

# Mayor Cashenna A. Cross and Administrative Staff Reporting

July 2022

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

From: Mayor Cashenna A. Cross

Date: Friday, July 29th, 2022

Executive Office of the Mayor and Administration key accomplishments.

City of Glenarden Administrative Report  
July 2022

Agenda:

- I Mayor Report: Key Highlights Rollup
- II City Manager Report
- III Chief of Police Report
- IV Treasurer 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](mailto:jmccclung@cityofglenarden.org)

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

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

# Mayor Report (July 2022)

## Key Highlights Rollup



Mayor Cashenna A. Cross Report (June 27, 2022 - July 27, 2022)

1. Accomplished:

a. Resolutions/Council Actions:

- i. Resolutions for the Ethic Commission completed; x2 sworn in (Paul Braxton, Yvonne White); There are three remaining members which we will be extending their volunteer service with updates to their resolutions.
- ii. Follow up: Resolution for the Youth Advisory Committee x1 (Roland Mincey) resume submitted Mon, Jun 6 at 8:26 PM. Mr. Roland Mincey youth advisory commission candidate waiting on background check and fingerprinting. Resolution on hold.
- iii. Resolutions for appointments to Glenarden Housing Authority x3 (Daryl Fields, JaRel Clay, Dinah Price) completed all have been sworn in
- iv. Requested City Council support to GHA resident: In accordance with Ordinance O-23-2005 gives the City the right to examine the books and any records and audit the authority. (Action taken and completed no anomalies noted.)
- v. Requesting city council to support: Follow-up on actions necessary for traffic Calming measures, Ordinance on Traffic regulation, Sensys Gatsco has per city council request, provided success metrics relative to other jurisdictions over a month ago.
- vi. Signed paperwork to support the 7<sup>th</sup> street park playground project resolution passed in 2021. DHCD grant application for 7<sup>th</sup> street park playground.
- vii. Reviewed proposed 3-month extension for trash services from CGI Residential (GOODE).

- b. FY23 Budget reviews; ongoing with the city council and citizens. Thank you for your feedback, Glenarden. The City of Glenarden did not choose to maintain the current tax rate of \$0.3481 per \$100 of assessment, real property tax revenues will increase by 4.3% resulting in \$117,306 of new real property tax revenues. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.3338, the constant yield tax rate. Residents elected

taxes will remain at \$0.3338. Over the course of FY23 the administration will be evaluating the growth strategy across the county and increases due to management projects. The city proposes employee pay increases not to exceed 5.0% based on the most recent metrics received from the employee salary-base survey HR action.

- c. The Mayor's Office has supported/fielded 5 office calls/meetings.
  - i. Mayor Cashenna A. Cross on recommendation from Ms. Virginia World over 60, Dr. Gloria Crosslin receives the Presidential Lifetime Achievement Award in Volunteer Service on live recording Fox 5 to air September of this year, 2022 what a supremely high honor! You never know who's watching your walk so make God's work a priority in blessing the lives of other-serve not be served- over 5000 community service hours over 1500 served, 500 lbs of food distributed, 300 lbs of clothing and community outreach addressing mental health and wellness in our communities from 2021 -2022 to AmeriCorps and the office of the President of the United States of America. Mayor Cashenna A Cross Glenarden Maryland was awarded the Presidential Lifetime Achievement Award for Volunteer Service Medal with Presidential lapel pin and coin. Citation signed by President Joseph R. Biden, Jr. in recognition of decades of dedication, innovation, careful work, and diplomacy in Community Leadership and Humanitarian work.
  - ii. Prince George's Hope in Action Task Force and the Hope Collective. Mayor Cross serves on the Hope in Action Task Force selected by County Executive Alsobrooks to address the ongoing disenfranchisement of our youth and breaking down of the community unity. Mayor Cross selected by community assessment members and program lead Rev Tony Lee as Chair of the Community Assessment Committee, while also developing short and long-term strategies to prevent violence. The Hope Coalition, and Violence Interrupters will additionally be supporting the Aug 27 Back to School Bash Transitional Youth Extravaganza at the Glenarden Community Center.  
<https://www.princegeorgescountymd.gov/4308/Hope-in-Action>
  - iii. Maryland Black Mayors Inc. Maryland Black Mayors Inc.'s Zoom Meeting July 27. The MBM executive staff and members voted unanimously to support the Aug 27<sup>th</sup>, 2022, Back to School Extravaganza. Work ongoing

to secure access for our cities to various Pilot Programs – Planning Grants and Capital Construction Grants.

