

Mayor Cashenna A. Cross and Administrative Staff Reporting

May 2022

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

From: Mayor Cashenna A. Cross

Date: Friday, May 27th, 2022

Executive Office of the Mayor and Administration key accomplishments.

City of Glenarden Administrative Report

May 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:

jmcllung@cityofglenarden.org

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Mayor Report (May 2022)

Key Highlights Rollup

Mayor Cashenna A. Cross Report (April 27, 2022-May 27, 2022)

1. Accomplished:
 - a. Resolutions/Council Actions:
 - i. Resolutions for the Ethic Commission x3
 - ii. Resolution for the Youth Advisory Committee x1
 - iii. Resolutions for appointments to Glenarden Housing Authority x3
 - 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.
 - v. Proposed: ARPA money Resolution: to make a \$50,000-not to exceed \$200,000 eligibility to help individual citizens in need of help due to the aftermath of COVID19 on their housing and financial stability. Citizens will write into the city for consideration of need.
 - vi. Follow-up on actions necessary for traffic Calming measures, Ordinance on Traffic regulation, Sensys Gatsco needed to provide some metrics about how effective the traffic calming has been in other cities, and also other jurisdictions names.
 - vii. Delays in securing the city council resolution for G.S Proctor as the city's lobbyist has resulted in the offer from the firm to represent the City of Glenarden being retracted.
 - b. FY23 Budget reviews; (Treasurer, City Manager, Mayor) - Completed, citywide meeting scheduling ongoing with the city council and treasurer.
 - c. The Mayor's Office has supported/fielded 12 office calls/meetings.
 - i. Mr. DC 2022 Advisory Committee Meeting today 5/19/22 Ms. Virginia World Over 60 Dr. Gloria Crosslin
 - ii. WeModel USA CEO Patricia Watts and connect and discuss how to bring awareness and education to our communities regarding the brutal issue of human trafficking. Evolving municipal level partnership to get after the globally 2nd largest growing crime against women, men, girls, and boys. Also met with Barbara Amaya -TED talk sharing exploitation and experiences as one human trafficked herself, Crime Scene Netflix series check out:
www.barbaraamaya.com

- iii. Prince George's Crime Meeting May 26th. Many thanks to the District 5 rep Major Goldring for the invitation. An analytics-infused countywide crime (heat map) warmed and welcomed me immediately into the space. Took me back to the many global planning tables sat at during my 20-year military career. Thank you Chief Aziz for the welcome - permitting me to speak at your table: on the Hope in Action Task Force of which it is my honor to serve as a member alongside my colleagues and leadership of Pastor Lee-The Hope Coalition-and volunteer interrupters; thankful to the City of Glenarden, Maryland police force for while even Glenarden's latest crime activity was briefed - the level of performance and reliability of fast action policing and corroborated Prince George's County investigative actions were an encouragement to this Mayor of the 3rd safest city; and further, Chief Aziz allowing me to speak as a parent to topics of growing concern over the disenfranchisement of young residents across the county-across the nation recommendations of health and wellness programs and expanded actions; and finally, the community partnership which must continue to grow.
- iv. Maryland Democratic Gala May 26th. Congratulations to the MD Dems on their Road to Victory Gala 2022. Good Luck to all the candidates, their staffs and most importantly, their families it was encouraging, and a room filled with compassion and statements of the best for the entire state and nation.
- v. Congratulations: JSWES first annual community health fair. Attended with Chief Regis Bryant and in attendance City Councilman Herring and Councilwoman Ferguson May26th.
- vi. Mothers and Leadership: Twelve Principles for Success - FINAL DRAFT in Production Phase. Mayor Cross wrote to publication, Mothers and Leadership, Chapter 5 on PURPOSE. Book is being published under Archway Publishing Dr. Reginald Vance.
- vii. Residents of GHA citizen concern meeting. Zoom call with follow-up communication to City Council. GHA Director meeting held and call to GHA Board as to the nature of efforts to upgrade the critical needs of the GHA. The month of May -Mayor on requested support of the resident(s) took action to assist the positive movements to rightsized one tragically dilapidated unit. As well leveraged the county council for a possible additional funding avenue. Director Land was able to write to the finding source as a non-governmental entity. The financial support requested if approved will be to support the full painting and minor renovation of the 60-units associated with the GHA. Planning is ongoing by the GHA to fully renovate the entire property but until then this action will support a more comfortable and appealing living condition for the residents currently. This is a quality-of-life action. The GHA has also

been asked for a full audit of all ledgers and bookkeeping associated with the residents housing obligations and payments.

