

Mayor Cashenna A. Cross and Administrative Staff Reporting

November 2022

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

From: Mayor Cashenna A. Cross

Date: Sunday, November 27th, 2022

Executive Office of the Mayor and Administration key accomplishments.

City of Glenarden Administrative Report

November 2022

Agenda:

- I Mayor Report: Key Highlights Rollup
- II City Manager Report
- III Chief of Police Report
- IV Treasure Report

“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:

jmccclung@cityofglenarden.org

rbryant@ccityofglenarden.org

ccross@cityofglenarden.org

Mayor Report (November 2022)

Key Highlights Rollup

Mayor Cashenna A. Cross Report (October 27, 2022- November 27, 2022)

1. Accomplished:

a. Resolutions/Council Actions:

- i. 7th Street Park actions. Attended city planning efforts November 19, 2022.
- ii. Discussion on the traffic calming efforts necessary for the city.
- iii. Discussions on the paving work /resurfacing of the Glenarden parkway and other roads Wards 3.
- iv. Discussion on personnel manual and changes to personnel job descriptions being taken by HR
- v. Actions taken by the legislative branch to dissolve of the executive body of government despite July 26th, 2021, election results, and Oct 20, 2022 public meeting in which citizens of Glenarden voted/ voiced objections to the actions to absorb the executive branch of government under the legislative branch of government as a mayor protemp.
- vi. MLK Park actions; grand opening planning's for the newly laid children/ adult's playground /construction projects.

b. The Mayor's Office has supported/fielded 20 office calls/meetings.

- i. Mayor Cashenna A. Cross, Councilmembers and five citizens discuss 7th street park designs.
- ii. Ten community partner Zoom Meetings.
- iii. MML Legislative Affairs
- iv. GHA meeting commissioners and director staff meeting, and citizen discussions
- v. Team Kendra and Terrance Woodbury discussion on youth podcasting
- vi. 3 community awards banquets
- vii. American Legion Post 275

c. Mayoral Proclamation Actions:

- i. Upcoming American Legion Auxiliary
 - ii. Upcoming Mr. DC 2023
- d. Mayor Cashenna A. Cross Mayoral Community Forum: "Municipalities Month" - Nov. 9, 2022. Mayors talk municipal leadership and support to the "If I Were Mayor" MML contest and more! The Glenarden Mayoral Community Forum seeks to not only encourage, but to build an advocacy for residents and citizens in need of resources. It's critical that each member of society can reach their maximum potential through greater independence, productivity and increased integration within the community. By raising community awareness on trust, we are uniting to find solutions for better inclusion by increasing awareness to not only understand but to engage citizens on how to become more aware and improve their day-to-day wellbeing.
- e. Review City of Glenarden Administrative and City Manager Job descriptions.
- f. The 1st quarter 2023 community events newsletter pending buildout.
- g. Mayoral Community outreach program: Partnership building in the coming FY23 legislative year from the Prince George's County to Annapolis.
- h. Supported Maryland-National Parks and the American Red Cross hosting blood drive.
- 2. Annapolis Legislative communication/ attendance strategy.
 - a. Often during session, municipal officials are asked to come to Annapolis to testify at bill hearings or meet with Senators and Delegates on issues affecting local municipal government. In the upcoming FY23, it is imperative to build progressive relationships and connections with the elected members at the state level to maintain an active and effective presence in the General Assembly and with the new gubernatorial staff.
- 3. Administration Projected:
 - a. Oh, Give Thanks Thanksgiving giveaway 22 Nov
 - b. Giving Tuesday 29 November American Legion Post 275
 - c. Glenarden 2nd annual Polar Express 3 Dec 2022 Municipal Center goldroom 11am-3pm
 - d. Action to hire PM for the ARPA funds spending
 - e. Actions to Hire support to the web media manager for TV and recording station manager.

- f. Audit of the city of Glenarden financial actions.
- g. Expanded Community Communication Strategy
- h. Attend and support the City Council Charter review team on the various charter reviews and edits.
- i. Administrative and directors job descriptions and personnel manual reviews now through December 2022.
- j. City of Glenarden Legal Advisor Karpinski contract review.



Office of the City Manager Report for the Period Ending November 20, 2022

Chief Regis Bryant assumed the position as Acting City Manager on October 18, 2022. I had a staff meeting with all employees from the Administrative Staff. The meeting stressed my expectations to include respect, professionalism, and teamwork.

After meeting with Administrative Staff, I decided to continue to book events for the Gold Room as we would work in partnership to ensure all events are covered.