- iv. Attending office call with Principal Barber and Phi T. Thach Community School Coordinator, Judge Sylvania Woods Elementary to meet with in-person to discuss the needs in the community as JSWE are preparing for the school year 2023: mental health support for families, connection to additional community partners and supporting upcoming events to prepare for SY23 with personally tailored community workshops.
- v. Email exchange with Mr. Lawrence Winston on the evolution of the Glenarden Historical Society.

d. Mayoral Proclamation Actions:

- i. Upcoming Captain Wayne Jackson (to be delivered during NNN (GPD) time served as Acting Chief of Police
  - ii. Upcoming Aug 2022: Glenarden Community Center - Maryland Park and Planning (Aug 27, 2022) Back to School Extravaganza
- e. The Summer Youth Employment Program (SYEP) Mayoral sit down with each student to talk resume edits and letters of reference. End of summer work party.
- f. Mayor Cashenna A. Cross Mayoral Community Forum: July "National Culinary Arts Month" | July 27, 2022 – 6:30PM-7:30PM promoting healthy eating and living awareness with some of our local professional cooks, chefs and entrepreneurs who contribute to preparing innovative dishes and cuisine. View livestream here: [https://youtu.be/Sb6k\\_Ngdx3w](https://youtu.be/Sb6k_Ngdx3w)
- g. Review City of Glenarden Administrative employee feedbacks.
- h. The 3<sup>rd</sup> quarterly community events newsletter pending budget passing.
- i. Mayoral Community outreach program: Partnership building in the coming FY23 legislative year from the Prince George's County to Annapolis.
- j. Supported Maryland-National Capital Police Prince George's County Division and the American Red Cross hosting blood drive. Site: Glenarden Community Center. Wednesday, September 7, 2022, Glenarden Community Center 8615 McLain Avenue Glenarden, MD 20706 TIMES: 01:00 PM - 06:00 PM

[https://www.redcrossblood.org/give.html/drive-results?zipSponsor=Glenarden&cid=siebel&med=email&source=bdc\\_email&utm\\_source=siebel&utm\\_medium=email&utm\\_campaign=bdc\\_email](https://www.redcrossblood.org/give.html/drive-results?zipSponsor=Glenarden&cid=siebel&med=email&source=bdc_email&utm_source=siebel&utm_medium=email&utm_campaign=bdc_email)

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 administration. Citizens are respected by this administration and look forward to building citizen legislative forums in FY23 to host discuss and thrive community forums as an extension to the Mayoral Community Forums. The goal is to increase community –wide knowledge of actions happening in Annapolis and on Capitol Hill impacting the City of Glenarden.
  - b. DHCD Project Restore FY23: The Maryland Department of Housing and Community Development, through Project Restore, is providing financial support to Maryland’s existing or new businesses to help incentivize commercial investment in vacant retail and commercial properties.  
<https://onestop.md.gov/forms/dhcd-project-restore-fy23-6297ba1eb0bf73019eeb8143>
    - i. Project Restore provides two grant opportunities for businesses, including nonprofits, which are expanding, moving to, or opening in a property that was previously vacant for at least six months:
      1. Property Assistance Grant: Provides up to \$30,000 for one year to support costs associated with rent, mortgage payment or property improvements as applicable.
      2. Business Operations Grant: For businesses that generate sales and use tax, provides up to \$250,000 per calendar year to support capital (property improvements, equipment, etc.) and operating (staff salaries, marketing, inventory, etc.) costs associated with business operations in the vacant property.
3. Administration Projected:
- a. Expanded Community Communication Strategy:
    - i. Hire new television station Manager.
    - ii. Updates, upgrades to the television station green room.
  - b. New Hire Director Public Works.
  - c. Attend and support the City Council Charter review team on the various charter reviews and edits.
  - d. Execute passed City Budget.
  - e. Execute ARPA Legislation resolutions.



## **Office of the City Manager Report**

**for Period Ending July 21, 2022**

- a. Attended meeting on Tuesday June 21<sup>st</sup>.
- b. Reviewed Architectural and Engineering firm Request for Proposals
- c. Met with Gordian company about Ward 3 streets- walked streets with Public Works started job order costing
- d. Reviewed quotes for building security cameras
- e. Talked with potential city attorney about services
- f. Did four interviews for Administrative Assistant position
- g. Attended meeting on June 23<sup>rd</sup>
- h. Opened Audit services RFPs on June 24<sup>th</sup>
- i. Meeting with staff to discuss Architectural and Engineering firm Request for Proposals
- j. Worked on Trash contract resolution
- k. Held Personnel meeting
- l. Reviewed Audit RFPs
- m. Prepared resolutions for Architectural and Engineering firm Request for Proposals
- n. Contacted All Recreation about MLK park equipment – Due in September, work to commence then.
- o. Followed up on DHCD grant application for 7th street park playground
- p. Handled Personnel matters
- q. Conferred with Council Clerk about meetings and emergency resolutions
- r. Attended June 30<sup>th</sup> meeting
- s. Worked Gold Room events on 7-10, 7-11, 7-14, 7-16
- t. Meet with 5 individuals about Gold Room and Community Center usage
- u. Discussed paving project with contractor
- v. Did Research on Financial Workshops
- w. Researched fire capacity for Gold Room
- x. Worked on acceptance of SAPP Grant in the amount of \$114,935

