



# *City of Glenarden*

## **Office of the City Manager Report for Period Ending December 20, 2022**

- Attended City Council's regular meeting on Monday November 21<sup>st</sup>
- Attended Oh Thanks Event at Municipal Center on Tuesday November 22<sup>nd</sup>
- Contacted RH Hilarios Landscaping about Snow Removal Contract on November 28<sup>th</sup>
- City Council Meeting via Zoom on November 29<sup>th</sup>
- Participated in Paving Proposal Scope Discussion of 1<sup>st</sup> – 7<sup>th</sup> Streets on Glenarden Parkway with Gordian
- December 1<sup>st</sup> met with Charles P. Johnson & Associates, Inc. about Police Station.
- Attended the Polar Express Event at the Gold Room on December 3<sup>rd</sup>
- Attended Santa with a Badge Event at Forestville Mall located at 3393 Donnell Drive. Forestville, Md, and the Nutrition Center on December 3<sup>rd</sup>.
- Attended the Fourteenth Inaugural Ceremony for Prince George's County Executive and members of the Prince George's City Council at the Show Place Arena located at 14900 Pennsylvania Avenue. Upper Marlboro, Maryland on December 5<sup>th</sup>.
- Attended the Administrative Oath for Sheriff John D.B. Carr, at the Court House 14735 Main Street. Upper Marlboro, Maryland on December 6<sup>th</sup>.
- Snow Removal Contractor visited city of Glenarden and toured the city on December 8<sup>th</sup>.
- Met with Police Grants contractor and City Treasurer about Police Grants on December 9<sup>th</sup>.
- Cable Company signed contract to begin services with city on December 14<sup>th</sup>.
- Snow Removal Contractor Company signed contract to begin services with city on December 14<sup>th</sup>.
- Participated in a Zoom Meeting in reference 7<sup>th</sup> St Park on December 16<sup>th</sup>
- Attended City Christmas Party for Citizens and Employees held by City Council at the Gold Room on December 16<sup>th</sup>
- Meeting with Murphy and Dittenhafer about contract to begin renovating the Council Chambers on December 19<sup>th</sup>
- Attended GHA Christmas Party for Citizens for the kids at the Gold Room on December 20<sup>th</sup>



# City of Glenarden, MD

"City on the Move"

December 21, 2022

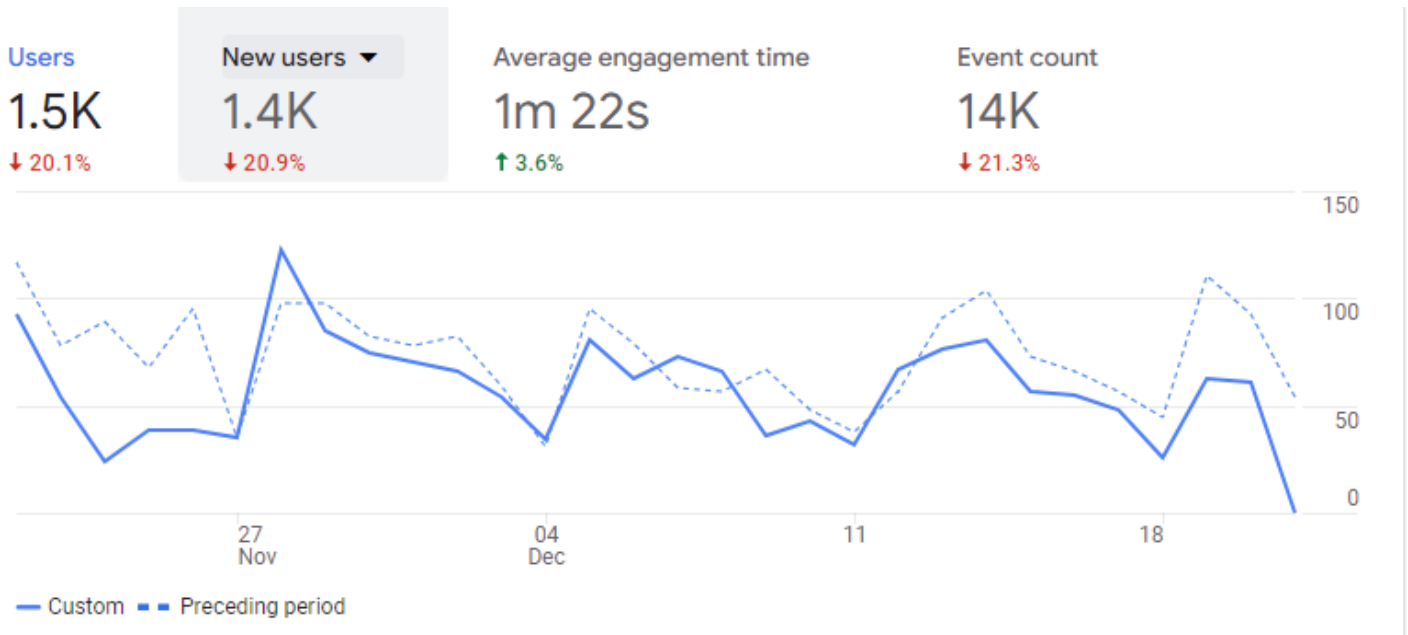
**TO:** Regis Bryant  
Acting City Manager