- Walk Thru for sidewalk projection on October 19th
- Attended regular work session meeting on Monday November 7th.
- Attended the Public Hearing on November 15th.
- Worked with HR on preparing final documentation regarding Salary Survey conducted by Municipal Solutions salary and benefits.
- Visited Hamlin Street for upcoming street project.
- Spoke with Gordian about City of Glenarden Street Repaving Project
- Spoke and met with ALLREC in reference King Site Park
- Prepared updated letter for Salt pick-up Contract with the State of Maryland.
- Had a Zoom Meeting with ARPA Consultant. Waiting for proposal to present to Mayor and City Council for approval
- Had a Zoom Meeting with City Council and representatives for Meeting for the 7th Street playground
- Had a Zoom Meeting with CPJ about Police Building. Walk through on November 28th
- Employment verifications were requested for four current employees – verifications completed.
- Two Code Enforcement vehicles were picked up. Awaiting tags for one of the vehicles.
- Approved the posting for Gold Room (Special Events) Coordinator and Gold Room (Special Events) Crew
- Call A Bus paperwork was prepared for Preventive Maintenance Inspection
- Approved posting for City Manager's position on the following websites:
- Attended the Community Meeting for the 7th Street playground on November 19th.

Placed the following on the agenda for City Council Meeting

- Snow Contract
- Cable Contract
- Security Cameras Contract
- Resolution for City Police Vehicle as Surplus



NOVEMBER REPORT – GOLD ROOM

	Gold Room	WTC Community Center
Gratis	0	
Church	5	
Repast	2	
Corporate	3	
Private	1	
Total Revenue	\$2880	\$0

PUBLIC WORKS REPORT

TO: CITY OF GLENARDEN - ACTING CITY MANAGER
FROM: CHARLES SIMPSON, JR. - DIRECTOR OF PUBLIC WORKS
SUBJECT: PUBLIC WORKS REPORT FOR NOVEMBER 2022
DATE: NOVEMBER 21, 2022

PUBLIC WORKS ACTIVITY

- Public Works Staffing is as follows:
 - 4 Full-Time Maintenance Technicians
 - 2 – Maintenance Technician III
 - 1 – Maintenance Technician II
 - 1 – Maintenance Technician I
 - 1 Part-Time Laborer (works 32.5 hours per week)
 - 1 Full-Time Field Supervisor
 - 1 Full-Time Public Works Director

PW Staff work – regular work schedule:

- Daily trash pick-up and maintenance of pet stations.
- Daily building cleaning/sanitizing and maintenance for Town Hall administrative offices, Police Dept., Nutrition Center, Council Chambers, and the Gold Room.
- Grass cutting schedule for spring, summer, & fall (grass cutting stops once grass stops growing at temperatures below 50 degrees Fahrenheit)
- Leave blowing and mulching done until all leaves have fallen and have been mulched

GENERAL FLEET NOTES:

PUBLIC WORKS VEHICLES

Public Works have the following vehicles:

1. **2005 Chevy Silverado tag# 68326LG approximately 127,948 miles** – this vehicle is in poor condition and will be dead-lined once new truck purchase is completed.
2. **2018 Ford F250 tag# 09976LG approximately 26,251 miles** – this vehicle is in above average condition and require minor and nominal repairs.
3. **2019 Ford F250 tag# 13400LG approximately 17,798 miles** – this vehicle is in above average condition and require running boards to be installed.

All vehicles repairs and scheduled maintenance will be primarily performed at Prince George's County Fleet Management Division (see link)- [Fleet Management | Prince George's County, MD \(princegeorgescountymd.gov\)](https://fleetmanagement.princegeorgescountymd.gov)

EQUIPMENT STATUS AND NEW PURCHASES

- A detailed inventory of all equipment is currently being conducted and information obtained will be provided in December's report
- A new backpack blower was purchased on 11/2/2022

GOLD ROOM & EVENTS

Public Works will continue to provide support for all “Gold Room” events until qualified staffing for the Gold Room is obtained. The following are events that public works have had the opportunity to support in the month of November 2022:

1. United Healthcare Wednesday 11am – 11/2 & 11/9
2. Harvest Day Rewind 9am to 5pm 11/5 (events was primarily done outside on Town Hall grounds)
3. Ceremony and repass 10am – 4pm 11/11
4. Tatem event 1pm to 7pm 11/12
5. Council member event 11/19
6. “Oh, Give Thanks” event – 12pm (outside event until supplies last) - 11/22
7. Set for weekly Sunday church services