*City of Glenarden*

*Police Department*

*Regis Bryant, Chief of Police*



## **CHIEF OF POLICE REPORT**

**June 21, 2022 - July 19, 2022**

June 22<sup>nd</sup> GPD Members attended the PCAPGC Annual Awards Ceremony at FOP (Lodge 89) 2905 Old Largo Rd Upper Marlboro, Md

June 23<sup>rd</sup> GPD Officers were dispatched to 8607 Johnson Avenue for a Trespassing complaint of a vacant house on the market for sale. The Realtor (Ms. Brown) on the scene and gave Chief Bryant the key and permission to enter the house. Upon entry into the house, there was an odor of CDS upstairs. The windows upstairs were open and possibly were used by the subjects to make good of their escape. The house was cleared and secured.

June 23<sup>rd</sup> Officer Harris was working secondary employment at Wegmans. Officer Harris was notified by an Asset Protection Officer of a shopper who failed to scan a few items and walked out of the establishment. Officer Harris approached the subject and asked him to come back inside of the store. A warrant check through the Prince Georges County Police Communications, the return yielded the subject had an open bench warrant Failure to Appear. The defendant was transported to the Upper Marlboro Department of Corrections for processing.

June 24<sup>th</sup> Members of GPD Command Staff attended Prince George's Police Department 5<sup>th</sup> Annual Community Day located at 8200 Pinewood Drive. Clinton, Maryland.

June 24<sup>th</sup> GPD was dispatched to 8242 Dellwood Court, for a suspicious person. Dispatcher advised that the male was knocking on the door of the listed address and the homeowner did not know him. Captain Jackson arrived on scene and contacted the subject who was sitting in front of the listed address. Additional Officers arrived on the scene and observed the subject holding an aftermarket car stereo and displaying signs of an individual under the influence of a controlled dangerous substance. Subject stated he removed the stereo from his black SUV. The subject said the SUV was parked near West Glenn Reed Court. Officers were able to locate a black SUV with the radio removed. The return revealed the vehicle was unregistered and had no listed owner on file. A warrant check through Communications revealed no active warrants. The subject was sent on his way and the vehicle was impounded.

June 25<sup>th</sup> GPD Officers were dispatched to 3171 Roland Kenner Loop, for a domestic in progress. Officers contacted the victim. The Officers observed several scratch marks around the victim's neck and face region. The victim also had a knot above the left eye. The victim reported



her husband assaulted her and made good of his escape before the police arrived on the scene. Prince George's County Fire/EMS responded and treated the victim. The victim was advised to seek a Protective Order through the Prince George's County Commissioners Office and a GPD Officer applied for an Arrest Warrant for the Suspect for 2nd Degree Domestic Assault.

June 25<sup>th</sup> GPD Officer was handling a call for service at the Silver Diner located at 9151 Ruby Lockhart Blvd. The officer was flagged down by the general manager and advised the officer that a vehicle struck the exterior wall putting a hole in it. The owner of the vehicle provided the general manager with his information. Since the wall had a superficial hole, the officer did not contact a building inspector. A property damage report was completed, and both parties were given case numbers for reference.

June 25<sup>th</sup> GPD Officers responded to Last Stop located at 2801 Campus Way North, for a theft. Upon arrival, the officer met with the manager, who was bleeding from the face and hands. He advised four black males entered the store. Once inside, one of the suspects told him and the other employees "to stay out of the way and everything will be ok" as the suspects started grabbing clothes. After grabbing assorted clothing, they ran out of the store to a brown SUV that was parked out front. The manager was injured when he attempted to stop the last suspect from exiting the store. The suspects fled the area in the brown vehicle in an unknown direction. The manager was provided medical attention for his minor injuries.

June 27<sup>th</sup> Officers Andrews and Hodges started as Glenarden Police Officers.

June 30<sup>th</sup> Sgt. Shelby was working secondary employment at the Wegman's. He was notified by a Loss Prevention Officer about a subject, who had a large amounts of seafood items in a shopping cart and walked pass all the working cash registers with no attempt to purchase the items and exited the store. The defendant was taken into custody. A wanted person check was requested through Prince George's County Communications. The return revealed that the defendant had three open warrants for first/second degree assault and theft through Montgomery County Police Department. The defendant was advised that he was under arrest for the open warrants and for theft. He was transported to Upper Marlboro Department of Corrections where he was processed. The items were recovered and totaled approximately seven hundred fifty-nine dollars (\$759.00).

