

Mayor Cashenna A. Cross and Administrative Staff Reporting

March 2022

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

From: Mayor Cashenna A. Cross

Date: Sunday, March 27th, 2022

Executive Office of the Mayor and Administration key accomplishments.

City of Glenarden Administrative Report
March 2022

Agenda:

- I Mayor Report: Key Highlights Rollup
- 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:

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Mayor Report (March 2022)

Key Highlights Rollup



Mayor Cashenna A. Cross Report (February 27, 2022-March 31, 2022)

1. Accomplished:

- a. Resolutions/Council Actions sent over - Awaiting city council action:
 - Resolution Sidewalk Contractor selection (working with Contractors on modification inclusive of ADA Compliant sidewalks
 - G.S. Proctor Lobbyist. Coordination made to clarify what additional is required by city council to finalize decision. Discussion on payment schedule e.g., month to month, every 6 months, annually has been asked to G. S Proctor to support Glenarden City Council member requests and well actions taken to ready a full capability briefing for the city council, when required.
- b. Resolutions/Council Completing Actions:
 - Chief of Police; Captain Regis Bryant final background check; Police Commissioner's certification. Waiting on firing range space. Anticipated final 17 April start of pay-period and first official in office day 18 April 2022
- c. The Mayor's Office has supported/fielded 7 office calls/meetings.
 - i. Darrell Carrington Managing Director Carrington & Associates, LLC, City of Glenarden various departments to receive Sensys Gatso USA briefing concerning traffic enforcement /calming methods available.
 - ii. Women's History Month Mayoral Community Forum "Women Making a Difference at the Grassroots Level" zoom Program. Panelist included: Darlene Woods, Executive Director/Founder of DSW & Associates, Dr. Joan Henry-Fields RESA INCORPORATED, Jeanette Brandon PG CHANGEMAKERS, Tammerra Hewitt CEO, ANEW CARE COUNSELING SERVICES, LLC.
 - iii. Mayor Cashenna A. Cross was the keynote guest on Kingdom Clarion Call Global Network. Topic: "Rebuilding or Communities" His Excellency, Dr. King Vitus, United Nations Ambassador from South Africa senior executive in attendance.

- iv. Wonderful essay writing opportunity for 4th graders. “If I Were Mayor, I Would...” Essay Contest - Each year, MML and the Maryland Mayors' Association briefed Kingsford Elementary 4th-grade students on the nature of municipality leadership and via zoom to the entire 4th grade class encouraged them to discover ways to make their community a better place to live and work. The winning school submission gets a cash prize from MML and Maryland Governor Citation.
 - v. 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. The Conference is traditionally an intense day revolved around timely topics to help make you a more effective chief elected officer and a half-day legislative day designed to put you in front of your county/regional delegation. It is the only day that Maryland’s mayors physically unify as one voice in front of the Maryland general assembly.
 - vi. 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 extended: March 31, 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
 - vii. Spoke to DPIE waiting for Special Assistant to the Director response related to streets conveying action for Ward 3 Woodmore at Glenarden. The lead representative to developers DR Horton actions should have coordinated already. Requested and received the number of most relevant POCs on the action DR Horton, DPIE rep for ensure contact is made with the HOA to coordinate the transfer.
- d. Proclamation Actions:
- i. Upcoming: Glenarden Community Center Darryl Lakins
 - ii. Upcoming: Maryland Park Police Community Servant Leader Sargent Calvin Charles Sr.
 - iii. Action Taken: 2022 WEModel USA Fashion Gala and Charity Event at the MGM in April, proclamation recognizing the work that WEModel USA is doing in awareness for Human Sex Trafficking 23 April event; international and local media coverage.
 - iv. Action Taken: Community Servant Leader Belinda Queen

