

Mayor Cashenna A. Cross and Administrative Staff Reporting

February 2022

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

From: Mayor Cashenna A. Cross

Date: Sunday, February 27th, 2022

Executive Office of the Mayor and Administration key accomplishments

City of Glenarden Administrative Report

February 2022

Agenda:

Key Highlights Rollup

- I Mayor Report (February 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:

jmccclung@cityofglenarden.org

cbarbour@ccityofglenarden.org

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Mayor Report (February 2022)

Key Highlights Rollup



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

1. Accomplished:

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

- Resolution Sidewalk Contractor selection (working with Contractors on modification inclusive of ADA Compliant sidewalks)
- Council Action taken to approve Chief of Police; Captain Regis Bryant background check ongoing towards Police Commissioner's certification; psyche eval and polygraph done.
- Resolution for the restripe of Glenarden Parkway. The parkway is severely degraded and needs centerline stripping. Increased safety and city main strip appeal.
- City of Glenarden financial credit card use policy. Waiting for the city council to approve the recommended policy from Treasure Dean Stewart.

b. The Mayor's Office has supported/fielded office calls/meetings this reporting period.

- 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 February 7, 2022.
- ii. Resident on Leslie Ave Glenarden desires to have permit approval for a personal driveway. Actions taken to discuss with Code enforcement the need to enforce the 2-car permit restriction imposed by city council to resolve street residential parking congestions.
- iii. Darrell Carrington Managing Director Carrington & Associates, LLC, City of Glenarden various departments to receive Sensys Gatso USA briefing concerning traffic enforcement /calming methods on city council availability.
- iv. PGCMA (Prince George's County Municipal Association) Chapter Meeting attendance Feb 17, 2022.
- v. Maryland Black Mayors Inc. meeting on Jan 26, and Feb 23, 2022.

- vi. Black History Month Program 2022; African History month guest speaker Kingdom Clarion Call Global network. Guest speaker - Black History Month Podcasted across the USA, Cameroon, Uganda, and South Africa broadcasting.
- vii. Wonderful essay writing opportunity for 4th graders. "If I Were Mayor, I Would..." Essay Contest - Each year, MML and the Maryland Mayors' Association invite 4th-grade students to participate in this statewide essay contest. The essay has a specific theme, annually, to help students think about ways to make their community a better place to live and work. Socialized to all elementary schools in the city and surrounding area. All essay submissions due by March 31, 2022, by midnight. However, digital entry forms must be turned in by Noon on March 31 in order to receive the Dropbox link necessary to submit student's essays.
<http://www.mdmunicipal.org/932/2021-Contest-Rules>
- viii. Socialized to CM, City Council: Municipal survey for residents from Prince George's. The goal of the survey is to collect feedback to improve the quality of life in Prince George's County. Due date March 15, 2022. Citizens, please let your voice be heard.
https://docs.google.com/forms/d/e/1FAIpQLSeXss56oO-IZcO5EB6_oL63hBoYFAO4iBHUnIA2ZMY_yISmuQ/viewform?vc=0&c=0&w=1&flr=0
- ix. Swore in 5 new police officers and City Manager Consuella Barbour. The Oath of Office was taken on Monday, February 7th, at 1600 hours. The following GPD Officers successfully took the Oath:
 - 1. Joshua Knox
 - 2. Jasmine Harris
 - 3. Arnell Thompson
 - 4. Jamar Purnell
 - 5. Troy Harrison
- c. HR action: the position of Maintenance Technician I, officially offered to Everett Jones, start date February 22, 2022. Welcome Mr. Jones.
- d. Reviewed the Web/Media Specialist RFP 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 improvement as well.