July 1<sup>st</sup> GPD Members attended the funeral of Chief Earl Ivey Jr. First Baptist Church of Highland Park located at 6801 Sheriff Road. Landover, Maryland

July 2<sup>nd</sup> GPD was dispatched to Martin Luther King Jr. Highway and Glenarden Parkway for a theft from auto report. Upon arrival, he met with the victim who advised that he parked his work vehicle in the parking lot of the Twenty-Four-Hour Convenience Store the evening before and went home. When he returned to the vehicle, he noticed the driver side window had been

broken and some personal items had been taken from the vehicle. He was provided case numbers and advised commercial vehicles are not to be parked within the city limits overnight.

July 3<sup>rd</sup> & July 4<sup>th</sup> members of the Glenarden Police Department participated in a proactive firework detail from 8:00 PM – 1:00 AM to focus on the confiscating illegal fireworks. During both days officers confiscated between \$3,000- \$4,000 dollars' worth of illegal fireworks. All fireworks were turned over to the Prince George's County Fire Marshal.

July 5<sup>th</sup> Karen Shoultz hosted the 2022 Youth Work/Summer Youth Enrichment Program with Welcome and a Continental Breakfast in the Nutrition Center. Five (5) students from the program will be with us for six weeks, working within various departments.

July 5<sup>th</sup> Cpl. Covington was working secondary employment at the Wegmans. Asset Protection Officer advised of a male who was recently barred from the Wegmans inside the establishment. The barred individual's father explained that the violator is his son and suffers from mental deficiencies. The adult violator was turned over to his father.

July 7<sup>th</sup> GPD was dispatched to 2527 Campus Way North for a Vandalism report. The victim stated that someone broke out his front passenger window and stole his empty black Louis Vuitton bag. The victim parked his vehicle in front of his residence overnight and he noticed the damage and theft the next morning. A canvass was conducted with negative results. Officers are following up with residents with Ring cameras.

July 7<sup>th</sup> Prince George's County Police advised they needed a Glenarden Police Officer to respond to 7811 Johnson Avenue to assist with the execution of a warrant. The owner of the residence advised the wanted person to have not resided at the location in over a year.

July 8<sup>th</sup> GPD was dispatched 8615 McClain Avenue for a suspicious person. Upon arrival, the Officer met the complainant and resident of 7903 Piedmont Ave. He advised that an unknown black male tried to force his way into his house through his front door. When unsuccessful, he started peering through the window startling the complainant's elderly mother. The unknown black male, later identified by word of mouth, left the premises and headed for 8615 McClain Avenue (Glenarden Recreational Center). The complainant advised the officer all events were captured on his front door Ring Camera. The complainant proceeded to follow the suspect to the Recreation Center and waited outside for the police to respond. The suspect exited the Recreation Center and confronted the complainant and started fighting him. The suspect was arrested and transported to Prince George's County Department of Corrections for processing.

July 9<sup>th</sup> GPD Officers responded to 8607 Johnson Avenue, for a trespassing at the abandoned house. Upon arrival, Officers covered the rear while another officer knocked on the front door. Two juveniles emerged from the front door. Both juveniles' parents were called and responded to the scene. Both juveniles were issued criminal citations for trespassing.

July 11<sup>th</sup> GPD Officer was working secondary employment at Wegmans. Cpl. Covington observed subject place miscellaneous items inside a shopping cart, walk pass all cash registers and exit the establishment with the stolen merchandise. Cpl. Covington attempted to stop the individual. The individual abandoned the merchandise and fled on foot, making good of his escape. The vehicle the suspect drove to the location was checked through Prince George's County Police Communications. The vehicle was reported as stolen.

July 14<sup>th</sup> Councilwomen Fareed and Guillaume hosted the Strengthening Our Families Organization Event at the Gold Room. The inaugural event celebrated fathers and father figures, who often don't receive the visibility and honor they deserve.

July 15<sup>th</sup> GPD Officers were dispatched to 8106 Martin Luther King Jr. Highway for a stolen vehicle. The complainant advised officers that he last seen his vehicle an hour earlier and no one else had access to his vehicle. Teletype was notified and confirmed that the listed vehicle was not documented as being towed or repossessed. Case numbers were given to complainant.

July 16<sup>th</sup> Cpl. Covington was conducting a premise check at the Municipal Center when he observed a vehicle in the parking lot with a subject sitting in the back seat. He called additional officers to assist with the investigation. The subject was identified by his Maryland State Driver's License. A wanted/driver's license check through Prince George's County Police Communications revealed the subject was currently suspended for failure to comply. Officers assisted with the probable cause for a search of the vehicle due to a strong odor of marijuana emanating from the vehicle. Marijuana was located in several different locations inside of the vehicle and recovered for destruction by the officers. The suspect's grandfather responded to the scene and picked up the suspect and vehicle.