- viii. With the Glenarden Historical Society, and meeting with the Glenarden Pioneers to share some ideas on upcoming projects and events planning.
 - ix. 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. Three committees were discussed Mayor Cross spoke to the Community Assessment and utilizing those community assets like the first responders and 311 to the notification of the Hope Collective partnership of Nonprofits for immediate intervention to get out front of criminal or mental incidents where jail time, mental and emotional break downs, even death can follow. The Violence Prevention Task Force helps identify areas of need in the County and create a plan to aid in resource sharing between non-profits and stakeholders, while also developing short and long-term strategies to prevent violence.
<https://www.princegeorgescountymd.gov/4308/Hope-in-Action>
 - x. Guest at the Maryland Democrats Gala, May 26 at Camelot by Martin's in Upper Marlboro, MD.
 - xi. Maryland Black Mayors Inc. Maryland Black Mayors Inc.'s Zoom Meeting May 25.
 - xii. Mayor Cashenna Cross approved for inclusion on the Points of Light Inspiration Honor Roll for volunteerism and leadership. Lifetime Achievement Award on behalf of Life Stories with Dr. Gloria Crosslin /Mr. DC 2022.
- d. Mayoral Proclamation Actions:
- i. Proclamation Falun Dafa was first introduced to Maryland in 1996, and since then, many residents in the state have learned and benefited from the peaceful and effective practice.
 - ii. Upcoming Proclamation for resident: Barbara J. Armstrong
 - iii. Upcoming Acting Chief Wayne Jackson
 - iv. Upcoming May 2022: Glenarden Community Center Darryl Lakins
 - v. Upcoming: Maryland Park Police Community Servant Leader Sargent Calvin Charles Sr.
 - vi. Upcoming Judge Sylvania Woods Elementary School efforts in ensuring healthy and happy students and building a community environment.
- e. Co-Host (Mayor and Chief GPD) Glenarden Senior's Appreciation Banquet 2022 with introduction of Chief Bryant, in a star-studded Evening of Excellence! Each senior

presented with a marble trophy engraved from Mayor Cross, Chief Bryant, City Council the topper made of clear risen with golden sparkles represented the three wards of Glenarden UNITED in a Shooting star because together we rise. Golden Sparkles are an Introduction to community mindfulness the theme of this May 2022 Mayoral Community Forum as well – for we remain forever mindful of the dedication and commitment of all our Glenarden Senior Citizens, WE love you and thank you.

- f. Influential Thursday on the Joan Henry Show- featuring Mayor Cashenna Cross <https://www.youtube.com/watch?v=77zJ9pol1OU> build on show May 7th.
- g. Conducted employee feedbacks on CM, Treasure, and Acting Chief of Police.
- h. Swearing in of Chief Regis Bryant. Kudos to the Administrative staff of GPD especially Ms. Viveca Jones and Ms. Joan Allen for the phenomenal event photo gallery link here: <https://youtu.be/x5FDxTWcMDw>.
- i. Streetlight installed BGE off Fulton Street. 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 Ms. Michelle Cheek. Reporting through this channel ensures the proper matrix data necessary to help the administration to preemptive action regarding repairs and replacements.
- j. The 3rd quarterly community events calendar and postcard being prepared now. 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. Please contact 301-773-2100 to provide your address if you did not receive your copy.
- k. Mayoral Community outreach program: Partnership with NAACP Prince George’s Director on the upcoming Legislative session, NAACP fielded concerns and novelties for the organization’s consideration in the coming FY23 to address across the county to Annapolis.
- l. Glenarden Housing Authority. May 5th met with staff and new ledger audit assistant on residents’ concerns and account ledger review processes. There will be more sessions and attention to the Director’s Minutes to improve the City’s Awareness of the present condition of the GHA 60 units and residents as to ensure: fair and equitable treatment ion kind and in facilities in partnership with the Staff and Board of Commissioners.
- m. *May is Mental Health Awareness Month, May’s Mayor Cashenna A. Cross Community Forum.* Mayor Cashenna A. Cross Community Forum: Community Mindfulness & Healthy Living <https://www.youtube.com/watch?v=-K8QWxuixPo> addressed health and healing mental genuineness and mindful meditation as we head into FY 23. Guest panelist included: Dr. Joan Henry-Fields RESA INCORPORATED and Nurse Foxye Brown