- e. In an effort to improve the quality of life in Prince George's County we are asking all Glenarden Residents to complete the Municipal Residents Survey. PLEASE COMPLETE SURVEY BY MARCH 15TH! Online or come into the Municipal Center to complete.
- f. *Every 2nd Wednesday Mayor Cashenna A. Cross will hold a Mayoral Town Hall or Mayoral Community Forum.* Mayor Cashenna A. Cross on February 9, 2022, for the Mayoral Community Forum with Dr. W. Marvin Dulaney, President of Study of African American Life and History (ASALH ®) founders of black history month, Prince George's NAACP President Linda Thornton-Thomas, and moderator Terrence Woodbury Licensed Mental Health Professional, and Creator of "TRIUMPHANT MOMENTS with T. Wood" Podcast on a discussion regarding mental health and wellness in our communities. The challenges of technology bringing a behavioral change across society as the need for "favorable feedback" escalated during COVID19 separation an enhanced intervention to decrease the stigma associated with mental HEALTH CHALLENGES IN America all our responsibilities. WE made the difference in the anecdotal pilot Mayoral Community Forum on Mental Health and Wellness in our communities.
- g. Follow on to the highly successful City of Glenarden led first-ever Rev. Dr. Martin Luther King, Jr Peace Gathering January 17, 2022 - our City of Glenarden team was once again leading the front in partnership with the district Motorcade for Voter's Registration. Event traveled by motorcades from Capitol Heights through Seat Pleasant and on to Glenarden Community Center.
- h. Mayor Cashenna A. Cross master of ceremony for community partner American Legion Post 275 – Rev. Dr. Martin Luther King, Jr Prayer Breakfast 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 Glenarden Community Center Parking lot 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 as well the first culmination of choral groups from all HBCUs in showcase 105 Voices of History. 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.

- j. Mayor Cashenna A. Cross of Glenarden selection to Prince George's County inaugural: Hope in Action Taskforce. Executive Angela Alsobrooks announced the creation of the anti-violence as a program that is community refocused and led. This program will strengthen sustainable peace efforts in our county by helping bring down violent crime through collaboration with law-enforcement and community stakeholders. The Hope in Action Anti-Violence Project /Programs consider directly impact violence reduction efforts in communities. Impact Areas: Community Wrap-Around Services, Mental Health Services for victims of gun violence and other violent crimes, Diversion and reentry services, Afterschool programming services to include tutoring and enrichment activities for elementary through high school, Job and Career Readiness services. The violence prevention task force will consist of 21 members and include county government officials, faith-based leaders, community advocates, police personnel, business leaders and county residents. This effort will identify individuals (youth and adults) at the highest risk of gun violence to coordinate individualized wrap-around resources.
- k. Many repairs yet to be taken across the city. Citizens are encouraged to contact 301-773-2100 and report dilapidate street or other hazardous 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. The next major effort to present to city council restriping Glenarden Parkway.
- l. Mayoral Community outreach program clothe Prince George's has provided ~50lbs of clothing and household goods in partnership with the Maryland Park Police through the American Legion Post 275's clothing Donation Station. 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.
- m. The Freedom to Vote Act was acknowledged in the Peace Parade/motorcade 21 February 2022 from Capital Height through Seat Pleasant and culminating in the City of Glenarden. Vendors supporting- Mental Health and Wellness in our Communities were present who provided much needed resources. Mayor Cross lead the Program and talent provided by Capital height including a commemorative mural capturing the mayor and executives across the county. Mural to be hung in Capitol Heights incase in glass. As the City of Glenarden builds a Historical site/facility, we welcome the piece as community to

community traveling art. The overall event was attended by executives from across the state including Governor and lieutenant Governor candidates, and over 75 vehicles. Vegan free food truck and coca cola sponsored beverages. The Glenarden Community Center and Maryland Park police, as well police across the three named cities provided escort, facility, and security.

- n. Work has already begun on the 2023-2024 Budget and administrative offices are reassessing as well adding clear descriptive value/fidelity to the April-June budget discussion planning window.