# Treasurer July Report



## Accomplishments:

June 18 – July 18

1. Completed Payroll Processing for Pay Period ended 06/25, and 07/09.
2. Completed Bill Payment for weeks 06/24, 07/01, 07/08, and 07/15. For these periods, the Operating Account had an average of 16 checks issued over the 4 payables period totaling \$173,088.12. Gold Room had 1 over the same period, with a total of \$200.00
3. Continued progress in scanning and filing accounting documents.
4. Payments for the TDA on Retirement Account for 07/01, and 07/15.
5. Payment of TDA Charges for the period 07/2022
6. Working on the FLAP and GLI Schedule to bring up to account, having issues with MOA. Have reach out to MOA, however they have not finalized on a POC/account manager.
7. Completed Reconciliations for Bank Accounts.
8. Completed Revised FY 23 Budget Proposal.
9. Coordinated with Code Enforcement to reconcile business licenses and charges for PPTax. More work to be done.
10. Received and deposited Personal Property Tax, including PPTax-Utilities.
11. Prepared Billing for Personal Property Taxes for more recent certifications.
12. Received SAPP Grant after recon with CAFR '21
13. Completed LGIT Review for Insurance Renewal.
14. Prepared Treasurers Report for 05/2022
15. Reviewed RFPs for Potential External Auditor
16. Summer Youth Orientation to the Treasury Dept.

## Projected Goals:

thru to August 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Awaiting the finalization of FY '23 Budget for input to the ERP System
4. Reconcile and pay Retirement Account and Group Life Insurance through 05/, 06/ & 07/2022. Will reach-out to MOA for clarity.
5. Resolve MOA Charges for Retirement (FLAP) accounts. – MOA has changed their System, will receive training on usage
6. Prepare Bank Reconciliation for All Bank accounts.
7. Continued Review - Verizon Accounts for discrepancies, as list needed validation before action. – Project was pushed forward to next month.
8. Review Accounts Receivable to ensure complete collection. – Working with Summer Youth and training on accounting review and analysis
9. Reconciliation of other AR and AP – Working with Summer Youth and training on accounting review and analysis
10. Complete the Treasurer's Report for the period – 06/2022.
11. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
12. Input and setup AR for Business Licenses – After reconciliation of Business Licenses and BPPTax.
13. Archive files that need to be sent to storage – Shore Scan

## *City of Glenarden*



July 21, 2022

TO: Cashenna A. Cross  
Mayor

FROM: Karen DC Shoultz  
Karen DC Shoultz  
Human Resources Specialist

SUBJECT: July Monthly Report

### **Personnel Issues:**

#### ***Accomplished:***

- Successfully onboarded five (5) Partner for the 2022 Youth@Work/Summer Youth Enrichment Program.
- Provided meet and greet continental breakfast for students.
- Provided Chief of Police with the list of eligible candidates for the position of Administrative Assistant.
- Provided Council President with the list of eligible candidates for the position of Deputy Council Clerk.
- Provided City Manager with the list of eligible candidates for the position of Director Public Works.
- Prepared EOD packages for the two new Police Officers.
- Worked with Attorney on various personnel issues.
- Worked with Mutual of America on personnel issues.
- Provided Council and Mayor information on the salary survey provided by Municipal Solutions.
- Responded to the State of Maryland regarding the Satellite Registration for the City of Glenarden.

### **Projected Goals:**

- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures
- Review Public Safety position descriptions with Chief, for updating purposes.
- Assisting City Treasurer with hourly wages.

### **New Hires:**

- Police Officer, effective June 26, 2022
- Police Officer, effective June 26, 2022

### **Separation(s):**

- Police Officer, effective July 22, 2022

### **Vacancy Announcement(s):**

- American Rescue Plan Act (ARPA) Project Manager – closes 7/27/2022.



## CODE ENFORCEMENT

### July SUMMARY



New Businesses: 5  
Business License Renewal: 32  
Notice of Inspections 10  
Vehicle Impounded 0  
Building/Sign Permits 5  
Citizens' Complaints 20  
Citations 10  
Stop Work Orders 2  
Tow Stickers 0  
Inoperative 0  
Roll Off Permit 2