Jackson, International Author, and Speaker for P.E.A.C.E. with Foxye to discuss the importance of Community Mindfulness & Healthy Living. According to the Mental Health Foundation, studies show that mindfulness-based approaches can significantly reduce symptoms of anxiety and depression. Spoke on topics and shared best-practices as well as techniques on healthy eating, living and how it can help one to become more aware at managing their thoughts, feelings and seeking to be present in the moment. In addition, two surprise guest Dr. Gloria Crosslin detailed her journey to becoming Ms. Virginia World Over60 and pressing forward to dream of becoming Ms. World over 60! Dr. Mazali addressing the values of the food we digest and importance of Vitamin D even in embryo development. Glenarden Mayoral Community Forums seek to not only encourage, but to build an advocacy for residents in need of resources. It's critical that each member of society can reach their maximum potential through greater independence, productivity, and increased integration within the community. By raising community awareness to Mental Health, we are uniting to find solutions for better inclusion by increasing awareness to not only understand but to engage citizens on how to become more aware and improve their day-to-day wellbeing.

- n. 1st Annual Mental Health Expo at Judge S. Woods Elementary School SY22. Mayor Cross as Community Partner/Stakeholder, and supported JSWES 1st Annual Mental Health Expo on Thursday May 26, 2022, from 2:30pm-5:30pm. Event offered support and resources for students, families, teachers/staff, and school community to help with staying healthy mentally, physically, and emotionally.
- o. Attended the Glenarden American Legion Memorial Day Service - Monday, May 30, 2022; Glenarden Veteran's Memorial.
- p. Attended the memorial service for Comrade Kenneth Greenhouse Wednesday May 18, 2022, at the Post 275 Banquet Hall.
- q. Youth Mentoring, Wealth, Health, and Wellness event. Where we will be teaching youths "Knowing Your Rights and Engaging in the Political Process". Youth Program training on the 4, 5, & 6th amendments and voter's registration. May 7th.
- r. May 8th Mother's Day Tea
- s. Maryland-National Capital Police Prince George's County Division and the American Red Cross are hosting an upcoming blood drive. Please join our lifesaving mission and schedule an appointment today!

Drive Details:

Site: Glenarden Community Center

Address: 8615 McLain Avenue, Glenarden, MD, 20706

Room Name: Gym

Date: Wed Jun 8, 2022

Time: 1:00: PM - 6:00: PM

Blood Program Leader Name: Andrea Tibbs

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 Legislation.

- 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 year, 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.

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. City Manager and employee quarterly feedbacks, and essential training needs for Municipalities civilian staff to continue to grow goals being drafted.
- d. Advertising and cross walking the FY23 budget submission - with City Council and Citizens.
- e. MML Summer attendance. MML 2022 Summer Conference & Expo! June 12-15, 2022, Ocean City, MD hundreds of Maryland City and town officials come together to learn about and discuss municipal issues and to network with fellow city and town officials.
- f. Attend and support the City Council Charter review team on the various charter reviews and edits.



