



CITY OF DISTRICT HEIGHTS

THURSDAY, FEBRUARY 2, 2023

AGENDA
HYBRID City Meeting
7:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Residents must RSVP to attend in person.

Or Via Zoom: [Link to join Webinar](#)

<https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Ric2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- City Meeting Agenda Thursday, February 2, 2023

APPROVAL OF MINUTES:

- Work Session Minutes of Tuesday, January 24, 2023
- Emergency Special Session Meeting Minutes of Friday, January 27, 2023

PRESENTATIONS

Swearing in of Police Officers - Chief Tarpley
Senior Center construction update – Lane Feick

DEPARTMENT REPORTS:

- Public Works
- Code Enforcement
- Police Department
- Youth Services Bureau
- Recreation
- Media Department
- Treasurer's
- General Government
- Human Resources

PUBLIC PARTICIPATION:

MAYOR AND COMMISSION REPORTS:

ADJOURNMENT:

- **This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.**



CITY OF DISTRICT HEIGHTS

MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, January 24, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, January 24th, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:01 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Comr. Tilghman

AGENDA ACCEPTANCE

Comr. Gomez moved to accept the agenda for the City Meeting Work Session Tuesday, January 24, 2023. Comr. Tilghman seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Comr. Gomez moved to approve the January 5, 2023 City Meeting minutes. Comr. Tilghman seconded the motion which carried a 4-0 vote.

Comr. Janifer moved to approve the January 12, 2023 Special Session minutes. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, Comr. Tilghman, Katrina Polk - Acting City Manager, Cecelia Smith-Budd – Staff Accountant, Starr Jefferson – City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager

UNFINISHED BUSINESS

Comcast Ordinance No. DH 2023-01 adoption

Mayor Miller read the summary of the Comcast franchise agreement providing an overview of the introduction of the ordinance on November 22, 2022, and its history.

With no comments or concerns raised by the Commission or from the public, Vice Mayor Harcourt moved to adopt Ordinance DH 2023-01 to renew the cable franchise agreement with Comcast of Maryland, LLC.

Comr. Gomez seconded the motion which carried a 5-0 vote.

Mayor Miller – Aye

Vice Mayor Harcourt – Aye
Comr. Janifer – Aye
Comr. Gomez – Aye
Comr. Tilghman – Aye

NEW BUSINESS

Customer Service Training Announcement – Nikesha Pancho – Mgr. HR

HR Manager, Nikesha Pancho, announced mandatory customer service training for City of District Heights employees scheduled for Wednesday, January 25th and Wednesday, February 1st.

Legislative Priorities – Tony Perez – CODH Lobbyist

Mr. Perez discussed pending bills in the Maryland General Assembly:

Bill MCPG 107-23 sponsored by District 21 of the Prince George's County Council will be heard in the county subcommittee on Thursday January 26, 2023, at 9am. The bill is the Maryland Washington Regional District standing request to review zoning and land use decisions.

Prince George's County Municipal Association is set to review legislation on police accountability and labeled the topic a *top priority*.

The City of District Heights has requested a \$500,000 bond bill which the chair of the Prince George's County House Delegation, Nick Charles, has agreed to sponsor for a new municipal center.

Local bill CB7-2023 from the County Council is receiving high priority and attention on the topic of rent stabilization. The bill temporarily amends the Landlord/Tenant Code and limits the landlord's ability to increase rent for certain tenants and limiting increases to a certain amount.

A transit oriented development ordinance CB97-2022 was introduced last year that Mayor Miller supports. The bill attempts to create an opportunity for affordable housing and positive development.

Discussion ensued initiated by Vice Mayor Harcourt regarding any recourse for the city to present requests for equitable transportation.

Additional conversation amongst the Commission followed regarding CB7-2023 and the need for rent stabilization while minimizing negative impact to homeowners.

Hiring of new Police Department Staff – Chief Tarpley

Comr. Gomez moved that the Commission go into closed session to discuss the hiring and salaries of Police Department staff. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

The Commission went into closed session at 7:54pm.