- v. Action Taken: Reverend W. Nikki Pearson, or "Reverend Nikki" 70th Birthday
- vi. Action Taken: Attorney Patricia A. Trivers; homegoing (repass)
- e. *April's Mayor Cashenna A. Cross Community Forum*. April is autism month. Mayor Cashenna A. Cross on April 6, 2022, with Mr. DC Yasir Bashir, will be the premier honored guest on Mayoral Forum topic: Autism in our communities.
- f. Reviewed the Web/Media Specialist RFP towards securing a part-time Television Studio Manager. Worked with web media specialist on FY23 budget submission.
- g. Met with the Glenarden Community Center Director and Maryland Park and Planning towards the final approvals for a Glenarden community garden. At present there isn't an approval for a greenhouse garden just yet. Approvals received to start building and received the money for the garden. One problem the water source is located on the aquatics side of the building, Glenarden Community Center's M&D department will build a line that will run from Theresa A Banks side to Glenarden Community side where the garden will be located. Why Are Community Gardens Important? Involving community members in their own food production is important and valuable for a few reasons, including:
 - i. Involving community members in their own food production
 - ii. It increases personal consumption of fresh, nutritious vegetables and fruits
 - iii. It increases individuals' physical activity and exercise
 - iv. It saves individuals and families money
 - v. It builds a critical sense of environmental stewardship
 - vi. It provides fresh, nutritious food for those affected by food insecurity
- h. Fielded a citizen call for ARPA fund support ~\$5,000, the City Manager was requested to take the action to solidify the need with accounting. Glenarden has access to funding to address various needs:
 - i. Support urgent COVID-19 response efforts to continue to decrease spread of the virus and bring the pandemic under control.
 - ii. Replace lost public sector revenue to strengthen support for vital public services and help retain jobs.

- iii. Support immediate economic stabilization for households and businesses; and
- iv. Address systemic public health and economic challenges that have contributed to the unequal impact of the pandemic on certain populations while providing substantial flexibility for each jurisdiction to meet local needs.
- i. 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.
- j. The 2nd quarterly community events calendar and postcard has been sent to the print shop! 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 communication strategy to the entire population of Glenarden. As we evolve more partnerships across the county the knowledge gap will be essentially voided through community notifications, forums, and governmental meetings.
- k. Mayoral Community outreach program: The Solid Foundation Business Concept Competition where one business plan sharp returning citizen receives \$3,000 in funding toward a new business startup. Mayor cross of the course of the class received and critiqued business plans and offered advise as well assessed what business support could be built. Also, in attendance among other minority business owners, County Executive Angela Alsobrooks, and County Councilman Calvin Hawkins. For the final presentations. Attended March 18th, 2022, The Solid Foundation, Inc. Entrepreneur class Graduation Celebration.
- l. Mayor Cross enrolled in the MML Academy for Excellence in Local Governance cohort.
- m. City of Glenarden PPE Giveaway - March 7, 2022
- n. March 29, 2022, a monumental celebration, the First Salute to Prince George's County Women Mayors held in the City of Glenarden. We are honored the City of Glenarden is the celebration site. This salute will bring leadership together on the State and local levels, as well as organizations, businesses, education professionals, and community service providers all of whom have common goals of the advancement to our communities. Salute Chairs; Mayor Cashenna A. Cross, City of Glenarden and Mayor Miles (retired) City of Mount Rainier in collaboration with women business owners' chairs; Deborah Harrington,

Cleopatra White, Phyllis Yates-Manigault and Melanie Miller will kick off the Salute. The salute is facilitated and hosted by the women's partnership and commitment to be a Prince Georges Centralized Communications platform, Communications across Municipalities - Communities (CAM-C).

2. Administration Legislation.

- a. Registration completed for the MML 2022 Summer Conference & Expo! June 12-15, 2022, Ocean City, MD.
- b. *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 - work can began in phased effort worst streets first.

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

- c. ARPA funds citizen's survey has hit the streets. City of Glenarden's first report is due by April 2022 to show the city has made movement.

d.

3. Projected:

- a. Expanded Community Communication Strategy:
 - i. Hire new television station Manager.
 - ii. Updates, upgrades to the television station green room.
- b. City Manager and employee quarterly feedbacks, and essential training needs for Municipalities civilian staff to continue to grow goals being drafted.
- c. Foundation the FY23 budget submission - June 2022 with City Manager and Treasurer.
- d. Work towards Sustainable Maryland.
 - i. <https://sustainablemaryland.com/certification/actions#close>
- e. Work towards Banner City.
 - i. <http://mdmunicipal.org/373/Whats-A-Banner-CityTown>

CITY MANAGER REPORT

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



- a. Attended regular work session meeting on Monday March 7th.
- b. Attended the regular council meeting on Monday, March 14th, and Public Hearing March 15th
- c. Met with staff on Tuesday, March 15th.
- d. Attended a public hearing on February 22nd.
- e. Met with Treasurer to continue planning/coordinating budget.
- f. Met with HR to discuss personnel issues.
- g. Attended virtual meetings with MML (3) and MD Department of Management and Budget about ARPA funds reporting
- h. Worked on Budget for Administration and calculating salaries for all employees.
- 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. Prepared resolutions for meetings.
- n. Attended MNCPPC Headquarters virtual kickoff meeting
- o. Met with vendor about MLK playground project.
- p. Met with an electrician about putting in electric vehicle chargers
- q. Mask and COVID Test giveaway with council and Mayor on Monday March 7th.
- r. Reviewed bi-weekly reports.
- s. Met with general contractor and council members regarding updating council dais and chambers.
- t. Attended municipal call with the county.
- u. Met with departments about budgets.
- v. Meetings with Code Enforcement regarding complaints.
- w. Meeting with security vendor regarding updating cameras in the municipal building.
- y. Met with Gold Room Coordinator about master plan and pricing.