CITY MANAGER REPORT

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

- a. Attended regular work session meeting on Monday May 2nd .
- b. Attended the regular council meeting on Monday, May 9th and Public Hearing May 17th
- c. Met with Landscaper at Veterans Memorial Park/met with PW regarding repairs at the park.
- d. Met with citizens.
- e. Meeting with vendor regarding security cameras at building.
- f. Met with HR to discuss personnel issues.
- g. Met with Engineer regarding issues at Woodmore Town Center.
- h. Talked with contractor about sidewalks/ADA ramps.
- i. Processed employee additions/forms.
- j. Approved check requests/invoices.
- k. Followed up on Council/resident questions/concerns.
- l. Answered emails.
- m. Prepared resolutions for meetings.
- n. Worked on 3 RFPs and posted in newspaper, online and on state website.
- o. Met with City Attorney.
- p. Went over employee performance reviews.
- q. Did ride along with code enforcement.
- r. Reviewed bi-weekly reports.
- s. Held preproposal meeting for A/E RFP.
- t. Meeting with potential business.
- u. Held Staff meeting.



City of Glenarden
Police Department
Regis Bryant, Chief of Police

CHIEF OF POLICE REPORT

April 22, 2022-May 20, 2022

April 18th - Chief Regis Bryant started his first day as Chief of Police. He was greeted and met several city and staff employees.

April 18th - Lt attended the 3-day The Maryland Municipal League Conference representing the city of Glenarden.

April 20th - Chief Bryant and Captain attended both day and evening roll calls to meet officers.

April 20th - GPD Sgt was proactively patrolling near the Church Street and Piedmont Avenue when he observed several subjects standing near vehicles parked in the parking lot of the park that closed at dark. The field investigation revealed none of the several males nor females were residence of Glenarden. No weapons were found on the subjects or inside of the vehicles and a wanted person/vehicle check revealed no warrants for the subjects or stolen vehicles. A small amount of marijuana was recovered next to one of the vehicles and was recovered for destruction. They were all advised and sent on their way.

April 21st - A Sgt while on patrol near Brightseat Road and Glenarden Parkway Glenarden, He requested a random registration check on gray Nissan Altima with a Maryland temporary tag. The dispatcher advised the tag was issued to another vehicle; at which time he activated his emergency equipment to initiate a traffic stop. The driver continued at a high rate of speed on Brightseat Road towards Landover Road ignoring his lights and sirens. As the driver entered the intersection of Landover Road and Brightseat Road, he struck a black Toyota Camry on the front driver side and continued towards interstate 95. After the dispatcher advised the vehicle was not wanted, he deactivated his emergency equipment, advised the dispatcher, and headed back to the scene of the accident.

April 22nd - GPD Officer as dispatched by PG Communications to respond to the parking lot of Nordstrom Rack for a report of Vandalism to Auto. The field investigation revealed the victim's vehicle rear right window was broken out. Victim could not advise if anything was stolen.

April 22nd - GPD Officer as dispatched by PG Communications to respond to the 8200 Block of Martin Luther King Jr. Hwy for a stolen vehicle. The field investigation revealed the victim left his vehicle running and went into the 7-Eleven. Upon his return, he discovered his vehicle was gone. The store

security surveillance footage captured a subject entering the vehicle and leaving the scene. Later, while on a call in the 3200 block of Hayes Street, Lt. Robinson observed a silver 4 door Lexus matching the description unoccupied and parked. A check revealed that it was the stolen vehicle. Recovered and impounded for safekeeping.

April 24th - GPD Officers were notified by (Wegmans) management of three unattended young children in a vehicle. Officers observed a white Dodge van in the parking lot with the engine off and all the windows rolled up. Officers observed three kids in the back seat. Officers and Wegmans management made several attempts to locate the vehicle owner with negative results. Officers asked one of the children to open the door to allow air to circulate through the vehicle. Shortly after, the parents of the kids were located and were issued citations for leaving their kids locked in a motor vehicle unattended.

April 26th - Lt. Robinson was contacted by the Principal of Judge Sylvania Woods Elementary about a group of girls fighting. Lt. Robinson responded to the school and spoke on bullying. He advised he will follow up in 30 days.