A summary of the closed session is attached.

The Commission returned from closed session at 9:30pm

Mayor Miller announced the hiring of 3 city employees within the Police Department.

PUBLIC PARTICIPATION

Harryette Irving asked about the status of the city's cable channel for Verizon customers.

The Media Coordinator, T'Neisha Turner advised of ongoing efforts to restore service to Verizon customers.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn. Comr. Gomez seconded the motion which carried a 4-0 vote. The City Meeting adjourned at 9:34pm.

Respectfully submitted,

Starr Jefferson
City Clerk



**CITY OF
DISTRICT HEIGHTS**
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Emergency Special Session Meeting Minutes

Friday, January 27, 2023, 3:00pm

VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Emergency Special Session Meeting of the City of District Heights was held on Friday, January 27, 2023, via ZOOM Audio/Visual Conference. Mayor Miller called the meeting to order at 3:00pm.

CONSENT AGENDA

Comr. Gomez moved to accept the agenda for the Emergency Special Session for January 27, 2023. Comr. Tilghman seconded the motion which carried a 4-0 vote.

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, Commissioner Tilghman, Starr Jefferson –City Clerk, Chris Lawson – HR Director, Nikesha Pancho – HR Mgr., T’Neisha Turner – Media Coordinator

NEW BUSINESS

IT Update – T’Neisha Turner

Ms. Turner reported on ongoing communication with the city’s IT company to assist with outdated computer equipment inside the AV Room in the municipal building. The IT company provided a recommendation to acquire two (2) additional laptops to provide access to the cable network and the electronic board. Ms. Turner requested to table the matter competitive pricing could be obtained and presented to the Commission.

Personnel Matters

Commissioner Janifer moved that the Commission go into closed session to discuss Personnel Matters. Commissioner Tilghman seconded the motion which carried a 4-0 vote.

The Commission entered closed session at 3:13 pm.

A summary of the closed session is attached.

The Commission returned to open session at 4:22pm.

Mayor Miller announced the next City Meeting on Thursday, February 2, 2023, at 7pm.

ADJOURNMENT

Comr. Gomez moved to adjourn the Emergency Special City Meeting. Comr. Janifer seconded the motion which carried a 4-0 vote. The Emergency Special City Meeting adjourned at 4:23pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

January 2023

COMPLETED:

- **Monday, January 3:** collected leaves throughout the city, blew all the leaves along the park trail and took down all the Christmas decorations.
- **Tuesday, January 4:** installed the snowplow on truck #6, rented a light tower from sunbelt rental for parking lot, cleaned the downstairs floor and the gym floor.
- **Wednesday, January 5:** cleaned YSB, mopped and waxed multi-purpose room.
- **Thursday, January 6:** Finished buffing the multi-purpose floor at YSB, installed two new signs Safe Passage, Slow Down on District Heights Pkwy at crosswalk at District Heights Elementary, took trucks to emissions, trash run in the afternoon.
- **Monday, January 9:** Trash run, painted white lines on District Heights Pkwy crosswalk at District Heights Elementary School, took two trucks through emissions.
- **Tuesday, January 10:** Limb pick-up throughout the city, repaired leaf machine, put snowplows back on truck #5 and #6.
- **Wednesday, January 11:** finished picking up leaves throughout the city, took new limb chipper back for repair, purchased cold patch asphalt.
- **Thursday, January 12:** Filled potholes throughout the city, delivered three trashcans to residents.
- **Friday, January 13:** Trash run, Finished the potholes throughout the city.
- **Monday, January 16: Holiday**
- **Tuesday, January 17:** Trash run, installed No Smoking Signs around the building, repaired the light at the back entrance.
- **Wednesday, January 18:** Filled potholes throughout the alleys, cleaned the back garage.
- **Thursday, January 19:** completed doing inventory in shop and shed, put the furniture back in the lobby, picked up paint for City Mangers office and yellow traffic paint, moved Mayor's desk forward and installed a long surge protector cord.
- **Friday, January 20:** Trash run, meeting with City Manager in Public Works Shop,
- **Monday, January 23:** Trash run all day.
- **Tuesday, January 24:** Finished potholes in alleys, had interviews at 12 today,