Gold Room carpets were also professionally cleaned on 11/3/22

CITY PROJECTS

- Hamlin street sidewalk and curb installation
 - Two proposals have been received as of 11/21/2022 once 3rd proposal is submitted will present recommendations accordingly.
 - Lanham Construction received 11/21
 - NVM Paving & Concrete received 11/19
- Reviewed and approved landscaping contract from Brightview Landscaping Services for the Glenarden’s Veteran’s Memorial site, for next level approval.
- Obtained a proposal for 8640 – 8660 McClain sidewalk repair/replacement from Lanham Construction per the request of the previous City Manager
- Oversaw tree removal by Milton Tree Services at MLK park site in preparation for playground surface and adult exercise equipment installation
- Oversaw rubberized playground surface, playground equipment, and adult exercise equipment installation by “ALL Recreations” at the MLK park site. Estimated completion date 11/22/22
- Oversaw the alley green space clean up and clearing by “Mac & Son Tree Expert” on 11/14/22
- PW cleared the alley of all trash and debris on that was cut and cleared by “Mac & Son Tree Expert”

November Report – Human Resources Specialist

Personnel Issues:

Accomplished:

- Completed separation paperwork for:
 - City Manager effective Oct. 17, 2022
 - Council Clerk effective October 21, 2022
 - Sergeant effective October 22, 2022
 - Police Officer effective October 23, 2022
- Working on preparing final documentation regarding Salary Survey conducted by Municipal Solutions salary and benefits, meeting with Acting City Manager before the end of the month.
- Employees separated from Mutual of America and State of Maryland; appropriate documentation sent to both and finance for final processing.
- Provided Chief of Police with the list of eligible candidates for the position of Police Officer. Four candidates for the position of Police Officer were selected, and background process started. A fourth was tentatively selected.
- Prepared new employee packages for officers with effective dates of November 27, 2022.
- Employment verifications were requested for four current employees – verifications completed.
- Posted both Gold Room (Special Events) Coordinator and Gold Room (Special Events) Crew Chief on the following websites:
 - MML
 - City Website
 - Indeed
 - University of Maryland Global Campus and Bowie State UniversityWill provide applications to council every two weeks, depending on number of applications received.
- Posted City Manager's position on the following websites:
 - Indeed
 - LinkedIn
 - ICMA (required a closing date, thus January 31, 2023)
 - Maryland City County Management Association (available via ICMA)
 - Washington Post (35 days max per posting, closing date December 1, 2022)
 - MML
 - City Website
 - IndeedWill provide applications to council every two weeks, depending on number of applications received.
- Provided Acting City Manager with List of Eligible Candidates for the position of Gold Room (Special Events) Crew Member.
- Responded to the State of Maryland requesting for the current medical and dental rate sheet.

- Successfully processed Open Season Changes for current employees and New Hire Enrollments documents. Documentation successfully received for processing.
- Excessive Annual Leave Memorandum distributed to all employees.
- Provided Council President/Vice President with List of Eligible Candidates for the position of Council Clerk.
- Completed on-boarding Assistant Staff Accountant.
- Successfully completed another Open Season for Health Benefits. Four employees took advantage of Open Season. All changes are effective January 1, 2023.
- Worked Gold Room event.
- Worked with Attorney on several personnel issues.
- Completed ACA Report

Projected Goals:

- Tentatively scheduling Mid-Term Review Training for supervisors, December 1st.
- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures.
- Review Public Safety position descriptions with Chief, for updating purposes.

New Hires:

- N/A.

Separation(s):

- City Manager effective Oct. 17, 2022
- Council Clerk effective October 21, 2022
- Sergeant effective October 22, 2022
- Police Officer effective October 23, 2022

Vacancy Announcement(s):

- Police Officer, closes June 30, 2023
- Gold Room (Special Events) Crew Chief, closes December 30, 2022
- Gold Room (Special Events) Coordinator, closes December 30, 2022
- City Manager, closes January 31, 2023