May 1st - GPD responded to 8242 Dellwood Court to assist Prince George's County Fire and EMS personnel attempting to resuscitate an unconscious male. GPD took a Death Report after notifying Prince George's County Homicide unit and the Medical Examiner's Office. Next of kin was on the scene.

May 3rd - GPD responded to 3190 Roland Kenner Loop was dispatched to a reported domestic dispute. The victim reported her baby's father assaulted her. She suffered a laceration on over her left eye and a bloody nose. Fire and EMS responded to the scene. A canvass of the area for the suspect resulted in negative.

May 4th - Several officers confirmed notification of attending the Annual In-Service Training May 23-May 25th at the Public Safety and Law Department, Municipal Police Academy.

May 6th - Chief Bryant Swear in Ceremony took place at the Gold Room.

May 10th - GPD Command Staff attended the Fallen Heroes Memorial Ceremony at the Saint Mary's Catholic Church 7301 Annapolis Road, Landover Hills, Maryland.

On May 9th Maryland Park Police Officers responded to a call for service at Glenarden Community Center. Upon arrival, officers attempted to interview a subject standing by the basketball court. After a brief foot pursuit, the subject was detained. A check of his bookbag revealed an AR-15 pistol style rifle with no visible serial number. The rifle was loaded with a magazine containing 27 rounds of .223 ammunition and one additional .223 round in the chamber. The individual was placed under arrest and transported to the Department of Corrections for processing.

May 10th - GPD Officer was actively patrolling Glenarden Parkway and Brightseat Road. He observed a red Toyota Prius bearing Maryland tag with no license plate attached to the front of the vehicle. A warrant/driver's license check through Prince George's County Communications, return yielded that the driver had a suspended license. The driver was placed under arrest.

May 13th - Chief Bryant completed his 4-weeks of Field Training Officer (FTO) training.

May 14th - hours, a Prince George's Police Officer was working secondary employment at the Wegmans. She was alerted by Wegmans Asset Protection Specialist of a male who was shoplifting merchandise. The subject went to a Chevrolet Tahoe where he threw the stolen merchandise inside the vehicle. The defendant was arrested.

May 15th- Units received a call for the sounds of gunshots in the 3200 Block of Reed Street. Units located an unconscious black male who was known to all Officers from previous encounters suffering from multiple gunshots to the body. A lookout was given for two vehicles. This incident didn't occur in Glenarden's jurisdiction. Prince George's County Police and Homicide Unit will be handling this case.

May 16th - Glenarden Police Department Command Staff conducted interviews for Administrative Assistant.

May 17th - New Code Enforcement Officer began with the city of Glenarden.

May 18th - Several Officers attended Taser Re-certification Training.

May 19th - GPD Command staff met with Code Enforcement Officers.

May 20th - Glenarden Senior Appreciation Banquet: An Evening of Excellence 7PM-9:30PM



Treasurer May Report

Accomplishments:

April 19 – May 18

1. Completed Payroll Processing for Pay Period ended 04/22 and 05/06.
2. Completed Bill Payment for weeks 04/22, 04/29, 05/06, and 04/13.
3. Continued progress in scanning and filing accounting documents.
4. Payments for the TDA on Retirement Account for 04/22 and 05/06.
5. Payment of TDA Charges for the period 05/2022
6. Working on the FLAP and GLI Schedule to bring up to account
7. Completed Reconciliations for Bank Accounts.
8. Completed FY 23 Budget.
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. Prepared Treasurers Report for 03/2022

Projected Goals:

thru to June 10, 2022

1. Complete the Payroll Processes for the next pay periods.
2. Complete bill payment for the coming weeks.
3. Continue to finalize FY 23 Budget and continue analysis for FY 2023 Budget
4. Reconcile and pay Retirement Account and Group Life Insurance through 04/2022.
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. Review Verizon Accounts for discrepancies, as list needed validation before action.
8. Review Accounts Receivable to ensure complete collection.
9. Reconciliation of other AR and AP
10. Complete the Treasurer's Report for the period – 04/2022.
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 – Shore Scan



Human Resources May Report

Personnel Issues:

Accomplished:

- Completed summary of all positions as required by Municipal Solutions to perform the salary survey for the City.
- Completed the installation of the ADP Timeclock in the Community Center.
- Provided to the City list of eligible candidates for the position of Director Public Works. Administrative Assistant attempting to contact to schedule interviews.
- As requested, completed the Prepared the Orientation – Partner for the 2022 Youth@Work/Summer Youth Enrichment Program.
- Collaborated with new employee on his entrance on duty paperwork.
- Worked with Attorney on various personnel issues.
- Worked with Mutual of America on personnel issues.