- **Wednesday, January 25:** Filled a pothole at 2015 Rochelle Ave, attended employee training 9-12:30 pm.
- **Thursday, January 26:** Removed trash along County Rd & Foster St., finished putting millings in alleys,
- **Friday, January 27:** Finished alleys in City intersections.
- **Saturday, January 28:** stripped upstairs hallway floor.
- **Sunday, January 29:** Burnished hallway floor upstairs.
- **Monday, January 30:** Trash run, picked up equipment for District Heights Elementary School and Forestville Elementary School, Put up new Stop sign at the intersection of Aztec Drive & Elmhurst Street.

ONGOING PROJECTS:

- **Beltway Paving,** sub patch work, mill & overlay, sidewalks, curbs & gutters, speed humps.
- **Parking lot lights,** lights have been ordered.
- **Stage lights,** waiting on deliver from vendor with the rest of the lights.
- **Restrooms renovation,** in process of talking with architects.

UPCOMING

- **SPRING CLEAN-UP 2023, APRIL 17-21, 2023**

Respectfully submitted,

Angela Barnhill-Love

Building Coordinator/ Administrative Assistant

CODE ENFORCEMENT REPORT
January 2023

SECTION 413 - ABANDONED VEHICLES

Dec	Jan	
0	0	Vehicles identified as Abandoned, Unregistered, and Under Repair
0	0	15 Days stickers have been posted(Private Property)
0	0	Vehicles towed - <u>Citations Issued</u>
0	0	Vehicles removed by owners
0	0	Vehicles had new tags affixed
0	0	Correction date of next month
0	0	Requested Extension
27	27	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

0	5	Notices posted to private homes for violations
4	3	Notices mailed to private homes reference city violations and notifications
4	2	Stop Work Orders issued
4	8	Building permit - posted/email
22	20	License applications received and processed

MANDATORY INSPECTIONS

6220 District Heights Parkway - Initial/Final - Pass
7213 Mason Street - Rental - Re-Inspection
6027 Marlboro Pike - Commercial - Initial
7129 Halleck Street - Rental - Re-inspection
6330 Marlboro Pike - Commercial Inspection - Initial/Hold
6307 Elmhurst Street - Rental - Initial
6342 Marlboro Pike - Commercial - Initial
7021 Marbury Court - Rental - Initial
2210 Roslyn Avenue - Rental - Initial
6505 Gateway Boulevard - Rental - Re-Inspection
6514 Halleck Street - Re-inspection

CODE ENFORCEMENT REPORT

January 2023

6216 Marlboro Pike - Commercial - Initial
6310 Marlboro Pike - Commercial - Initial
7110 Kipling Parkway - Rental - Re-inspect
6723 Gateway Boulevard - Rental - Initial

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	8	\$ 2,225.00
Day Care License	1	\$ 50.00
Rental License	10	\$ 1,000.00
Residential License	1	\$ 50.00
Building Permits	8	\$ 1,524.44
Municipal Infractions		
Total	28	\$ 4,849.44

JOURNAL

Due to the Corona virus pandemic the majority of our contact with residents has been through phone and email.

Performed construction inspection on building permits

Performed housing or commercial inspections requested by property owners or renters on vacant properties only.