#### ADDITIONAL NOTES:

- **In Ward#1:** In the month of June there were 4 vehicle that were cited due to many reasons such as unregistered Vehicles.
- **In ward #2:** In the month of June there were 4vehicle that were cited due having expired plates vehicles
- **In Ward #3:** In the month of June there were 2 vehicle that were cited due to being inoperative, commercial vehicles parked the wrong way
- **Stop Work Orders:** For the Month of July there has been 2 stop work orders on the 7900 block of Piedmont Ave and on 3600 block of Cousins Dr.
- **Building permits:** 2810 trotter park lane, 2401 St. Nichols way, 7902 Echols Ave, 1506 7<sup>th</sup> St, 9904 smith view place
- **Roll Off Permits:** there is 1 pod on McLain Ave and another on Cousins Dr
- **Business License Renewal:** many of the businesses have renewed in the month of July. As of July 22, businesses that has not renewed yet will be shut down due to non-payment of renewal
- **Notice Of Inspections:** Most of the notice of inspection were pertaining to grass need to be cut, not having animals on their leashes
- **Two New Businesses:** Med Star, Hello Fresh, magic touch Cleaners and place Vendome, has officially become a new business in the City of Glenarden.
- **Inoperative Vehicle:** Inoperative Vehicle on Dellwood Ave
- **Citizens 'Complaints:** There were at least 10-20 complaints the city of Glenarden acted on the complaints most of them were neighbor related, others were mostly about commercial vehicles parked on the street.
- **Other Observations:** 3333 Hayes St, has started doing work on their retaining wall due to the property survey



**TO:** Mayor Cross and City Council  
**FROM:** Howard Taylor, Acting Public Works Supervisor  
**DATE:** June 21, 2002-July 22, 2022  
**RE:** Public Work July Monthly 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  
Re-Programmed all key fobs locks at all doors  
Public Works installed all National Night Out signages (2)  
Public Works sprayed weed kill through the city  
Cleaned the Community Center & Police Department  
Public Works had lock fix at substation Police Department  
Coordinate MOSHA and Landscape classes for Public Work staff  
Coordinate the sequisition of the Public Wok truck (Pending)  
Made 8 new key fobs for employees  
Coordinated a new key fob at the administrative office door  
Re-programed all key fob doors and made new key fobs  
Cleaned vents throughout the building  
Public Works set up gold room for events  
Public Works set up Community Center for events  
Public Works cleaned bathroom in gold room

# Gold Room July Report



## HIGHLIGHTS:

**EXECUTED EVENTS:** 8 ( Gold Room)

1 ( GCC at WTC)

**BOOKED EVENTS FOR JULY-AUGUST:** 14

**OTHER BUSINESS:** Ordered sound system for Gold Room

## OTHER INITIATIVES & PENDING BUSINESS:

- Gold Room and GCC at WTC bookings stopped as of 7/29/2022 per City Council President Derek Curtis.
- Will honor all bookings until the rest of the year.

# Webmaster/Media Specialist March Report



July 21, 2022

**TO:** Consuella Barbour  
City Manager

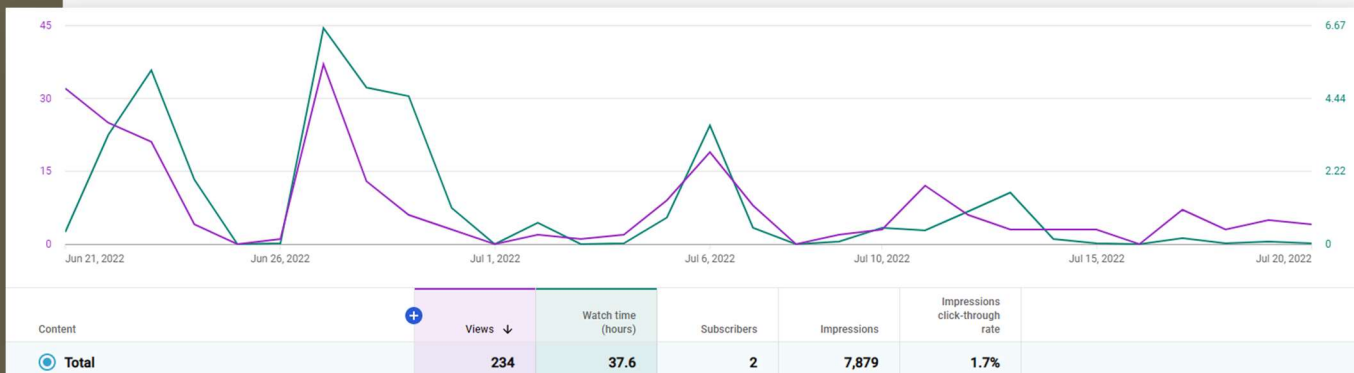
**FROM:** Monay Ward  
Webmaster/Media Specialist