Acting Chief Of Police Report



- ❖ On Feb 16th- GPO Ofc was dispatched to a call to respond to the LA Fitness for a theft from auto, the on-scene investigation revealed the victim got a call from his bank advising him of an attempted transaction at the CVS in the amount of \$1,011.90. When the victim went to his parked vehicle, he noticed his front passenger window had been smashed out, his wallet, (3) three bank cards, and a debit card that was his taken.
- ❖ On Feb 17th- GPD Ofc was dispatched to a call to respond to the LA Fitness, for theft from auto. The on-scene investigation revealed the front passenger window had been smashed out and taken was her shoulder bag, and other items had been taken.
- ❖ On Feb. 18th- GPD Cpl. was dispatched to respond to the 2600 block of Swann Wing Court for vandalism to automobile, the on-scene investigation revealed the victim driver's side window had been smashed out. The victim could not determine if anything had been taken from her vehicle. The victim did not call any days after to advise if anything had been taken.
- ❖ On Feb 18th- Received a call from a citizen (Ward 3) Woodmore) expressing her concerns about subjects entering resident's vehicle during peak hours at night. I advised her that no one had called the police to report anything stolen.
- ❖ On Feb 18th - Met with President D. Curtis to discuss his concerns about the same situation that I spoke with the citizens about earlier. I advised him that I would have the Officers working the evening/nights shifts to have the officers provide extra special patrols in the Woodmore Community and the other (2) Wards.
- ❖ On Feb 21st – GPD Day shift Officers were involved with the Ride 4 Peace/Traffic Control & Escort detail that came into the city and ended at the Theresa Banks Community Center.
- ❖ On Feb 22nd - Received a letter from the Maryland Police Training Commission advising because of their audit on (9/21/21) our selection standard for Police Officers Certification, MPCTC determined we were in full compliance and our audit was considered closed.

- ❖ On Feb 23rd- GPD officer attempted to stop a vehicle at Martin Luther King Jr. Highway/Ardwick Ardmore Road, the driver failed to stop, and a brief chase ensued before the vehicle crashed after striking another vehicle. Afterward both driver and passenger jumped out and one of the subjects had a weapon in his hand. Eventually both subjects were apprehended and arrested. PGPD air and K9 units assisted with the search and apprehension.
- ❖ On Feb 27th GPO night shift was dispatched to the 8100 block of Martin Luther King Jr. Highway for the report of a stolen vehicle. On-scene investigation revealed the victim went inside the tobacco store and left their vehicle unsecured engine running and the suspect(s) made good on their escape with the victim (black) Lexus.
- ❖ On Feb 28th – GPD Officers Observed gray four-door vehicle commit several moving violations and when he attempts to initiate a stop, the driver failed to stop and struck the curb when his vehicle became disabled, he jumped out and made good on his escape. Upon checking the inside of this vehicle, a firearm, extended magazine (30) rounds, and 32 bullets were recovered.
- ❖ On March 2nd- GPD Officers were dispatched to respond to Campus Way North (Hampton Inn) for a stolen auto report. On-scene investigation reveals the victim advised he parked his vehicle 2019, Audi, out front on (3/1/22) at approximately 10:30pm upon returning to his vehicle this morning at 9:30am his vehicle was not there. The hotel surveillance camera revealed a dark-colored tow truck driven by a black male, towing the victim's vehicle from this location.
- ❖ On March 5th - GPD Officers were dispatched to respond to Ruby Lockhart Blvd. (LA Fitness) for a theft from the auto report on-scene investigation reveals unknown suspect(s) broke into the victim's 2003 Honda Accord and forced opened her glove compartment and stole her black Telfer purse, that she paid \$400.00, and the glove compartment was completely damaged and separated from its natural position.
- ❖ On March 6th- GPD officers indicated a traffic stop at the intersection of Martin Luther King Jr. Highway and Hubbard Road on - scene investigation revealed the driver only possesses a DC learners permit and upon requesting a wanted person check through PGPD Communication, the driver had an open arrest warrant through Virginia. Upon checking his vehicle before impounding officers recovered a fully loaded automatic weapon from the glove compartment recovered an unloaded revolver from under the driver's seat. Maryland State Police Gun Center was contacted and advised the arrestee to be prohibited from possessing any firearms.



