/Snow Removal process
- Added December 2021 City Reports to website for Council Work Session for Jan. 3rd and Council Regular Meeting for Jan. 10th
- Added Council Meeting information/recordings (on City website):

- Work Session – January 3rd @ 7PM
- Regular Meeting – January 10th @ 7:30PM
- Executive Session (Closed) – January 11th @ 6PM – *no recording*
- Executive Session (Closed) – January 13th @ 6PM – *no recording*
- Special Regular Meeting – January 18th @ 7PM
- **Community Outreach content** –
 - MNCPPC MLK Day of Service/Blood Drive – January 20th
 - Glenarden Housing Authority (GHA) – Notice of Public Hearing (February 2022)
 - American Legion Auxiliary Unit 275: Shotgun Bingo – every Monday in the ALA Lounge – 7PM-9PM (added to website under *Glenarden Happenings!* Jan.- Mar. 2022)
 - American Legion Auxiliary Unit 275: Martin Luther King Prayer Breakfast – date changed to February 26th – 9AM
 - COVID-19 Testing with Washington Integrative Health - dates & cancellations for the week of: Dec. 27th, Jan. 3rd, Jan 10th & Jan 17th
 - American Legion Auxiliary Unit 275: 50th Anniversary Party – March 5th 4PM-8PM (added to website under *Glenarden Happenings!* Jan.- Mar. 2022)
 - American Legion Auxiliary Unit 275: 50th Anniversary Banquet – March 6th 3PM-6PM (added to website under *Glenarden Happenings!* Jan.- Mar. 2022)
 - MNCPPC Park Police: Spring into Action for Sickle Cell – March 30th 1PM-6PM
- **State of Maryland content** –
 - Flag Status Alerts – Dec. 27th and Dec. 29th, Jan 10th, Jan 12th,
 - News Release: Recipients of Advanced Child Tax Credit Payments Should Watch Out for IRS Letter
 - State of Maryland COVID-19 Testing Sites
 - Maryland Courts Extend Jury Trial Moratorium to Feb. 14 Amid Record COVID-19 Metrics
 - MD Dept. of Natural Resources: You Can Help – Donate to Maryland’s State Parks!
 - MD Dept. of Natural Resources: Annual State Park and Trail Passport
 - Governor Hogan Announces Statewide Distribution of 20 million N95 and KN95 Masks to Marylanders, Six Additional Hospital-Based Testing Sites to Open Next Week, Including One at Montgomery College Germantown
 - Maryland’s Commissioner of Financial Regulation Extends Foreclosure Moratorium Through June 30
 - Coronavirus/COVID-19: Mortgage Relief and Foreclosure Prevention – Financial Regulation
- **Prince George’s County content** –
 - Prince George’s County Government updates
 - County Updates for January 2022:
 - Prince George’s County Updates: Countywide Vaccination Clinics, COVID-19 School Guidelines, Free Rapid Testing Kits & more

- Prince George’s County Recycle you Christmas Tree
- Stand-Up & Deliver and Food Pantry Distribution for 12/22 & 12/29
- PGCPS: Return to In-Person Learning: Health and Safety Updates

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

City Cable Station

- **Updating cable station content:**
- **Presentations/Programs**
 - City of Glenarden & County updates/announcements (4)
 - The State of Glenarden Mayoral Address: posted – live-replay aired Jan. 12th @ 6:30PM (3)
 - Community Forklift Promo – Jan 19th from 2PM-2:30PM (1)
- **Council meetings (posted on Tuesday – 3rd week of the month content is posted on Wednesday)**
 - Work Session – January 3rd @ 7PM
 - Regular Meeting – January 10th @ 7:30PM
 - Special Regular Meeting – January 18th @ 7PM

City Email Notification System (MailChimp):