**SUBJECT:** July 2022 Monthly Report

## *Accomplished:*

### Social Media

#### YouTube – Metrics (June 21 - July 20, 2022)



#### Twitter – Metrics (June 23 - July 20, 2022)

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

#### JUL 2022 SUMMARY

Tweets

42

Tweet impressions

2,558

Profile visits

1,412

Mentions

2

New followers

20

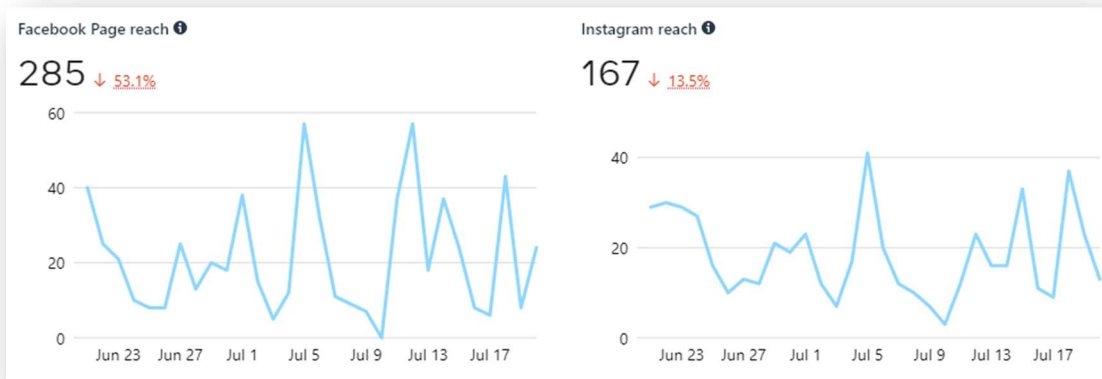
## Twitter (Continued)