November Report – Administrative Assistant

Response log

1405 2 nd St. recycle wasn't picked up	Code enforcements
Resident called with pleasure pertaining to receiving a monthly newsletter. They were pleased.	Goode's Trash
Resident called with questions about fencing at her property	Media
Trash wasn't picked up at 1517 2 nd St and Glenarden Pkwy	Code Enforcement
Trash not being picked up 7900 Delwood Ave	Goode's Trash
Concerned citizen called in about an 18-Wheeler driving down a Tyrol Dr. he wanted to know if the truck was permitted to drive down that street	Goode's Trash
Homeowner called about a tree needing to be removed from in front of his home	Police Department
Hole in road at Glenarden Pkwy & Hobble Ct	DPW
Trees need to be cut at 7905 Glenarden Pkwy & Delwood Ave	DPW
Bulk trash needs to be picked up at 2919 Hobbitt Bush Ct	DPW
Trash wasn't picked up st 1414 7 th Street	Goode's Trash
Leak at the end of 4 th st	Goode's Trash
Trash and recycle wasn't picked up at 1430 9 th street	DPW (Simpson)
House on Glenarden Pkwy has debris in it and needs to be cleaned up	Goode's Trash
Wire down at 3609 Tyrol Dr	Code Enforcement
Construction truck blocking view at Glenarden pkwy and 4 th st	DPW
Citizen dropped phone in sewer and wanted to know if we could retrieve it	Code enforcement
Handicap Sign being requested in front of 3322 Hayes Street also says the liquor store located on Glenarden Pkwy & King Hwy is charging .50 to use your debit card. Carl Douglass 301-773-0376	DPW
3 rottweilers on the loose near 3606 Jeff Rd	Code Enforcement

GOLD ROOM RESERVATIONS

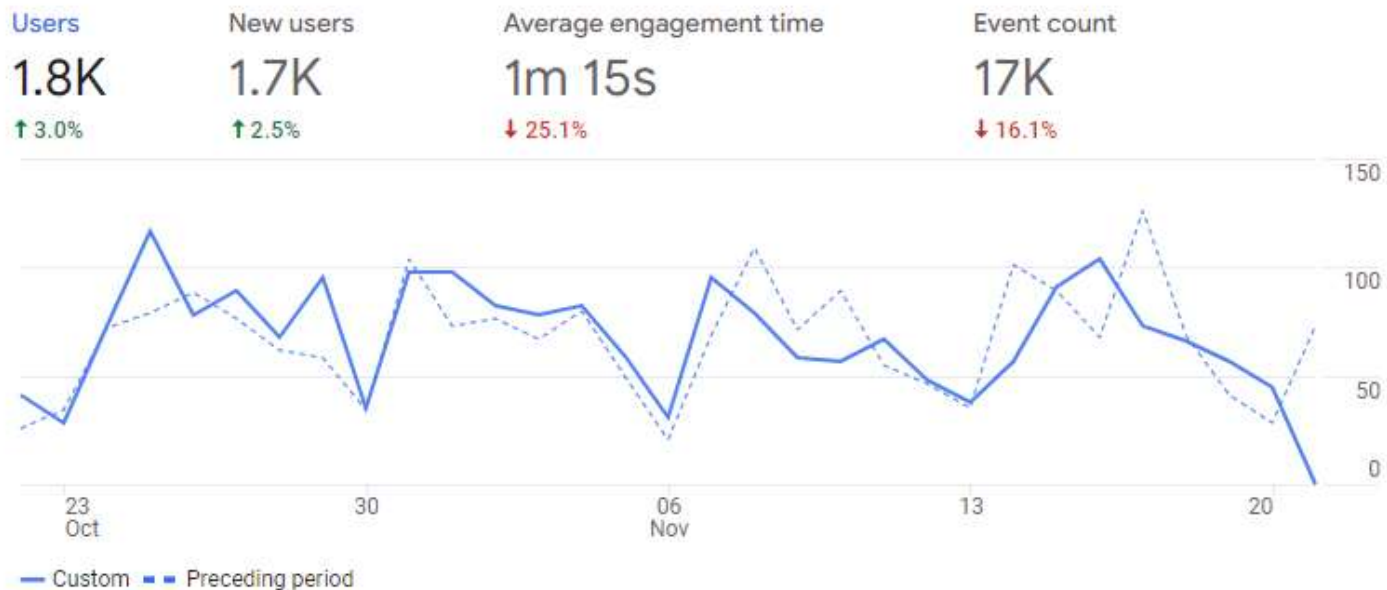
6/11/23 3-7pm	Award Ceremony
4/15/23	Dance event
10/28/22 12pm-4pm	Repast
3/2023	Alpha Phi Alpha event
10/28/22	Repast
11/05/22 afternoon	Repast
02/2023 100-120ppl	60 th Birthday Party
5/30/23	Birthday party
6/3/22	Engagement Party
6/10/23 8am-1pm	N/A
Sometime in March 2023	Birthday Party
6/10/23	Group anniversary
March 2023	Reception



November Report – Webmaster/Media Specialist

Accomplished:

City Website - Metrics (October 22 – November 21, 2022)



Social Media

YouTube – Metrics (October 22 - November 20, 2022)



Twitter – Metrics (October 22 - November 21, 2022) – based on the last 28 days w/ changes over previous period

NOV 2022 SUMMARY

Tweets

59

Tweet impressions

3,569

Profile visits

1,536

Mentions

1

New followers

3

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

Twitter (Continued)



Facebook & Instagram – Metrics (October 22 - November 21, 2022)

Facebook Page reach ⓘ



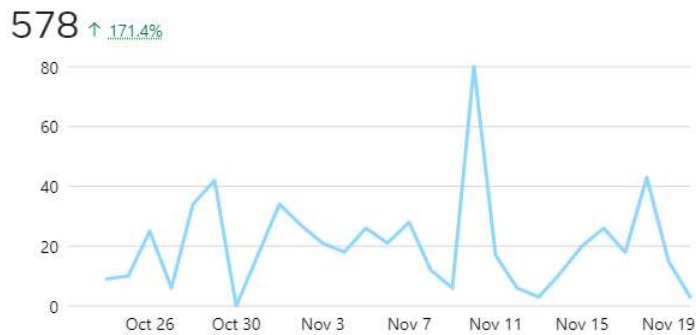
Viewership

Instagram reach ⓘ

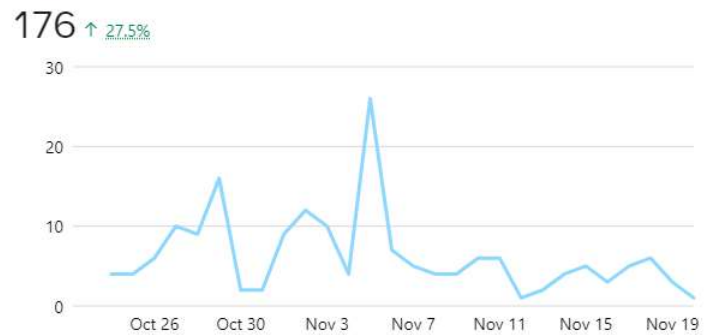


Facebook & Instagram Page Visits

Facebook Page visits ⓘ

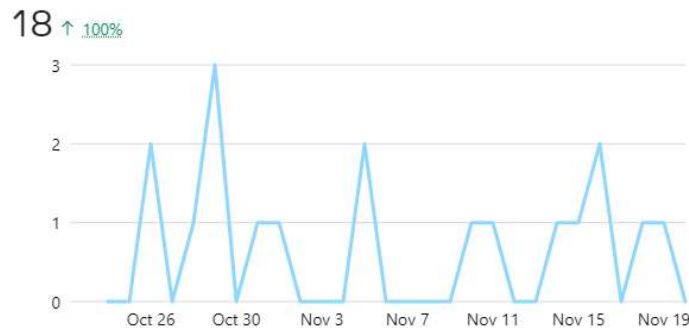


Instagram profile visits ⓘ



Facebook & Instagram Likes/Followers

Facebook Page new likes ⓘ



New Instagram followers ⓘ



- Comments – N/A

Major Key Projects Completed

- **Cable Station** – no issues reported
- **City AR Phone Lines updated reg.** City Council Meetings, Mayoral Community Forum for November 2022, City Events for November 2022
- **Meetings Posted** (on all City media platforms; pre-recording on demand located on the [Archived Council Meetings](#) webpage and [City YouTube](#), re-aired on City channels: Comcast 71 & Verizon 16) –
 - **City of Glenarden Work Session (Virtual)**
 - Monday, November 7, 2022, 7:00PM
 - **City of Glenarden Public Hearing (Hybrid)**
 - Tuesday, November 15, 2022, 7:00PM
 - **City of Glenarden Regular Meeting (Hybrid)**
 - Monday, November 21, 2022, 7:30PM

Glenarden Housing Authority Meetings:

- **Board of Commission Monthly Meeting (Virtual)** – located on meeting calendar & GHA page
 - N/A
- **City Special Events Advertised** –

Community Happenings (website, social media, and cable):