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

**SUBJECT:** December 2022 Monthly Report

## Accomplished:

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



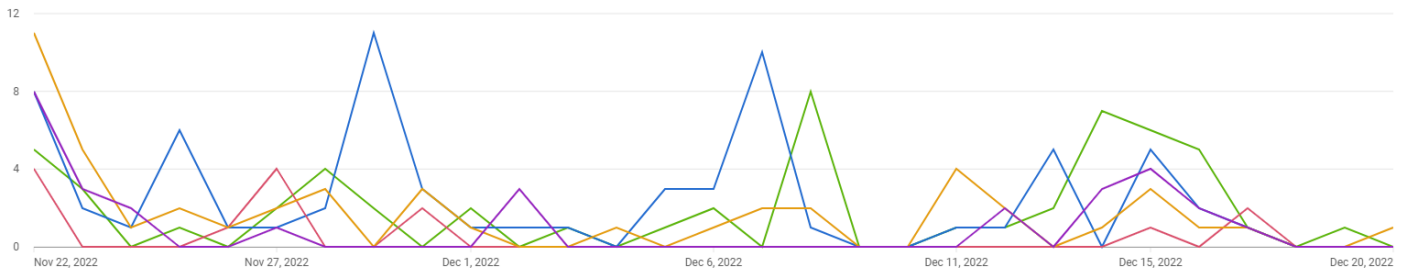


# City of Glenarden, MD

"City on the Move"

## Social Media

### YouTube – Metrics (November 22 – December 20, 2022)



Traffic source	Views ↓	Watch time (hours)	Average view duration	Impressions	Impressions click-through rate
<input type="checkbox"/> Total	246	32.8	8:00	3,847	3.5%

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

#### DEC 2022 SUMMARY

Tweets  
**24**

Tweet impressions  
**2,500**

Profile visits  
**1,044**

New followers  
**2**

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



# City of Glenarden, MD

"City on the Move"