2. Administration Legislation.

- i. Governor Hogan's mask requirement ending in Maryland state buildings however, mask mandate preserves for the city of Glenarden in accordance

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

with Prince George's Guidelines. Prince George's County extends indoor mask mandate until March 9, 2022.

- ii. *Reference R-69-2021 previously submitted*; a Resolution to award a sidewalk contract -ADA sidewalks contract modification. Administration is waiting on City Council to approve resolution to task out to the select contractor to get the work appropriately scheduled. The administration has sought three proposals 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. 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)*

- iii. ARPA funds citizen's survey have hit the streets-City manager to shepherd. City of Glenarden's first report is due by April 2022 to show the city has made movement. Survey to hit the website, social media, and door to door.

3. Projected:

- a. Glenarden is proud to provide a platform to recognize and honor Women Mayors throughout the Prince Georges County. Please hold the date Monday March 21, 2022 (6:30-8:30 pm) Glenarden Goldroom to participate in the 1st Salute to present, honor and hear the voices of women leaders who are the root of leadership in our Prince Georges Communities. We are very appreciative to Ms. Ross, Prince Georges County Municipalities Liaison, that has assisted our team to connect with the women Mayors and County Executive Angela Alsobrooks who will be in attendance.
- b. Save the date: March 30th, 2022 - Glenarden Incorporation Celebration from March 30, 1939, to present (Gold Room – 7PM-8:30PM) candlelight vigil and recognition of community pioneers.
- c. April 6th - City of Glenarden Autism Awareness Community Outreach Day April is National Autism Awareness Month in replacement of the 2nd Wednesday Mayoral Forum this ZOOM launched event will take place, so save the date to turn into to this amazing program to kick off Autism Awareness month.
- d. Call for the 2nd quarterly community events calendar and postcard has been made (citizens all community events are welcomed) - 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 and 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.
- e. Expanded Community Communication Strategy:

- i. Hire new television station Manager.
 - ii. Partnership with county radio and television personalities to build up the City of Glenarden television studio to a studio for hire/rent status. Additional potential revenue to the City of Glenarden.
- f. 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.
- g. Foundation the FY23-24 budget submission due February - June 2022 with City Manager and Treasurer.
- h. Due 1st week in March the 2nd Quarter Postcard event submissions send to mward@cityofglenarden.org.
- i. "Sustainable Maryland" Community through the University of Maryland Sustainable Maryland Program. This is the "green" program that I'd like to have community garden built which will allow us to have this designation and recognition as a city as early as at the summer MML if the city council will support. Community Garden request need a Councilmember to sponsor: Resolution to support priority for planning and defining location for one community garden greenhouse holds nearly an acre of vegetation is being proposed as a key aspect of the city's sustainable living strategy. As part of the Healthy living initiative and a sustainable Maryland qualifier.
- j. City of Glenarden Mayor Cross is co-sponsoring Blood Drive March 30, 2022, Glenarden Community Center with Maryland Park Police and American Red Cross. The Red Cross is experiencing the worst blood shortage in over a decade. The dangerously low blood supply levels have forced some hospitals to defer patients from major surgery, including organ transplants. Your donation is desperately needed. MNCPPC: MLK Day of Service: Blood Drive Location: Glenarden Community Center (8615 McLain Avenue, Glenarden, MD 20706) Time: 1PM-6PM <https://www.redcrossblood.org/give.html/donation-time> search under zip code 20706; then look for Glenarden Community center to register.
- k. The Mayor's Office to hold the projected external office calls includes:
 - i. 2022 Maryland Mayors Winter Conference. This annual event provides the best opportunity for Maryland's mayors to come together for workshops, round tables, and dialogue with key State officials. March 31-April 1, 2022, Annapolis.