Projected Goals:

- Working on the Salary Survey with Municipal Solutions.
- Continue reviewing and when necessary, updating Personnel Standard Operating Procedures
- Review Public Safety position descriptions with Chief, for updating purposes.

New Hires:

- Code Enforcement Officer, effective May 17, 2022

Separation(s):

- Gold Room Crew Chief, effective May 5, 2022.
- Gold Room Crew Member, effective May 16, 2022
- Administrative Assistant (Public Safety), effective May 20, 2022

Vacancy Announcement(s):

- Police Officer – closes June 30, 2022, accepting applications and collaborating with Acting Chief on a daily basis.
- Administrative Assistant – closes June 3, 2022.
- Deputy Clerk to the Council – closes June 3, 2022



2022 CODE ENFORCEMENT MAY SUMMARY

New Businesses: 2

Business License Renewal 1

Notice of Inspections 73

Vehicle Impounded 1

Building/Sign Permits 10

Citizens' Complaints 10

Citations 7

Stop Work Orders 1

Tow Stickers 1

Inoperative 0

Roll Off Permit 3

ADDITIONAL NOTES:

In Ward#1: In the month of May, there were 4 vehicles that were cited due to many reasons such as unregistered Vehicles.

In ward #2: In the month of May there were 2 vehicles that were cited due to being unregistered vehicles

In Ward #3: In the month of May there were 1 vehicle that was cited due to being unregistered and commercial vehicles

Stop Work Orders: The most recent one is on the 1500 block of 7th St the homeowner tried to repave their driveway. 7700 Block of Glenarden Parkway and 3330 Hayes St

Building permits: On the 7900 Block of Dellwood Ave, 2800 Swann Wing CT, 2500 Sir Michael PL, 3300 Hayes St, 7900 Block Polk St & 2600 Block of Swann Wing CT

Roll Off Permits: There are three dumpsters currently being used (1) on Cousins Dr, (1) on 8th St & (1) Tyler St

Business License Renewal: Cherry Blossoms

Tow: A Commercial Vehicle was towed on BrightSeat Road

Notice Of Inspections: Most of the notice of inspections were pertaining to residents not having a county or city permit to build on their property. Residents not keeping up with their Grass maintenance.

Two New Businesses: Hip Hop Fish and Chicken and European Wax Center

Inoperative/Unregistered Vehicles: On 1st, There has been one Unregistered/inoperative Vehicle that received a tow sticker

Notice Of Inspections: Most of the notice of inspections were pertaining to residents not having a county or city permit to build on their property. Residents not keeping up with the exterior property maintenance and Residents are not keeping their animals on a leash.

Other Observations: Officer Bennett had to settle a dispute between two neighbors on 3333 block of Hayes St Hayes St and 8000 block of Dellwood Ave due to property line dispute. Also, neighbors on the 3600 block of jeff road

- Officer Bennett won his court cases Again
- The commercial Vehicle is still being seen in businesses parking lots and not on Hubbard Road it will be towed later this month



Public Works May 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 installed two new locks for two doors going into the police department.
- Public works installed a new lock in the Gold Room Handicapped Door.
- Public works installed a Ring camera at the Goldroom handicapped Door.
- Public works cleaned bathrooms at the community center and Police department.
- Public works cleaned the carpet at the Community center.
- Public works cut back vegetation on Barlowe Rd.
- Public works had keys made certain areas in the building.