## Twitter (Continued)

Tweets  
37 ↓ 54.9%



Tweet impressions  
3,457 ↓ 28.2%



Profile visits  
1,404 ↓ 38.7%



Followers  
931 ↓ -2

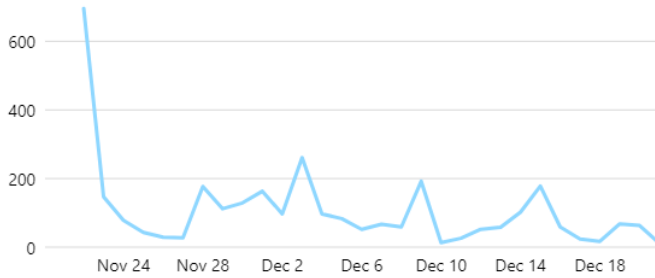


## Facebook & Instagram – Metrics (November 22 – December 21, 2022)

### Viewership

Facebook Page reach ⓘ

2,071 ↑ 151.9%



Instagram reach ⓘ

237 ↓ 24.3%



### Facebook & Instagram Page Visits

Facebook Page visits ⓘ

302 ↓ 49.5%



Instagram profile visits ⓘ

155 ↓ 15.8%





# City of Glenarden, MD

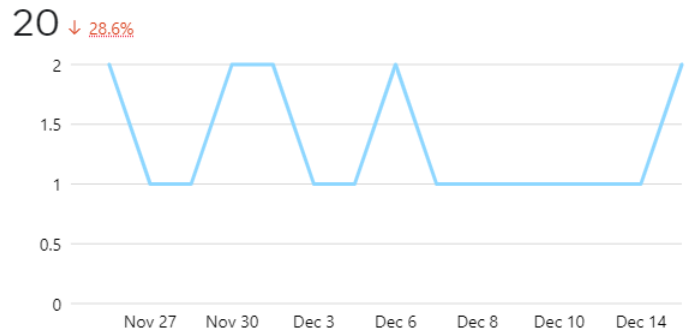
"City on the Move"

## 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 December 2022, City Events for December 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 Public Hearing (Virtual)**
    - Tuesday, November 29, 2022, 6:00PM
  - **City of Glenarden Special Regular Meeting (Hybrid)**
    - Thursday, December 5, 2022, 7:00PM
  - **City of Glenarden Executive Session – Closed (In-Person)**
    - Monday, December 19, 2022, 6:30PM – **CANCELLED**
  - **Mayoral Community Forum – December “Veterans @ Christmas w/ Post 275, Community & International Business Owners (BNI)”**
    - Wednesday, December 14, 2022, 6:00PM

## Glenarden Housing Authority Meetings:

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



# City of Glenarden, MD

*"City on the Move"*

- **City Special Events Advertised –**

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

### City Happenings

- **Upcoming City Meetings for December**
- **OH Give Thanks Thanksgiving Giveaway** (Tuesday, December 22, 2022 | 12PM- until gone | Municipal Center – parking lot)
- **Giving Tuesday** (Tuesday, December 29, 2022 | 4PM-until gone | Glenarden AL Post 275)
- **Glenarden Polar Express** (Saturday, December 3, 2022 | 11AM-3PM | Gold Room)
- **City Holiday Party** (Saturday, December 17, 2022 | 7PM-11PM | Gold Room)

### Community Happenings

- Prince George's County Community Partners Meeting (12/13 @ 9AM-11AM)
- Prince George's County Sheriff Melvin C. High Funeral Services information
- Quarterly Job & Resource Fair (12/14 @ 10AM-2PM | PGCC-Charlene M. Dukes Student Center)

- **Public Service Announcements –**

- City Council on winter break (no mtgs. for month of December)
- City Call-A-Bus Service:
  - Out of Service notice (for 12/16/22)
  - Service for Maintenance (as of 12/19/22)
  - Out of Service Until Further Notice (as of 12/21/22)
- City Fingerprinting office closure (from 12/19-12/26)

- **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: Christmas & New Year's Holidays
- City Staff updates
- City monthly reporting
- November-December 2022 Community Happenings



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- **Flag Status Alerts:**

- United States Flag and Maryland Flag Will be at Half-Staff (Posted 12/6)

## Special City Advertisements

- December Office Closures
- Community Happenings: December 2022
- City of Glenarden Giving Tuesday @ Glenarden AL Post 275 posting
- Happy Thanksgiving posting
- Giving Tuesday posting
- Public City Meetings for December 2022 posting / City Winter Break notice
- Glenarden PD: Santa with a Badge posting
- Mayoral Community Forum: December 2022
- Winter Weather Advisory posting – 12/15/22
- Hannukah posting
- Christmas & New Year's Office Closure
- Staff Luncheon Early Office Closure

## Marquee Postings:

- City Council meetings for November – December 2022
- Glenarden Polar Express (12/3)
- City Holiday Party (12/17)
- City Council on Winter Break
- December Mayoral Community Forum (12/14)
- Christmas Office Closure
- New Year's Day Office Closure
- City office closure @ 1PM on 12/22
- Call A- Bus Out of Service (12/16)
- Call-A-Bus Down for Maintenance (as of 12/19)
- Call-A-Bus Out of Service Until Further Notice (as of 12/21)

## City Cable Channel Postings:

- City Council Meeting Notices/Meetings
  - City & Community Events & Programs
  - City Council Meetings Replay (see above)
  - Mayoral Community Forum Replay (December 2022)
  - Community Happenings: November-December 2022 (see above)
- **Additional Assignments Completed:**
    - Crafted City notices, reminders & postings for December
    - Crafted flyers for December City events/programs
    - Reviewed and finalized Cable TV broadcast services contractual agreement with Steelbeach Post Productions, LLC.; contract signed, and contractor began control room preparation



# *City of Glenarden, MD*

*“City on the Move”*

- Designed and prepared January-March 2023 City quarterly newsletter; to be sent out to the residents the week of December 26<sup>th</sup>.