- ii. Speaking engagement with WEModel USA nonprofit charity event- CNN will cover the event combatting Human Trafficking.
- iii. Department of Permitting, Inspections and Enforcement (DPIE) Director Melinda M. Bolling formal meet and greet.
- iv. Mr. DC participants expansion into Prince George's. Mayor Cashenna Cross selected as Resource Director responsible to ensure the participants are prepared and represent the office well across the DMV collectively. March 17 – 3pm next meeting. The culminative event will be Sunday, December 11, 2022, from 12:00 pm - 6:00 pm. MGM National Harbor Grand Ballroom. Mr. DC 2022 Advisory Committee: Mayor Cashenna Cross, Mr. Paul Milde, Ms. Tiffani Clegg, Shivali Garg, CPA & GTV Networks Fox 5 Plus. Dr. Gloria Crosslin, TV Host/Civil Rights/Author/Ms. Virginia World 60's title holder 2022 & Chairwoman for Mr. DC 2022.
- v. Glenarden Community Center and Maryland Park and Planning on establishment of a Community Garden. Cooperative with the Mayor and community of Glenarden Md on Glenarden Community Center property.

4. Local Spotlight:

- a. Impacts on our local community | State Board of Education provided additional flexibility to school districts in making decisions about mask mandates. Decision to relax mask mandate is following a layered approach to mitigate the spread of COVID-19, includes enhanced cleaning and sanitization protocols, free vaccinations, free weekly testing for unvaccinated employees, and random student testing. Kids have been provided free KN95 masks and take-home COVID test kits.
- b. Prince George's County Public Schools. Board of Education, District 4.
shayla.adamsstafford@pgcps.org update:
 - i. Concerns regarding Glenarden Woods and Judge Sylvania Woods. Board member Adams Stafford is working with colleague, Board Member Curtis Valentine to launch a work group which will explore equity in our specialty programs and schools throughout the county.
 - ii. Check on the status of the roof replacement at Judge Sylvania Woods. The roof won't be replaced for another 7 years; it's on a 30-year cycle however Board member will follow up with Dr. Goldson regarding the status of various work orders.

- iii. Concerns around Students needing extracurricular activities after school and during the summertime. Delegate Nick Charles is working on some legislation right now in Annapolis that would expand our offerings at local community centers.
5. County and State-level Spotlight(s): highlights from MDGA this Legislative Session bills. Senate Recessed until Monday, February 28, 2022, at 4:00 PM; House Recessed until Tuesday, March 1, 2022, at 10:00 AM
- a. FY 2024 sunset provision and reinstate full funding of Highway User Revenues will begin hearings the second week of March. Senate Bill 726, sponsored by Senator Cory McCray, will be heard in person in the Senate Budget & Taxation Committee on March 9. It cross-files, House Bill 1187, sponsored by Delegate Carl Anderton, will be heard via Zoom the next day, March 10, 2022.
 - b. HB1: Legalize Cannabis Via Ballot Referendum - the people of Maryland have decided that the criminalization of cannabis is wrong, it is an example of outdated thinking, and it has cost too many people too much to continue any longer. It is imperative that any legal framework for cannabis includes reparative justice, social equity, and proportionate community reinvestment.
 - c. SB528: Reduce Greenhouse Gas Emissions - Combating climate change should be a top priority in Maryland, requires the State to develop plans for a further 20 percent reduction in greenhouse gas emissions from 2006 levels by 2030 and achieve net-zero by 2045.
 - d. HB10/SB61: Justly Transition MTA workers to Zero-Emission Buses -During the 2021 regular General Assembly Session the Legislature took decisive action to require that the Maryland Transit Administration (MTA) transition to zero-emission buses. This bill works to ensure a just transition for employees accustomed to operating and maintaining diesel buses and associated infrastructure.
 - e. HB425/SB387: Ban Ghost Guns - unserialized firearms are increasingly available, and more frequently used in criminal activity. It is crucial that this bill is enacted into law to help keep these essentially untraceable and uncontrollable weapons off the streets.
 - f. HB8/SB275: Pass Paid Family and Medical Leave - This bill is vitally important to ensure that workers can care for themselves and loved ones in times of illness without jeopardizing their financial security or employment.
 - g. HB386/SB310; HB409/SB403; HB552/SB553: Support our Small Businesses:

- i. HB386/SB310 - This bill would extend the eligible uses of the Small, Minority, and Women-Owned Businesses Account (SMWOBA) to include grants to businesses and nonprofit organizations in areas where a local state of emergency has been declared, providing a needed boost to struggling organizations.
 - ii. HB409/SB403 - This bill eliminates annual filing fees that all business entities are required to pay to maintain their “Good Standing” status with the state that allows them to operate.
 - iii. HB552/SB553 - Small businesses often operate on small margins, making consistent cash flow critical to their success. This bill aids in that regard by requiring payment of undisputed retainage upon substantial completion of a project.
- h. House bill introduced February 25, 2022, HB 1466 Delegate R. Jones real property – gates or barriers on shared private roads or driveways – requirements. Prohibiting the installation or maintenance of a gate or other barrier on a shared private road or driveway without the permission of a property owner whose access to their property will be restricted by the gate or barrier. EFFECTIVE OCTOBER 1, 2022, RP, § 14-133 – added Assigned to: House Rules and Executive Nomination



CITY MANAGER REPORT

Office of the City Manager Report for Period Ending February 18, 2022

- a. Attended regular work session meeting on Monday February 7th.
- b. Attended the regular council meeting on Monday, February 14, 2022.
- c. Met with staff at on Tuesday, February 15th.
- d. Met with police staff at swearing in on February 7th.
- e. Met with Treasurer to plan/coordinate budget.
- f. Met with HR to discuss personnel issues.
- g. Attended virtual meetings with Electric Vehicle Institute, BGE, Bill.com, Greenlots
- 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 meeting with finance staff.
- n. Met with Lawrence Winston, Joyce Butler, Dennis Smith, Carolyn Smallwood
- o. Conducted Code Enforcement Officer (Parttime) interviews.
- p. Attended Special Meetings on January 25th.
- q. Conducted Maintenance Tech Interviews.
- r. Reviewed bi-weekly reports.
- s. Conducted research on electric vehicles and buses with a county representative.
- t. Attended municipal check-in call with the county.
- u. Did playground research to get new quotes.
- v. Coordinated March 7th giveaway of COVID 19 test kits, mask and hand sanitizer.
- w. Coordinated request of COVID 19 masks.
- x. Attended BRIC meeting with County.
- y. Meeting with representatives of the rec center.
- z. Went through files in the office.



Acting Chief of Police Report

- ❖ Jan. 22nd - The two new GPO officers BKGD, Investigation and Firearms Training has been approved and certified by the training commission.
- ❖ Jan. 22nd - PFC Harris gave notification of his return to work from his knee surgery which occurred on November 30, 2021.
- ❖ Jan. 22nd - GPD officers were patrolling in the area of Hamlin Street and Zeek Lane when they observed a male and female in a vehicle smoking CDS (marijuana). Further investigation revealed that they weren't Glenarden residents and were sent on their way.
- ❖ Jan. 24th - Newly hired GPD Officers Jamar Purnell and Troy Harrison started their employment with the city and will begin their (80) hours of FTO training with Sergeants Richardson and Shelby next week. 1
- ❖ Jan. 25th - Sent MPCTC (Training Commission) mandated report, officer involved incidents and discipline stats.
- ❖ Jan. 26th - Sent e-mail to the Mayor, City Manager and HR, advising of the release of GPD Officer Jenifer from his police officer position.
- ❖ Jan. 30th - GPD officers responded to the 7900 block of Grant Drive for the report of a robbery involving five juvenile males, an Apple watch was taken.
- ❖ Jan. 30th - GPD officers responded to a stolen vehicle (Honda Accord) by these same juveniles that were riding in a stolen vehicle. The Honda was recovered in DC and no arrest was made.
- ❖ Jan. 31st - GPD officers responded to the 3600 block of Cousins Drive for a death report. PG Fire/EMS was already on the scene and had pronounced the deceased at 1229 hours, natural death.
- ❖ Feb. 1st - GPD officers were dispatched to assist PG Sheriff Deputies in serving an arrest warrant in the 9200 block of Beth Avenue. The person inside this resident didn't come to the door and no arrest was made.
- ❖ Feb. 1st - I met with the City Manager and the HR Manager to explain and provide them with copies of the MPCTC Code of Maryland Regulations (COMAR) Regulations (BKGD) and MPCTC Comparative Compliance Program Rules and Regulations.