Violation concentrated on: Section 402 - Sanitation

POLICE DEPARTMENT	November	December	January
<i>CALLS FOR SERVICE</i>			
<i>Total CFS Received</i>	371	305	660
HOMICIDE	0	0	0
SEXUAL ASSAULT	1	0	0
ROBBERY AND ATTEMPT	2	1 Attempt	0
ASSAULT	0	1	1
BURGLARY	2	4	0
AUTO THEFTS	0	3	4
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	2	3	3
THEFTS	4	5	0
DOMESTIC CFS	18	12	13
TOTAL (MOST SERIOUS)	29	28	21
<i>REPORTS WRITTEN</i>			
MOTOR VEHICLE ACCIDENTS	1	3	4
ACCIDENT HIT & RUN	0	4	3
IMPOUNDS	8	5	18
RECOVERED STOLEN AUTOS	0	0	1
MISSING PERSON	0	1	0
TOTAL	9	13	26
<i>ARREST</i>			
ADULTS	0	0	3
Summons in Lieu/Criminal Citation	0	0	0
J-2 / JUVENILES	0	0	0
Warrant Service	1	1	1
TOTAL	1	1	4
<i>TRAFFIC/PARKING ENFORCEMENT</i>			
SPEED CAMERA CITATIONS ISSUED	976	1,091	
MOVING VIOLATIONS ISSUED	23	11	223
WARNINGS ISSUED	9	39	172
OTHER MOVING VIOLATIONS	17	9	38
RADAR/SPEEDING	0	0	7
STOP SIGNS	6	2	5
SEAT BELTS	0	0	0
EQUIPMENT REPAIR ORDER (ERO)	1	1	6
DUI/DWI - ALCOHOL	0	0	6
PARKING CITATIONS/NOTICES	14	1	
TOTAL Violations Issued	47	52	234
<i>REVENUE</i>			
CRASH/INCIDENT REPORTS	\$20.00	\$20.00	\$30.00
PARKING CITATIONS	\$0.00	\$50.00	\$100.00
SPEED CAMERA CITATIONS	\$18,746.76	\$15,789.82	\$18,274.48
VEHICLE RELEASES	\$525.00	\$300.00	\$750.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00
TOTAL	\$19,291.76	\$16,159.82	\$19,154.48



CITY OF DISTRICT HEIGHTS
FAMILY & YOUTH SERVICES BUREAU
6421 Atwood Street * District Heights, Maryland 20747
Phone: (301) 336-7600 * Fax: (301) 499-2121
Email: ysb@districtheights.org

January 2023

STRATEGIC FOCUS

- Crucial to the YSB's sustainability in providing licensed, professional mental/ behavioral health services is having a strong team of clinicians to provide support to the residents of District Heights and surrounding communities. The YSB is actively seeking support to recruit and retain qualified candidates for the agency.
- The YSB is actively focusing on supporting our families through advocacy with MAYSB and providing information and resources within the community and greater Prince George's County.

COMPLETED

- **Thursday, January 5th:** The YSB director attended the Monthly MAYSB meeting to support the youth service bureaus and activities within the state of Maryland. The YSB's discussed strategies to engage the county and state to address concerns of the YSBs.
- **Wednesday, January 11th:** The YSB director met with Woodland Springs Resident Coordinator, Ms. Tiffany Singletary, to discuss the agenda for the aftercare group starting Wednesday, Feb 1st, 2023.
- **Sunday, December 15th:** The YSB submitted monthly reports to DFS re: Mental/Behavioral Health Program. As of December 31: 1 new formals; 50 carryover formals and 1 informal closed client that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Wednesday, January 18th:** The YSB director served as a panelist for the Department of Family Services Parent Support group in providing resources available to residents within Prince George's County.
- **Thursday, January 19th:** The YSB clinical staff hosted the first session for the bi-weekly parenting support group. This group will address issues to assist parents in receiving support and information for their children in grades K-8.
- **Friday, January 27th:** YSB Director attended the Maryland Youth Justice Coalition (MYJC) meeting to discuss the Senate Committee briefing on Autocharging and assisting with preparations for a rally scheduled for Feb. 16th.

ONGOING

Therapeutic, Psycho-education and Nutrition & Gardening Groups

- Weekly Woodland Springs Psycho-education & Play Therapy (Currently receiving permission slips)
- Weekly Woodland Springs tutoring group visits the WS Garden (postponed until the Spring growing season)

UPCOMING



The District Heights Youth Development Foundation
2000 Marbury Drive * District Heights MD 20747
301-336-7600 * fax 301-499-2121
www.developinghigherheights.org
"Developing Higher Heights"

- The YSB will be hosting our monthly on-going parent support group. The parenting group is meeting bi-weekly until June 30th. Please contact the YSB for more information or to register at (301) 336-7600 or via email ysb@districtheights.org.