City Happenings

- **City Cancer Awareness Event** (October 29, 2022 – 11AM-4PM | Glenarden Municipal Center – Gold Room)
- **Returning Citizens' Social for Women** (October 30, 2022 – 3PM-5PM | In A Minute Cafe & Lounge)
- **City GPD Trunk or Treat** (October 29, 2022 – 1PM-4PM | Glenarden Municipal Center); flyer issued to schools & community – GPD looking for Halloween candy donations & seeking participation for trunk-or-treat vehicle decorations! (Setup time 12 noon)
- **Mayor Cashenna A. Cross Community Forum: October “What’s in a Democratic System”** (October 25, 2022 – 6:30PM | [link here](#))
- **Annual Glenarden Harvest Day Rewind** (November 5, 2022 – 11AM-3PM | Glenarden Municipal Center); flyer issued to schools & community – [register here](#)
- **Mayor Cashenna A. Cross Community Forum: November “Municipal Government Works Month”** (November 9, 2022 – 6:30PM | [link here](#))
- **Glenarden American Legion Veterans Day Service** (November 11, 2022 – 11AM | (location change) Glenarden American Legion Post #275)
- **City 7th Street Park Design Session** (Saturday, November 19, 2022 - 11AM-1PM | Gold Room)
- **OH, Give Thanks** (Tuesday, November 22, 2022 – 12PM – 4PM or until gone)
- **Giving Tuesday** (Tuesday, November 29, 2022 – 4PM - until gone | *Glenarden American Legion Post #275 – for AL members only*)
- **Upcoming City Meetings for November**
- **Glenarden Polar Express** (Saturday, December 3, 2022, | 11AM-3PM | Gold Room)

Community Happenings

- 2022 Maryland General Election
- Deeply Rooted: A Community Conversation - Maryland Emancipation Day 2022 (11/3 @ 6:30PM | Ridgeley Rosenwald School)
- PGSAO Annual Purple Bike Ride! (11/5 @ 8AM-12PM)
- College Application Night (11/10 - 6PM | Charles H. Flowers High School)
- Prince George's County Innovation Scholarship Program (deadline 11/14)
- MDOT Virtual Public Meeting - I-95/I-495 At Medical Center Drive Interchange Project (11/17 @ 6:30PM)
- Stuff A Truck Holiday Food Distribution (11/18 12PM | Ebenezer AME Church)
- Turkey Ball Skills Challenge (locations vary)
- Festival Of Lights - Bike and Lights (11/20 | 5PM)
- 2022 Virtual Snow Summit (11/30 | 6PM)
- **Public Service Announcements –**
 - City of Glenarden CodeRED Notification System
 - 2022 General Elections (notice of Glenarden Election locations)
- **Additional Postings/Notifications Advertised –**
 - **Job Postings:**
 - Assisted HR with position postings (located on website, LinkedIn, social media & cable):
 - Gold Room (Special Events) Crew Member (closes 11/30)

- Police Officer (closes 6/30)
- City Manager (closes 1/31)
- Gold Room (Special Events) Crew Chief (closes 12/30)
- Gold Room (Special Events) Coordinator (closes 12/30)
- **Additional Website Content:**
 - City calendar updates
 - City Holiday Closures & Notices: Election Day, Veterans Day & Thanksgiving Holidays
 - City Staff updates
 - City monthly reporting
 - November 2022 Community Happenings
- **Flag Status Alerts**
 - Maryland Flag will be at Half-Staff (Posted 10/31 & 11/14)
 - United States Flag and Maryland Flag Will be at Half-Staff (10/7)

Special City Advertisements

- CITY OF GLENARDEN NOTICE: Upcoming Sidewalk Construction (reminders)
 - November Office Closures
 - [Community Happenings: November 2022](#)
 - Trunk or Treat – Video Recap
 - Cancer Awareness Event - Video Recap
 - Happy Diwali posting
 - Daylight Savings Fall Back posting
 - Giving Tuesday posting

Marquee Postings:

- Trunk or Treat (10/30)
- Cancer Awareness Event (10/30)
- October Mayoral Community Forum (10/25)
- November Mayoral Community Forum (11/9)
- Election Day Office Closure
- Veterans Day Office Closure
- Glenarden American Legion Veterans Day Service (11/11)
- 7th Street Park Design Session (11/19)
- City Regular Meeting (11/21)
- OH, Give Thanks Event (11/22)
- Thanksgiving Office Closure

City Cable Channel Postings:

- City Council Meeting Notices/Meetings
- City of Glenarden Hiring (1)
- City & Community Events & Programs
- City Council Meetings Replay (see above)
- Mayoral Community Forum Replay (Oct & November 2022)
- Community Happenings: November-December 2022 (see above)

- **Additional Assignments Completed:**

- Crafted banner designs for City administrative November & December events
- Crafted City notices, reminders & postings for November – December
- Crafted flyers for November – December City events/programs
- Worked with CodeRED in finalizing custom geocoder
- Prepared Cable TV broadcast services contractual agreement for resolution