- ❖ Feb. 2nd - I and Lt. Robinson attended a joint press conference in DC on juvenile carjackings hosted by Mayor Bowser and PG County Executive Alsobrooks, MPD Chief Contee and PGPD Chief Aziz and their command staff was in attendance.
- ❖ Feb. 2nd - I also sent Mayor Cross the same MPCTC information that was provided to the City Manager and Mrs. Shoultz.
- ❖ Feb. 3rd - The daily crime report PGPD arrested three juveniles, two males and one female that were involved in the robbery in the 7900 block of Grant Avenue and the stolen Honda Accord from the 7800 block of Fiske Avenue.
- ❖ Feb. 3rd - I and the GPD evening shift officers stopped by the Gold Room during the Mayor's movie night and met with GPD Police Chaplain (Terry), and she spoke with officers and gave them copies of her book.
- ❖ Feb. 7th - The swearing in ceremony for the City Manager and GPD Officers (Knox, J. Harris, Thompson, Purnell and Harrison) was held in the Nutritional Center and Mayor Cross exercised the oath of office.
- ❖ Feb. 8th - GPD officers were dispatched to the 9400 block of Smithview Place for the report of a stolen vehicle. Upon further investigation, speaking with the victim, he advised officers that his vehicle was left unlocked, and his jacket which had his car key in the pocket was left in the vehicle.
- ❖ Feb. 11th - Several new GPD officers received speed camera training which consisted of reviewing and approving citations. This class was conducted by Michael Phelan Optotrafic is now part of Altumint. Deep Visual Intelligence for an Optimized World. Technology that transforms traffic enforcement, public and private safety, and business operations.
- ❖ Feb. 12th - Officer Sims was patrolling in the 7900 block of Johnson Avenue when his LPR (License Plate Reader) alerted, indicating a stolen vehicle with Maryland tag 8AC1801 displayed on a black Honda Avalanche was parked near 7919 Johnson Avenue. Officer Sims confirmed the information through PGPD Communications, and he, recovered the vehicle.



Treasurer December Report

Accomplishments:

Jan 25 – Feb 18

1. Completed Payroll Processing for Pay Period ended 01/28 and 02/11.
2. Completed Bill Payment for weeks 01/28, 02/04, and 02/11.
3. Continued progress in scanning and filing accounting documents.
4. Completed Review for FY 2021 Audited Financial Reports.
5. Payments for the TDA on Retirement Account through 01/28 and 02/11.
6. Review FY2023 Budget Template with Cable and Police Department
7. Completes and mailed out Form 1099 for 2021
8. Prepared Reimbursement for MLK Outdoor Grant (Period 07/2021 – 12/2021)
9. Prepared, booked, and distributed mailing for Personal Property Tax, including PPTax-Utilities
10. Prepared Treasurers Report for 12/2021

Projected Goals:

thru to Mar 10, 2022

1. Final Filing of the audited reports for the FY21.
2. Complete the Payroll Processes for the next pay periods.
3. Complete bill payment for the coming weeks.
4. Continue review of Budget templates and continue analysis for FY 2023 Budget
5. Reconcile and pay Retirement Account and Group Life Insurance through 02/2022.
6. Resolve MOA Charges for Retirement accounts.
7. Completed Bank Reconciliation for All Bank accounts.
8. Review Accounts Receivable to ensure complete collection.
9. Reconciliation of other AR and AP
10. Complete the Treasurer's Report for the period – 01/2021.
11. Restart working with Department heads as it relates to their department BVA's.
12. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
13. Input and setup AR for Business Licenses