January 2022

- The YDF College tour scheduled to Prince George's Community College was cancelled due to lack of participation. The YDF has another college tour scheduled for March. Please contact the YDF for more information.
- The YDF is currently receiving applications for Board Members
- For more information, please email ydf@youthdevelopment.foundation.

Respectfully Submitted,

Katrina Emerson, Director

District Heights Family & Youth Services Bureau



CITY OF DISTRICT HEIGHTS

Recreation/Cultural Department

2000 MARBURY DRIVE

DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

FEBRUARY 2023 City Report

RECREATION PARKS AND CULTURE DEPARTMENT

COMPLETED ACTIVITIES AND EVENTS FOR JANUARY 2023

ACTIVITY/ EVENT	NUMBER OF VISITORS
• Chair Aerobics -	79
• Line Dance -	54
• Youth Open Gym –	167
• Adult Open Gym –	100
• Fitness Room -	24
• TOPS	18
• Pushing4Greatness	16
• Sport Fit and Boxing	14
• Morning Walk	17
TOTAL	489 Visitors Served

ONGOING PROJECTS

- American Job Center Community Network Agreement
- Municipal Playgrounds
- Municipal Stage
- Recreation Program Survey Form
- Recreation Suggestion Forms

UPCOMING ACTIVITIES AND UPDATES

Valentine’s Day Party	February 14th	12:00pm-2:00pm
Black History Bingo Challenge	February 18th	12:00pm-2:00pm

- Recreation Department Hours:**
- 9am to 8pm, Mondays - Fridays
 - 9am to 1pm, Saturdays (starting officially March 4, 2023)

Recreation Program Calendar
DH Step and Drama Practices
New Fitness Equipment

Respectfully submitted,
Recreation, Parks, and Culture Department



Communications Department

Monthly Report



- Successfully setup the Meeting Owl 3 for hybrid meetings
- Initiated "Leveling the Playing Field" meeting with Commission. It is a resource used to service Title I schools and other under served organizations/communities providing recess/Physical Education/sports equipment.
- Slideshow on homepage of website has been updated.
- Worked with Verizon to restore the city network.
- Completed kickoff meeting with Lladner Business Solutions to start the IT assessment.
- Redesigned and distributed "The Herald" Newsletter.
- Created marketing material to promote the City of District Heights election.
- Created marketing material for the Recreation Department February events.
- Obtained Certificate of Completion for Maryland's Open Meetings Act