### 28 day summary with change over previous period

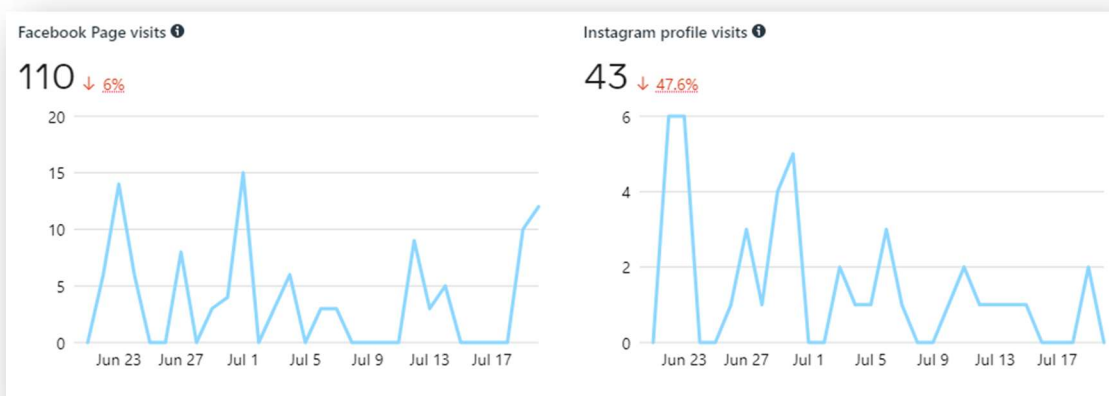


## Facebook & Instagram – Metrics (June 21 - July 20, 2022)

### Viewership



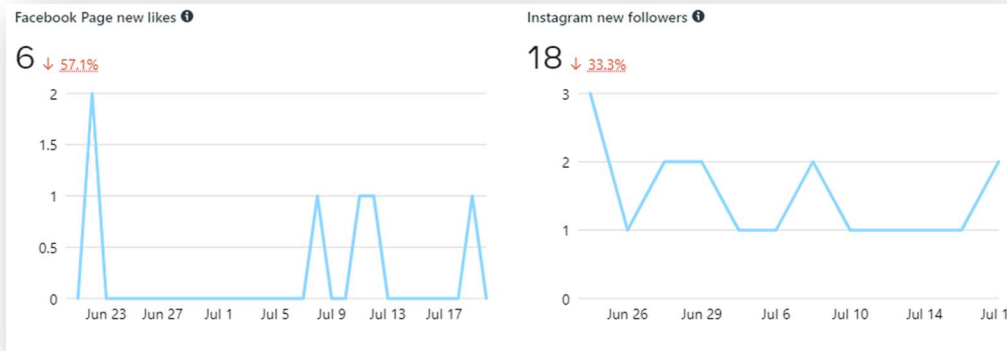
### Facebook & Instagram Page Visits



- Posts



### Facebook & Instagram Likes/Followers



- Comments – N/A

### Major Key Projects Completed

- **Cable Station** – City updates below; no repairs or issues reported
- **Quarterly postcard** – pending
- **City AR Phone Lines updated reg.** City meetings, City events, Monthly Mayoral Community Forum, Independence Day Office Closing, Voting Day Office Closure
- **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 Executive Session (Virtual) (Closed)**
    - Thursday, June 23, 2022, 6:30PM
  - **City of Glenarden Work Session Budget (Virtual)**
    - Thursday, June 23, 2022, 7:30PM
  - **City of Glenarden Executive Session (Virtual) (Closed)**
    - Wednesday, June 29, 2022, 6:00PM
  - **City of Glenarden Work Session Budget (Virtual)**
    - Tuesday, June 30, 2022, 6:30PM
  - **City of Glenarden Work Session Budget (Virtual)**
    - Tuesday, July 5, 2022, 6:30PM
  - **City of Glenarden Work Session Budget (Virtual)**
    - Thursday, July 7, 2022, 6:30PM
  - **City of Glenarden Public Hearing (Virtual)**
    - Tuesday, July 12, 2022, 6:30PM
  - **Mayor Cross Monthly Mayoral Community Forum: National Culinary Arts Month**

- Wednesday, July 27, 2022, 6:30PM

### **Glenarden Housing Authority Meetings:**

- **Board of Commission Monthly Meeting (Virtual) – located on meeting calendar & GHA page**
  - Thursday, July 21, 2022, 12:00PM
  - Tuesday, July 26, 2022, 7:00PM
- **City Special Events Advertised –**

### **Glenarden Happenings!**

- **National Night Out 2022** (August 2, 2022 – 6PM-9PM | Teresa Banks Complex (8615 McLain Avenue)
- **Back to School Bask & Transitional Aged Youth “18-24” Mega Fest** (August 27, 2022 – 9AM-6PM | Glenarden Community Center – 8615 McLain Avenue)
- **Public Service Announcements –**
  - CITY OF GLENARDEN NOTICE: Upcoming Sidewalk Construction
  - Call-A-Bus operations suspended for 7/1 & 7/15/22.
  - Community Happenings: July 2022 - Summer Meal Program for Youth, PGCMLS Workforce and Community Development Resources, Primary Elections: Vote by Mail, Drop Boxes & More
  - Mayoral Community Forum (*postponement to 7/27*)
  - Get Out to Vote Glenarden: Early Voting information and Glenarden election polling locations
- **Additional Postings/Notifications Advertised –**
  - **Job Postings:**
    - Assisted HR with position postings (located on website, LinkedIn, social media & cable):
      - Deputy Clerk (closed 6/17)
      - Director of Public Works (closed 7/13)
      - American Rescue Plan Act Project Manager (open June 22)
      - Administrative Assistant (closed 6/17)
      - Police Officer (closed 7/13)
  - **Additional Website Content:**
    - City Forms (PDF fillable)
    - ARPA Survey (Spanish survey linked)
    - RFP for Audit Services – Bid Tabulation (Posted: 6/24)
    - City Staff Listing
  - **Flag Status Alerts – N/A**
  - **Community Happenings** (Website, social media and cable):

- Maryland Summer Meal Program
- Prince George's County County's MNCPPC Cooling Centers
- PGCMLS Workforce and Community Development Programs:
  - Butterfly Project Luncheon
  - Veterans Information and Resource Sessions
  - The Purple Line Workforce Resources
  - KEYS Program at Employ Prince George's
- 2022 Maryland Gubernatorial Primary Election – Register to Vote, Vote by Mail, Drop Boxes Now Available, Questions about Voting, Stand Up & Deliver (June 2022)

#### **Special City Advertisements**

- Happy Last Day of School
- GPD Firework detail confiscation media posting
- Maryland Voting 2022 (City website):
  - 2022 Maryland Gubernatorial Elections: Early Voting Information
- Independence Day Holiday, Eid-Al-Adha Holiday & Voting Day Acknowledgements (social media)

#### **Marquee Postings:**

- Independence Day office closure
- Voting Day office closure
- Mayoral Community Forum for July 2022

#### **City Cable Channel Postings:**

- City Council Meeting Notices/Meetings
- City of Glenarden Hiring
- City Sidewalk Construction Notice
- Father's Day Posting
- Fireworks Reminder Notice
- Get out to Vote Glenarden! Upcoming 2022 Maryland Gubernatorial Election: Early Voting Information Update – including Glenarden voting locations
- Independence Day Holiday office closure
- Juneteenth Holiday office closure
- MD Summer Meals Program (including specified locations within Glenarden)
- National Night Out – August 2, 2022
- PRINCE GEORGE'S County Stand Up & Deliver: Grab & Go Groceries!
- PRINCE GEORGE'S COUNTY Voting Information & Videos (English & Spanish)
  - Designate an Agent (ballot drop off)

- Drop Boxes
  - Early Voting
  - Generational Voting
  - Register to Vote
  - Vote by Mail Deadline
- Summer Cooling Centers
- Voting Day office closure
- **Additional Assignments Completed:**
  - Revised and updated City Code applications (fillable applications available on City website under [forms](#)).
  - Completion of Community Engagement Guide
  - Created, prepared, and advertised National Night Out flyer