# City of Glenarden

December 16, 2022

TO: Regis M. Bryant  
Acting City Manager

FROM: *Karen DC Shoultz*  
Karen DC Shoultz  
Human Resources Specialist

SUBJECT: November 2022 Monthly Report

## **Personnel Issues:**

### ***Accomplished:***

- Completed separation paperwork for:
    - Victoria Lewis, Council Clerk effective October 21, 2022
    - Christopher Shelby, Sergeant effective October 22, 2022
    - Aidan Sims, Police Officer effective October 23, 2022
  - Completed final documentation regarding the Salary Survey conducted by Municipal Solutions. Acting City Manager and I are preparing to meet and discuss.
  - Employees separated from Mutual of America and State of Maryland; appropriate documentation sent to both and finance for final processing.
  - Prepared new employee packages and successfully on-boarded new employee.
  - Various agencies requested and received employment verifications for four current employees.
  - Worked with former employee regarding termination of health coverage and the ramifications of the termination.
  - Participated on a Zoom meeting with a potential ARAP contractor.
  - 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 University
- Will 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
- Indeed

Preparing Will 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 Haley Williams, 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.
- Conducted mid-term review procedures with Acting City Manager, Command Team and Department Heads. All mid-terms are due by January 15, 2023.
- Worked with Acting City Manager on memo to staff regarding the 2022 Holiday Bonus. Distributed checks on December 16, 2022.
- Working end-of-year memorandum to all employees. Memorandum will remind employees what to look for in the new year. As example, changes due to increases in health insurance and taxes.
- Provided Council and Mayor with qualified candidates for the position of City Manager received as of December 16, 2022.
- Worked Gold Room event.
- Worked with Attorney on several personnel issues.
- Completed ACA Report

**Projected Goals:**

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

**New Hires:**

- Kenneth Dean, Police Officer, effective Nov. 27, 2022
- Dwight Forsythe, Police Officer, effective Nov. 27, 2022
- Rudy Henderson, Police Officer, effective Nov. 27, 2022
- Brandon Wright, Police Officer, effective Nov. 27, 2022

**Separation(s):**

- 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



**2022**

## **CODE ENFORCEMENT**

### **December SUMMARY**

New Businesses: 0

Business License Renewal: 0

Notice of Inspections 0

Vehicle Impounded: 0

Building/Sign Permits: 5

Citizens' Complaints: 15

Citations:17

Stop Work Orders:0

Tow Stickers:0

Inoperative:2

Roll Off Permit 0

## **ADDITIONAL NOTES:**

**In Ward #1:** For the month of December, there was 1 citation given in Ward 1 for unregistered vehicles.

**In Ward #2:** For the month of December, there were 5 citations given in Ward 2 for unregistered vehicles.

**In Ward #3:** For the month of December, there were 5 citations given in Ward 3 for unregistered vehicles.

**Building permits:** (2) 2900 Block of Mueserbush Court, (1) 2800 block of Trotter Park Lane & (2) 7900 Block of Dellwood Ave Avenue

**Notice Of Inspections:** The notices of inspection were due to grass and mattresses needed to be wrapped in plastic

**Inoperative Vehicle:** In the 8500 Block of Irvin Avenue and the 3600 block of Cousins Drive

**Citizen Complaints:** The 15 citizen complaints were mostly about their neighbors making sure that their neighbors wrap their mattresses in plastic.

**Other Observations:** Code Enforcement is settling neighbor disputes. Making sure that solar panel companies have the proper documentation to build on client's property. Code Enforcement is making sure that commercial vehicles are getting towed as well and giving the owners citations. Code Enforcement made sure that the resident on the 7900 block of Dellwood Avenue got the necessary permits to build his project as well. The resident on the 7900 block of Dellwood Avenue is authorized to continue building his project due to having the proper documentation.