**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
Income			
I - Local Taxes			
4000 - Real Property Taxes	1,925,106.14	3,372,068.00	-1,446,961.86
4005 - Public Utility Taxes	0.00	120,000.00	-120,000.00
4010 - Personal Property Taxes	9,861.60	35,000.00	-25,138.40
4016 - Penalties & Interest	1,045.57	9,000.00	-7,954.43
Total I - Local Taxes	1,936,013.31	3,536,068.00	-1,600,054.69
II - State Shared Taxes			
4020 - Income Taxes	175,196.36	675,000.00	-499,803.64
4025 - Highway User Revenue	25,584.54	232,996.00	-207,411.46
4030 - Police Protection	56,776.00	62,110.00	-5,334.00
4040 - Bank Stock	0.00	417.00	-417.00
4045 - Traders License	930.12	4,500.00	-3,569.88
4050 - Admissions & Amusements	75.23	1,250.00	-1,174.77
Total II - State Shared Taxes	258,662.25	976,273.00	-717,710.75
III - License & Permit - City			
4055 - Cable TV Franchise Fees	23,577.39	106,000.00	-82,422.61
4060 - Cable TV - Capital Equipment	14,608.21	65,770.00	-51,161.79
4065 - Rental Permits - Apartments	0.00	27,665.00	-27,665.00
4070 - Rental Permits - Residential	4,100.00	10,500.00	-6,400.00
4075 - Building Permits	20,790.96	25,000.00	-4,209.04
4080 - Business License	2,947.50	19,000.00	-16,052.50
4085 - Alarm Registrations	20.00	200.00	-180.00
4090 - Peddler's License	0.00	100.00	-100.00
4095 - Use & Occupancy Permits	256.64	250.00	6.64
4100 - Other	275.00	800.00	-525.00
4105 - Real Estate Sign Fees			
Total III - License & Permit - City	66,575.70	255,385.00	-188,809.30
IV - County Shared Taxes			
4110 - Landfill Rebate	5,152.00	20,610.00	-15,458.00
Total IV - County Shared Taxes	5,152.00	20,610.00	-15,458.00
V - Youth Service Bureau			
4127 - YSB - P.G. Co. Special Grant	34,638.73	120,000.00	-85,361.27
4136 - YSB - Counseling Fees	10,620.93	40,000.00	-29,379.07
4141 - YDF Grant	0.00	10,000.00	-10,000.00
4142 - Rental Income - YSB	0.00	1,000.00	-1,000.00
4144 - Crime Prevention Grant-YSB	0.00	30,420.00	-30,420.00
Total V - Youth Service Bureau	45,259.66	201,420.00	-156,160.34
VI - Recreation Revenues			
4140 - Summer Playground	4,150.00	14,960.00	-10,810.00
4145 - Instructor Fees	2,712.00	10,000.00	-7,288.00
Total VI - Recreation Revenues	6,862.00	24,960.00	-18,098.00
VII - Fines & Vehicle Releases			
4150 - Fines	12,840.00	20,000.00	-7,160.00
4155 - Vehicle Releases	2,525.00	7,000.00	-4,475.00
4196 - Redspeed - Speed Camera	129,366.21	250,000.00	-129,633.79
Total VII - Fines & Vehicle Releases	135,731.21	277,000.00	-141,268.79
VIII - Miscellaneous			
4016 - Maryland Bond Bill - 2021A	200,000.00		
4017 - Maryland Bond Bill - 2018	500,000.00		
4019 - Maryland Bond Bill - 2021	500,000.00		
4157 - Community Garden	0.00	100.00	-100.00