Human Resources December Report

February 18th, 2022

Personnel Issues:

Accomplished:

- Assisted the City Manager with the completion of the American Rescue Plan Act (ARPA) Project Manager position description. Waiting for Council approval prior to advertising.
- Drafted vacancy announcement for the American Rescue Plan Act (ARPA) Project Manager, and shared with the City Manager for comments, once approved by Council will advertise, if instructed.
- Assisted the City Manager with updating the Telework Policy.
- Coordinated with Prince Georges County to employ 6 students from the Summer Youth Enrichment Program.
- Reference check, drug screening, fingerprints, and NCIC completed on the candidate selected for the position of Maintenance Technician I. Information provided and approved by Acting Chief Jackson on February 17, 2022.
- Reference check, drug screening, fingerprints, and NCIC completed on the candidate selected for the position of Gold Room Coordinator. Information provided and approved by Acting Chief Jackson on February 17, 2022. Effective date will be established upon approval by Council.

New Hires:

Everett Jones, Maintenance Technician I -- effective 2/22/2022

Dayan Stewart, City Treasurer – effective 2/22/2022

Jessica Robinson, Gold Room Coordinator – effective 2/24/2022

Separations:

Jerry Thomas, Code Enforcement Officer – effective 2/25/2022



2022 CODE ENFORCEMENT DECEMBER SUMMARY

New Businesses 1

Business License Renewal 0

Notice of Inspections 5

Vehicle Impounded 0

Building/Sign Permits 3

Citizens' Complaints 2

Citations 12

Stop Work Orders 4

Tow Stickers 1

Inoperative 3

Roll Off Permit 2

ADDITIONAL NOTES:

8600 block of McLain Ave/ New Business

UPDATE: Code Enforcement received a concern from the city manager that there might be a daycare operating without a business license from the city. Officer Bennett went to investigate the concerns of the city manager. The resident received the documentation that's required from the city.

8600 block of Johnson Ave. / City property

Officer Bennett received a complaint from a resident about their neighbor burning wood on their own property. Officer Bennett notified the neighbor that's burning wood along with approval from Officer Thomas that's its fine to burn wood inside their own grill. Due to the fact it is contained.

8600 block of Leslie Ave/ Public Nuisance

While Officer Bennett was on patrol officer Bennett observed branches in someone's front yard on the 8600 block of Leslie Ave. The Homeowner was given a notice of inspection and a schedule the different pick up days that transpires in the City of Gleneden

3300 block of Hayes St/ Public Nuisance

Officer Bennett was on patrol officer Bennett observed construction materials in someone's front yard along with construction supplies and an unfinished project they decided to get rid of as well. The homeowner was given a notice of inspection to remove the materials in the front yard.

7900 block of Grant Dr/ Public Nuisance

While on patrol officer Thomas heard a rooster on the 7900 block of Grant Dr. Officer Thomas and Officer Bennett addressed the issue to the homeowner on how it's in the ordinance that no farm animals are allowed in the City Of Glenarden. The Homeowner was given a Notice of inspection.

3600 block of Jeff RD/ Public Nuisance

Officer Bennett received a complaint from a resident about their neighbor putting trash on their property. Officer Bennett was shown where the trash could have possibly came from based of his observations. Officer Bennett talked to the neighbor that could had possibly had put trashed in this neighbor's yard and it could had possibly accumulated over time. Officer Bennett issued a notice of inspection to the neighbor as well.

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 t~at 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.