Treasurer March Report

Accomplishments:

Feb 19 – Mar 18

1. Completed Payroll Processing for Pay Period ended 02/25 and 03/11.
2. Completed Bill Payment for weeks 02/25, 03/04, 03/11, and 03/18.
3. Continued progress in scanning and filing accounting documents.
4. FY 2021 Audited Financial Reports Finalized.
5. Payments for the TDA on Retirement Account for 02/25 and 03/11.
6. Review FY2023 Budget Template with Cable, Public Works, Finance, Gen Operation, Admin and Police Department
7. Completes and emailed out Cyber Questionnaire to LIGT
8. Received and deposited Personal Property Tax, including PPTax-Utilities.
9. Prepared Treasurers Report for 01/2022

Projected Goals:

Thru to Apr 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Continue reviewing and preparing Budget templates and continue analysis for FY 2023 Budget
4. Reconcile and pay Retirement Account and Group Life Insurance through 03/2022.
5. Resolve MOA Charges for Retirement accounts.
6. Prepare Bank Reconciliation for All Bank accounts.
7. Review Accounts Receivable to ensure complete collection.
8. Reconciliation of other AR and AP
9. Complete the Treasurer's Report for the period – 02/2021.
10. Restart working with Department heads as it relates to their department BVA's.

11. Coordinate with Code Enforcement to reconcile business licenses and charges for PPTax.
12. Input and setup AR for Business Licenses
13. Archive files that need to be sent to storage



Human Resources March Report

March 21, 2022

Personnel Issues:

Accomplished:

- Reviewed and returned to the County, City of Glenarden's Youth@Work/Summer Youth Enrichment Program Memorandum of Understanding and Agreement Acknowledgement. Current MOU on file with the County expired in 2019.

Vacancy Announcement(s):

- Code Enforcement Officer (Tuesday – Saturday), closes 3/28/2022; advertised on Indeed, MML, LinkedIn, and COG Webpage
- Director of Public Works, closes April 21, 2022; advertised on American Public Works Association website, LinkedIn, Indeed, MML, and COG Webpage
- Code Enforcement Officer, closes April 4, 2022, Police Officer – closes June 30, 2022, accepting applications and collaborating with Acting Chief on a daily basis
- ~~Gold Room Crew Chief, closes April 4, 2022; advertised on Indeed, MML, LinkedIn, and COG Webpage~~
- Gold Room Crew Member closes, April 3, 2022; advertised on Indeed, MML, LinkedIn and COG Webpage

CODE ENFORCEMENT MARCH SUMMARY



New Businesses 2

Business License Renewal 1

Notice of Inspections 13

Vehicle Impounded 0

Building/Sign Permits 3

Citizens' Complaints 4

Citations 32

Stop Work Orders 2

Tow Stickers 0

Inoperative 1

Roll Off Permit 0

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. The code enforcement officer went to investigate the concerns of the city manager. The resident received the documentation that was required from the city.

8600 block of Johnson Ave. / City property

Code Enforcement Officer received a complaint from a resident about their neighbor burning wood on their own property. Code Enforcement 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 Code Enforcement Officer was on patrol they 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 for the different pickup days that transpire in the City of Gleneden

3300 block of Hayes St/ Public Nuisance

Code Enforcement officer was on patrol and 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 Code enforcement officer heard a rooster on the 7900 block of Grant Dr. Officers 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

Code enforcement officers received a complaint from a resident about their neighbor putting trash on their property. The code Enforcement officer was shown where the trash could have possibly came from based on his observations. The Code Enforcement Officer talked to the neighbor that could have possibly had put trashed in this neighbor's yard and it could have possibly accumulated over time. Officer 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 applications on a cell phone which is connected to a handheld Bluetooth printer. The same software will be loaded to a desktop PC for tracking, voids, photos, and time retention. The technology exists.

COLLECTION AGENCY/ Contract: I recommend that we enter into a contract with a Collection Agency to assist with the collection of collateral that people are refusing to pay for citations issued. To date we have a four to five inch high stack of unpaid citations that has not and will not be paid. Without the ability to collect or penalize people who refuse to pay is a waste of time, paper and man power, not with standing lost revenue. We stand to lose nothing from this process should a citation go into collection. We only lose when they pay within the time allotted, not because as it stands we're not.