**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
4175 - Interest Income	52,381.79	2,000.00	50,381.79
4190 - Night Out Donations	2,750.00	1,250.00	1,500.00
4195 - Rents	1,120.00	10,000.00	-8,880.00
4200 - Sale of Assets	40,250.00	1,000.00	39,250.00
4205 - Concessions	0.00	1,000.00	-1,000.00
4206 - Utility Service Royalty	0.00	2,700.00	-2,700.00
4210 - Other	690.00	1,000.00	-310.00
4225 - Bond Revenue - 2016 Series A	0.00	2,000,000.00	-2,000,000.00
4226 - Interest Income on CDA Bond	7,286.40		
Total VIII - Miscellaneous	1,304,478.19	2,019,050.00	-714,571.81
XI - Revitalization & Grants			
4179 - CP&P Sports Complex- Restrooms	0.00	59,326.00	-59,326.00
4184 - POS - Sports Complex Restrooms	0.00	82,500.00	-82,500.00
4323 - Veterans Park - POS	0.00	50,000.00	-50,000.00
4335 - American Rescue Plan Funds	2,950,102.63	2,947,896.00	2,206.63
Total XI - Revitalization & Grants	2,950,102.63	3,139,722.00	-189,619.37
XII - ARPA Fund Balance FY22	0.00	2,819,122.00	-2,819,122.00
XII - Fund Balance Unreserved	0.00	2,107,905.00	-2,107,905.00
Total Income	6,708,736.95	15,377,515.00	-8,668,778.05
Gross Profit	6,708,736.95	15,377,515.00	-8,668,778.05
Expense			
General Government			
I - Operating Expense			
5005 - Audit	18,000.00	18,000.00	0.00
5010 - Cable TV Supplies	520.67	4,000.00	-3,479.33
5012 - Cable TV - INET	0.00	9,653.00	-9,653.00
5013 - Cable TV Franchise Negotiations	0.00	800.00	-800.00
5015 - Capital Outlay	2,440.39	7,000.00	-4,559.61
5020 - Computer Network	13,295.07	28,000.00	-14,704.93
5024 - Clerk-Conventions/Dues/Training	475.00	3,000.00	-2,525.00
5025 - Convention/Dues/Training-Staff	1,419.40	5,000.00	-3,580.60
5026 - City Mgr.Conventions/Dues/Train	1,073.44	5,000.00	-3,926.56
5030 - Copier	0.00	1,500.00	-1,500.00
5034 - HR Consultant	14,998.00	45,000.00	-30,002.00
5037 - Elections	4,214.40	7,000.00	-2,785.60
5040 - Insurance - General	72,674.00	66,000.00	6,674.00
5045 - Insurance - Hospital	83,618.40	215,000.00	-131,381.60
5050 - Insurance - Life	2,826.49	7,000.00	-4,173.51
5055 - Insurance - Workers Comp.	21,488.87	150,000.00	-128,511.13
5060 - Legal Advertising	26.50	1,000.00	-973.50
5065 - Legal Counsel	27,165.00	40,000.00	-12,835.00
5070 - Lobbyist	6,000.00	18,000.00	-12,000.00
5071 - Media Equipment	165.56	5,000.00	-4,834.44
5075 - Newsletter/Bulk Mail	10,610.00	14,500.00	-3,890.00
5080 - Office Expense	19,239.28	19,000.00	239.28
5083 - Payroll Processing - Paylocity	-51.20	11,000.00	-11,051.20
5085 - Payroll Taxes - GG	15,929.79	33,211.00	-17,281.21
5095 - Postage & Meter	2,160.00	6,000.00	-3,840.00
5100 - Professional Memberships	6,101.81	7,000.00	-898.19
5110 - Retirement - State	212,239.72	268,357.00	-56,117.28
5115 - Salaries - General Government	214,002.43	434,137.00	-220,134.57
5120 - Training - All Employees	7,666.00	10,500.00	-2,834.00
5125 - Unemployment Costs	1,605.37	6,000.00	-4,394.63
5128 - Website	0.00	8,500.00	-8,500.00
Total I - Operating Expense	759,894.39	1,454,158.00	-694,263.61
II - Revitalization Commercial			