Code Enforcement OFFICER BENNETT



Public Works December 2022 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

Erect Stop sign on Tyrol Street

Erect street sign on Beth A venue and Cousins Drive

Solicited three bids for Street Strips for Glenarden Parkway, Brightseat Road up to Jeff Road

Scrubbed lower-level bathroom floors

Installed new light fixtures in Public Works Garage

Cleaned up Community Center and Police Department

Projected Goals:

Coordinate a Welcome Sign for Ward III (Woodmore)

Coordinate OSHA and Landscape classes for Public Works Staff

Permission to purchase work laptop

Coordinate the acquisition of the new Public Works Truck (Pending)

Coordinate repair of Public Works garage door glass (Pending)



Gold Room December Report

Items

- Storage room (Storage room in the back hallway) may we use it for storage of chairs again?
- Waiting on a Storage or disposal solution to order new chairs and remove the old chairs.
- Removal of the old freezer, old chairs, and refrigerator needed.
- 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 part-time employees.

Events

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



Webmaster/Media Specialist December Report

Accomplished:

- Posted State, County, Municipal and Community Partner Outreach content on all City media platforms
 - Added January 2022 City Reports to website for Council Work Session for Feb. 7th
 - Added Council Meeting information/recordings on City website & YouTube page
 - Updated cable station content: City, County & community partner updates/announcements, City Council meetings
- Uploaded City Meeting & Holiday closure content to marquee
- Removal of January 2022 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 February 2022
- Submitted requests for viewer metrics report with Elizabeth, Nielsen Client Service Rep for PEG Access Channel; Nielsen does not measure numbers for PEG Access channels
- Advertised, aired & re-aired The State of Glenarden Mayoral Address, MLK Community Gathering, MNCPPC Blood Drive & Community Forklift Promo on all City social media platforms and City cable channel
- Conducted follow-up on NS domain renewal payment refund; check sent out for mailing on 2/8
- Crafted flyer, bio pages, banners, advertisements, event registration & scheduled livestreaming on City media platforms for Mayor Cross February 9th Mayoral Community Forum: Mental Health & Wellness in our Communities
- Prepared cable station for Black History Month programming received from PG County CTV, 105 Voices of History National HBCU Concert Choir and Association for the Study of African American
- Life and History (ASALH) day & evening programming Included Mayoral Community Forum: Mental Health & Wellness in our Communities (2/10)
- January 31st & February 1st – attended meeting with potential contractors regarding cable station overview and RFP
- February 1st – attended meeting with Facility Director of Glenarden Community Center for general introduction and brief discussion of upcoming City events/programs
- February 3rd – met with Verizon service technician regarding cable station phone service; technician stated there are 2 phone lines connected and a new phone will be needed for replacement device; order pending arrival and installation date
- February 8th – meeting with Council regarding livestream integration with Council Zoom account to livestream Council meetings on the cable station; confirmed connection and awaiting feedback on usable connectivity through Smart Communities live channel
 - February 17th – tested and need to troubleshoot connectivity to channel - additional configuration of streaming required, pending
- February 8th – meeting with Jordan, Executive Assistant regarding testing/setup of Feb 9th Mayoral Community Forum; connectivity and functionality through Zoom for livestreaming on City YouTube; forum streamed appropriately
- February 11th – attended meeting with Mayor Cross to discuss budgeted items for FY23 and discuss incoming RFP bid submissions, pending

- February 14th – submitted information for new City website launch - previous website converted seamlessly; additional updates and information uploaded to new website
- February 14th – emailed follow-up to City departments and community partners on content for April-June 2022 quarterly postcard; pending additional submissions
- February 15th – attended department head staff meeting
- Requested monthly/annual quotes from current and potential vendors for FY23 budget; complied documentation and worked on items for inclusion into budget
 - Prepared and completed budget spreadsheet for department for City Manager and City Treasurer

Projected Goals:

- Continue building/uploading content on new City website
- Continue building/uploading content on the new community channel system
- 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
- To finalize RFP selection for Cable Station Manager
- Arrange American Legion Radio Club team regarding installation of ARC identifying radio for use and availability, pending response
- Continuance of in-progress projects to completion