- Council Meeting E-Alerts:
 - Work Session – January 3rd @ 7PM
 - Regular Meeting – January 10th @ 7:30PM
 - Executive Session (Closed) – January 11th @ 6PM
 - Executive Session (Closed) – January 13th @ 6PM
 - Council Public Hearing - January 18th @ 7PM
 - UPDATE: Special Regular Meeting – January 18th @ 7PM
- City news, events & updates:
 - January 2022 News & Updates
 - Christmas Holiday Office Closure for 12/23 & 12/24 | Tree Pickup Notice
 - ICYMI: COVID-19 Drive-Up/Walk-Up Testing
 - UPDATE: COVID-19 Drive-Up Testing for the week of December 27, 2021
 - New Year’s Holiday Office Closure for 12/31 | Reminder: Tree Pickup Notice
 - City Office Closure 1/3/2022
 - UPDATE: COVID-19 Drive-Up Testing for the week of January 3, 2022
 - City Office Closure 1/4/2022
 - UPDATE: COVID-19 Drive-Up Testing CANCELLED for 1/4/2022
 - City Offices open today 1/5/2022 at 10:30AM
 - UPDATE: COVID-19 Drive-Up Testing for 1/6/2022
 - City Offices open today 1/7/2022 at 10:30AM
 - UPDATE: COVID-19 Drive-Up Testing for 1/7/2022
 - The State of Glenarden Mayoral Address - Wed. Jan. 12, 2022 @ 6:30PM
 - COVID-19 Testing for the week of January 10, 2022

- COVID-19 Testing Sites, Rapid Test Kit Distribution Updates: State of Maryland & Prince George's County
- TODAY: The State of Glenarden Mayoral Address - Wed. Jan. 12, 2022 @ 6:30PM
- Martin Luther King, Jr. Day Peace Cade 2022 - Monday, January 17
- MLK Holiday Office Closure for 1/17/22
- COVID-19 Testing for the week of January 17, 2022
- TODAY: Martin Luther King, Jr. Day Community Peace Gathering 2022 - Monday, January 17
- COVID-19 Testing Cancelled 1/21 & 1/22/2022

Quarterly Postcard:

- January-March 2022 postcard printed; worked with EA on EDDM mailing to residents.
- Reached out to community partners seeking content for April-June 2022 postcard.

City Marquee:

- Uploaded content to City Marquee:
 - City Council meetings/sessions
 - City Events & Programs (including City partnership events)
- Completed adjustments to marquee: visibility for colors, font size and condensed verbiage

City Information Phone Line:

- Removal of December 2021 updates and replaced information with City Council Meeting information and City events as well as Updates of the Administration line (holiday closings & office closures/delays) for January 2022.

- Contacted municipalities to inquire about RFP processes; continued seeking contractors for Cable Station TV Manager RFP expanding search for potential candidates
- Submitted requests for viewer metrics report with Nielsen for PEG Access Channel
- Attend content management training with Smart Communities, LLC.
- Prepared City Community Enrollment Form for in-office citizen submissions; available at front desk
- Assisted administration with preparation of The State of Glenarden Mayoral Address flyers and postings; advertised event on City platforms and submitted request to distribute to community partners
- Conducted follow-up on Network Solutions payment for Finance Dept.
- Contacted municipalities to inquire about RFP processes; continued seeking contractors for Cable Station TV Manager RFP expanding search for potential candidates
- Conducted follow-up on Network Solutions payment for Finance Dept.
- Completed transfer and upload of City Council meeting/session recordings from December 2020-current for new website and City YouTube page
- Contacted Comcast regarding audio outage on cable channel on Jan 6th; issued repaired Jan 7th
- Assisted Finance with access to Verizon & Comcast accounts

- Attended Archive Social demonstration with Lieutenant pertaining to social media archiving

Accomplishments (In-Progress):

City Meeting (Livestream Integration)

- Pending integration of livestream access for audience accessibility on YouTube & City website. Additional assistance required to secure functionality and viewing.

City Website

- **Revize, LLC.**
Addressed inquiries for website updates, constituted and prepared additional for new website, pending review and launch.

City Emergency Communications

- **Video Streaming Platform (SwagIt)** - pending
- **Community Channel Manager** - Smart Communities, LLC.
Working with vendor to convert hardware for City cable station content management service.
- **CodeRED**
Continuing to build a residential contact list for distribution strategy to utilize mass communication tools.
- **American Legion #275 – Amateur Radio Club (Emergency Communications Radio location):** Pending installation of ARC identifying radio for use and availability.

Projected Goals:

- **Continue building/uploading content on new City website**
- **Building content for new community channel manager**
- **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