Public Works March 2022 Report

Accomplished:

- Continued to cut grass throughout the city
- Continued to pick up litter throughout the city
- Continued to order needed supplies for the Public Works staff
- Continued to sanitize the City Hall Building (twice a day)
- Continued to organize the assembly/breakdown of meeting signage.
- Public Works trimmed up bushes at Townhall.
- Public Works cut down bushes on Johnson Ave.
- Public Works Setup PPE giveaway and Covid Test giveaway.
- Public Works delivered PPE Bags and Covid Test to the PPE Event.
- Public Works had the furnace worked in the Gold Room Hallway.
- Public Works Installed new "Don't Dump" signs on McLain Ave.
- Public Works Completed work order to Place "Don't Block Driveway" Sign near the American Legion Driveway
- Public Works cut down trees and bushes on Piedmont Ave.
- Public Works completed 7 work orders for the Gold Room and Community Center.
- Public Works Completed work order to place "Dead End" Sign for 5th street.
- 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 March Report



HIGHLIGHTS

- Phase 1 Revitalization Analysis Plan for the special events has been completed to assist in moving forward in a financial beneficial operation for both the Gold Room & Glenarden Community Center on behalf of the City of Glenarden
- Reorganizing our resources for a more effective operation internally
- Public shared calendar for Gold Room and Glenarden CC availability

GOALS

ACCOMPLISHED

- Staff completed the first meeting in a department wide training program on 3/3/22 for a more efficient process
- Completed (3) events successfully between 3/5 – 3/15

PROJECTED

- Completion of first steps for operation transition
- Begin to sign-in for systems to create a more user-friendly booking and operation process for city residents and beyond
- (4) Scheduled Gold Room events between 3/15 – 3/31
- (3) Scheduled GCC events between 3/15 – 3/31

OTHER INITIATIVES & PENDING BUSINESS

- Shred Day is confirmed as a city-wide event on the shared calendar
- Glenarden Day has been blocked off on the availability calendar as a recurring event

Webmaster/Media Specialist March Report



Accomplished:

- 2/28/22 – emailed reminders to City Council and Community Partners requesting content for April-June quarterly postcard; pending submissions – received from MNC Park Police & Mayor/City Administration events
- 3/1/22 – cable station audio outage in PW & Police Dept.; Comcast restored 3/3/22
- 3/7/22 – cable station audio outage reported from citizen; Comcast restored 3/9/22
- Prepared flyers, banners & advertisements for monthly Mayoral Community Forum for March 9th on all City platforms.
- 3/8/22 – meeting with Mayor Cross re: April-June quarterly postcard dates & discussion on PG Mayoral Salute; pending follow-up if support is needed.
- 3/14/22 – conducted training for Council Clerk re: City Marquee platform
- Updated City website and media platforms request for PG County Municipal Residents Survey – originally closed on 3/15 extended to 3/31
- 3/15/22 – attended department head staff meeting
- Working with Administration on offer re: Cable TV Station Manager RFP submission; pending review
- Requesting monthly/annual quotes from current and potential vendors for FY23 budget; compiled documentation and worked on items for inclusion into the budget.
 - Updated budget spreadsheet for the department for City Manager and City Treasurer
- Proceed with preparation for City quarterly postcard for citizen notification of events/programs for April-June 2022; design prepared pending City Council meeting update and events update
- Prepared posting for Presidents Day office closure and updated all City media platforms
- Uploaded council meeting information to City website & media outlets as well as City meeting recordings to website and YouTube page
- Worked with M. Cheek re: City website Public Service Request System App for resident
- issues/inquires/concerns; launched with website and active.
- Prepared flyer for Administration March 30th Glenarden Incorporation Celebration & Candlelight
- Service; pending information for update and approval for advertisement
- Assisted HR with job postings for Director of PW & Code Enforcement Officer on City website and city media platforms

- Updated information on City 311 & 411 call-in phone lines.
- Continue building/uploading content on new City website: March 2022 Mayoral content, City Council meeting information, Council page information, Call-A-Bus service updates, City ARPA Survey, Prince George's County Government and PGCPs updates, etc.
- Continue building/uploading content on the new community channel content system: City information/updates, Glenarden Community, PG County Government, etc.
- Continue uploading content to City Marquee: City meetings, Mayoral Forum, Charter Resolution Notice.
- Sent City notifications, news, and updates to subscribers on the email notification platform.
- Uploaded council meeting information to City website & media outlets as well as City meeting recordings to website and YouTube page
- Advertised City PPE Giveaway to City media outlets and emailed to mailing lists
- Created and posted Women's History Month & International Women's History Day observance to City media outlets

Projected Goals:

- Continue building/uploading content on the 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 the installation of ARC identifying radio for use and availability, pending response
- Continuance of in-progress projects to completion