CHIEF OF POLICE REPORT

October 21, 2022- November 20, 2022

October 23rd GPD Officer was working secondary employment at the (Wegmans) located at 9001 McHugh Drive. He was alerted by the General Manager Wegman's Asset Protection Manager of a male swapping price stickers on merchandises. The suspect was seen placing several miscellaneous food items into his cart heading towards the self-checkout. The suspect scanned the merchandise without paying the correct price. The suspect pushed the cart pass all other working registers and final points of sale and exited the store. The defendant was escorted to the Asset Protection Office. A wanted person check, through Prince Georges County Police Communications yielded no current open warrants. The total of the miscellaneous items was valued at \$293.20. The defendant was placed under arrest, searched, and transported to Upper Marlboro Department of Corrections for processing.

October 24th GPD Command Staff attended the Greater Route 202 Coalition Meeting at St. Margaret of Scotland Catholic Church located at 408 Addison Road South, Capitol Heights, Maryland.

October 25th GPD Officer was proactively patrolling through Taj Lane, when he observed a green Toyota Camry bearing District of Columbia registration with a rear taillight out. He initiated a traffic stop at Petrie & Taj Lane. Upon his approach to the vehicle, he observed a male subject in the driver's seat. The driver immediately stated he has a warrant against him. A warrant check through the Prince George's County Police Communications and the return revealed that the DEFENDANT had multiple open warrants. The Defendant was issued multiple citations and transported to Upper Marlboro Department of Corrections for further processing. The vehicle was towed from the scene.

October 25th GPD Officer was dispatched to 7920 Johnson Avenue for a stolen vehicle. Upon arrival, the officer was met by a complainant who advised he was making a food delivery to the location. He advised he exited his 2003 Silver Toyota Highlander to make the delivery. An unknown male entered his running vehicle and fled an unknown direction.

October 27th GPD Officer was working secondary employment at the (Wegmans) located at 9001 McHugh Drive. He was alerted by the General Manager Wegman's Asset Protection of a male he previously barred from the location causing a disturbance inside of the location. The officer requested a warrant check on the subject through Prince George's County Police Communications. The returned revealed the subject had an active warrant. The defendant attempted to escape and was captured by the officers and transported to Upper Marlboro Department of Corrections for processing.

October 30th GPD Officer was working secondary employment at the (Wegmans) located at 9001 McHugh Drive. He received a call from the Bakery Department of disorderly customers standing behind the counter which is for employees only cursing and yelling. A male subject was observed

walking from behind the counter. The subject knocked over several pies and cakes and refused to leave the premises. The subject then pointed his finger in the Asset Protection Manager's and the Officer's face. The subject was handcuffed after a brief struggle with the Officer. Family members said he was drinking earlier at a brunch. ether incident. He was transported to Upper Marlboro Department of Corrections for processing.

November 4th GPD Officers attended Vocabulary Parade at Glenarden Woods Elementary located at 7801 Glenarden Parkway.

November 7th Officers were dispatched to a reported carjacking located at 7924 Martin Luther King Jr. Highway. Upon arrival to the scene, Officers were flagged down by a male subject at the intersection of Glenarden Parkway and Hayes Street. He stated he was chased through the apartment complex, robbed, and struck against the head with a handgun. Officers were informed that there were five black suspects all armed with handguns and left the scene in the victims "2007" gray Toyota Camry. The suspects' vehicle was a dark colored Toyota SUV. The victim was treated at the scene by the Fire Engine Company 86. A canvassed was conducted of the area to search for possible witnesses, camera footage from the surrounding residences. Prince George's County Police Detectives and Car Jacking Unit will handle the case.

November 12th GPD Officer was dispatched to (Snipes) located at 9201 Woodmore Centre Drive Suite 422 for a theft report. Once on scene, Officer met with the store employee. He showed a video of three (3) unknown males that walked into the store grab a handful of clothes, walk past all working cash registers and left the store in two different vehicles. Officers were unable to obtain vehicle tag numbers.

November 14th GPD Officer was dispatched to (Hampton Inn & Suites) located at 2901 Campus Way North, Glenarden, for a theft from auto report. Once on scene, Officer met with the complainant. He advised he and his wife got back to the hotel around 2000 hours. They were alerted by an employee at 0700 hours their vehicle's wheels missing from the vehicle. The Officer and the Manager were able to review the camera footage. They observed a black Toyota Sienna bearing a tag with an unknown state(775TKM) arrive and park next to the victim's vehicle and began removing the wheels from the victim's vehicle. Subjects left the scene making a right onto Taj Lane towards Ruby Lockhart Boulevard.