Projected Goals:

- Coordinate a Welcome Sign for Ward III (Woodmore)
- Coordinate OSHA and Landscape classes for Public Works Staff
- Permission to purchase work laptop
- Want Public Works to take a CPR class and defensive driving.



Gold Room Report

HIGHLIGHTS

- Installing new security measures for access and the safety of guests
- New highly visible signage for event guests

GOALS

ACCOMPLISHED

- (6) Scheduled Gold Room events between 5/1 – 5/31
- (1) Scheduled GCC events between 5/1 – 5/31

PROJECTED

- (3) Scheduled Gold Room events between 5/15 – 5/31

OTHER INITIATIVES & PENDING BUSINESS

- N/A



Webmaster/Media Specialist May Report

Accomplished:

- 5/4/22 – audio outage on cable station; assessed and troubleshooted system repaired 5/4
- 5/4/22 - Reported audio volume low, vendor assessed master control and completed 5/5
- 5/10/22 – cable equipment power outage; assessed with manufacturer part needed for reconnection; serviced equipment and back online 5/11
- Worked with administration on advertisement on City media platforms and livestreaming setup for Swearing-In of Chief Bryant for May 6th
 - Crafted post for tax return deadline; posted on all City media outlets
 - Updated City Volunteer Interest flyer; pending information for posting
- Prepared National Police Week posting for City media sites
- Crafted Memorial Day closure posting for city media outlets
- 5/10/22 - Assisted HR w/ PD Admin. Assistant job vacancy posting on website (closed 5/16)
- 5/17/22 – Assisted HR w/ City Admin. Assistant job vacancy posting on website & LinkedIn
- Continuation of pushing out ARPA survey to media outlets, e-notification & with Glenarden community partners
- 5/17 - Website content training for Council Clerk re: Council meetings and legislation.
- 5/17/22 – emailed correspondences re: submission opening for 2022 Quarterly Postcard (July-September); submission deadline June 6, 2022; preparing dates submitted for design
- Assisted with advertising, creation of flyer and materials for Monthly Mayoral Community Forum for May 2022: Community Mindfulness and Healthy Living; posted on website (located in Featured Video section of homepage), City media outlets, marquee, City call-in line, e-notification, and cable channel platforms
- Assisted with advertising, creation of flyer and EventBrite reservations for Glenarden Senior Appreciation Banquet: An Evening of Excellence (May 20th); advertised on City media outlets, marquee, City call-in line, e-notification, and cable channel platforms, distributed flyer via email to City contact lists for distribution to City residents
- Assisted with advertising for Glenarden American Legion Memorial Day Service (May 30th); advertised on City media outlets, e-notification
- Assisted with advertising, creation of flyer for Meet & Greet Cookout with Chief Regis Bryant (June 4th); advertised on City media outlets, marquee, City call-in line, e-notification, and cable channel platforms, distributed flyer via email to City contact lists for distribution to City residents
- Signed up and added approved funds for media transfer site for PEG community television for use of low costs pre-recorded programming content
- Calls & emails to NAMI, ASALH & PGCTV as requested re: Mental Health Awareness Month content for cable station; NAMI approved Mental Health Awareness content – running on cable station through month of May
- Updated City meeting, City events & general information on City 311 & 411 call-in phone lines (incl. Memorial Day closure)

- Continuation of quote requests from potential vendors re: FY23 budget; updates included in budget
- Continue building/uploading content on new City website: City Council meeting information, Legislation materials, City Staff page updates, City Request for Proposals & Bids, FY2020 Audit, MD Dept. of Veterans Affairs- Flag Status updates, City & Community Events/Programs & Community Event/Program calendar items, Prince George's County Government events & programs, etc.
- Uploaded City & community information content on the community channel platform & social media
- Sent City notifications, news, and updates to subscribers on email notification platform
- Uploaded council meeting information to City website & media outlets as well as City meeting recordings to website and YouTube page

Projected Goals:

- **Continue building/uploading content on the new City website**
- **Continue building/uploading content on the new community channel system**
- **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 hiring for Cable Station Manager**
- **Continuance of in-progress projects to completion**