November 16th GPD Officers were dispatched to (7-Eleven) located at 8200 Martin Luther King Jr for a robbery. Once on the scene, Officers interviewed an employee, who advised a male and a female wearing all black entered the store and began removing items from the shelves and passed all points of sale trying to exit the store. He attempted to lock the doors and the suspects began assaulting him. They made good of their escape with the stolen items toward the apartment complex. The classification was changed to a Theft and a Second-Degree Assault.

November 18th GPD Officers attended the first annual Trunk Giving Event at Ardmore Elementary School located 9301 Ardwick Ardmore Road.

November 19th GPD Command Staff attended Grants Writing Conference at the Marriott 3501 University Boulevard< College Park, Md.

CODE ENFORCEMENT

New Businesses: 1
Business License Renewal: 1
Notice of Inspections 8
Vehicle Impounded: 0
Building/Sign Permits: 5
Citizens' Complaints: 10
Citations:10
Stop Work Orders:1
Tow Stickers:0
Inoperative:1
Roll Off Permit 1

ADDITIONAL NOTES:

In Ward #1: For the month of November there were 2 citations given in Ward 1 for unregistered vehicles.

In Ward #2: For the month of November there were 2 citations given in Ward 2 for commercial vehicles.

In Ward #3: For the month of November there were 6 citations given in Ward 3 for unregistered vehicles.

Stop Work Orders: 7900 Block of Glenarden Parkway

Building permits: 3600 Block of Jeff RD, 7900 Block of Fiske Ave, 7800 Block of Johnson Ave, 3200 Block of Johnson CT, 9100 Block of Glenarden Parkway & 8200 Block of Dellwood CT

Roll Off Permits: 3100 Block of Tyrol CT and 3600 Block of Cousins DR

Business License Renewal: Fleet Pride and CM3 Systems

Notice Of Inspections: The notice of inspections was due to grass and mattresses needed to be wrapped in plastic

New Businesses: There is one new business in the City of Glenarden called CM3 Systems

Operative Vehicle: On the 8500 Block of Irvin Ave

Citizens' Complaints: The citizen complaints were about their neighbors as far as making sure that their neighbors the proper permits to build and neighbors respecting one another.

Other Observations: Code Enforcement is settling neighbor disputes. Making sure that solar panel companies have the proper documentation to build on client's property.

Treasurer Report

November 2022



Accomplishments:

October 10 – November 21

1. Completed Payroll Processing for Pay Period ended 10/29, and 11/12.
2. Completed Bill Payment for weeks 10/28, 11/04, 11/11, and 11/18.
3. Continued progress in scanning and filing of current accounting documents.
4. Payments for the TDA on Retirement Account for 11/04, and 11/18.
5. Payment of TDA Charges for the period 10/2022
6. Worked on the FLAP and GLI Schedules and resolved issues with MOA.
7. Reconciled other AR & AP and prepared adjustments based on findings
8. Prepared Treasurers Report of September 2022.
9. Started preparing Treasurers Report for October 2022.
10. Completed Reconciliations for Bank Accounts.
11. Deposited funds received during the month, including Personal Property Tax.
12. Prepared Billing for Personal Property Taxes for more recent certifications.
13. Preparing for 2022 Fiscal Audit
14. Filed Homestead Tax Cap for 2023
15. Reported Tax Differential for 2023-2024
16. Assist with the preparation of the Census for Police Dept.
17. Met with Department Heads on Budget vs. Actual (BVA's) made recommendations for future spending.

Projected Goals:

thru to December 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Request reimbursement from Open Space Grant – MLK Park
4. Reconcile and pay Retirement Account and Group Life Insurance for 11/2022.
5. Resolve MOA Charges for Retirement (FLAP) accounts. – Pay up arrears in Retirement Funds for prior years.
6. Prepare Bank Reconciliation for All Bank accounts.
7. Review Accounts Receivable to ensure complete collection.
8. Reconciliation of other AR and AP.
9. Complete the Treasurer's Report for the period – 09/2022.
10. Meet with Dept. Heads for Budget Variance Report.
11. Coordinate with Code Enforcement to reconcile business licenses.
12. Input and setup AR for Business Licenses – After reconciliation of Business Licenses.
13. Archive files that need to be sent to storage – Shore Scan
14. Preparing for the FY 2022 Audit
15. Submissions for Homestead Tax Cap for 2023 and Tax Differential for 2024.