**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
5036 - Debt Service - YSB/Sr. Center	39,702.56	274,406.00	-234,703.44
5139 - CP&P Grant - Sports Complex	0.00	169,326.00	-169,326.00
5166 - Banners	0.00	5,000.00	-5,000.00
5167 - Debt Service - 2020 Bond	37,047.60	142,086.00	-105,048.40
5846 - Veterans Memorial	9,212.45	50,000.00	-40,787.55
Total II - Revitalization Commercial	85,962.61	640,828.00	-554,865.39
III - Senior Van			
5160 - Payroll Taxes - Transit	460.47		
5165 - Salaries - Transit	10,646.47		
5160 - Transit Costs - Senior Van	1,168.90	54,000.00	-52,831.10
Total III - Senior Van	12,275.84	54,000.00	-41,724.16
IV - Youth Services Bureau			
5261 - YSB - Expenses			
5170 - Communications	616.21		
5180 - Fringe Benefits	-2,074.82		
5185 - Insurance	4,418.19		
5195 - Memberships	6,144.27		
5205 - Office Supplies	6,038.80		
5210 - Postage	12.00		
5220 - Printing	117.25		
5280 - Training	3,407.56		
5285 - Salaries - YSB	104,168.50		
5290 - Utilities - YSB	4,208.06		
5261 - YSB - Expenses - Other	8,045.50		
Total 5261 - YSB - Expenses	135,101.52	381,244.00	-277,075.50
5291 - YSB - Utilities and Maintenance	19,308.57		-246,142.48
Total IV - Youth Services Bureau	154,410.09	381,244.00	-226,833.91
VI - Community Outreach & Prog			
6008 - Youth Enrichment Activities	0.00	2,000.00	-2,000.00
6023 - Holiday Tree Lighting	0.00	2,000.00	-2,000.00
6027 - Community Garden	1,026.27	4,500.00	-3,473.73
5803 - Childrens Art (Tap,Craft,Pageant	0.00	2,000.00	-2,000.00
5804 - City Children's Theatre	0.00	5,000.00	-5,000.00
5808 - Mayors Youth Council	0.00	3,185.00	-3,185.00
5811 - North Forestville Elementary	400.00	1,000.00	-600.00
5812 - District Heights Elementary	0.00	1,000.00	-1,000.00
5838 - Senior Programs	0.00	5,000.00	-5,000.00
6100 - City Photographer	0.00	1,200.00	-1,200.00
6105 - YDF Health Fair	0.00	2,500.00	-2,500.00
Total VI - Community Outreach & Prog	1,426.27	29,385.00	-27,958.73
VIII - American Rescue Plan			
6318 - Backhoe & Chipper	206,693.00	206,693.00	0.00
6321 - Code Enforcement Office - ARPA	0.00	32,500.00	-32,500.00
6323 - Camera for Streets -ARPA	0.00	16,000.00	-16,000.00
6326 - Community Gargen - DHES - ARPA	0.00	10,000.00	-10,000.00
6328 - Consultant Fees - ARP	12,500.00	30,000.00	-17,500.00
6329 - Fiesta Garden - ARP	1,241.85	325,000.00	-323,758.15
6330 - Employee Pay Parity	0.00	250,000.00	-250,000.00
6335 - Food Distribution - ARPA	0.00	30,000.00	-30,000.00
6338 - Playground Equip Replace ARPA	0.00	291,600.00	-291,600.00
6339 - Ballfield Striper - ARPA	0.00	3,000.00	-3,000.00
6341 - Household Assistance Prog.-ARPA	853,750.00	853,750.00	0.00
6343 - Stage Portable - ARPA	0.00	88,900.00	-88,900.00
6344 - Psychotherapy Supplies YSB ARP	0.00	7,338.00	-7,338.00
6345 - Police Vehicles - ARP	125,172.86	165,000.00	-39,827.14

**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
6346 - PW Vehicles-ARPA	80,104.07	144,000.00	-63,895.93
6347 - Premium Pay-ARPA	143,587.79	150,660.00	-7,072.21
6349 - Senior Center Operating Cost			
6349H - Senior Center ARPA Health Insur	2,645.23		
6349P - PIR Taxes Senior Center - ARPA	258.73		
6349S - Salaries - Senior Center - ARPA	24,231.20		
6349 - Senior Center Operating Cost - Other	6,029.79	250,000.00	-243,970.21
Total 6349 - Senior Center Operating Cost	33,164.95	250,000.00	-216,835.05
6350 - Security System Mun. Bidg -ARPA	33,450.00		
6352 - Tree Removal Marbury Ct - ARPA	6,991.00	7,000.00	-9.00
6353 - Therapist - YSB - ARPA	0.00	86,112.00	-86,112.00
6354 - Shed - Recreation - ARPA	0.00	4,486.00	-4,486.00
6356 - Speed Bumps - ARPA	0.00	42,000.00	-42,000.00
6356 - Youth Programs - Rec - ARPA	0.00	10,000.00	-10,000.00
6359 - Gymnasium Divider - ARPA	0.00	10,000.00	-10,000.00
6361 - Street & Sidewalks - ARPA	0.00	480,869.00	-480,869.00
6362 - Streets Asphalt/Concrete - ARPA	0.00	384,619.00	-384,619.00
6363 - Renovate Bathroom Design ARPA	0.00	10,000.00	-10,000.00
6364 - Renovate Bathroom Const. - ARPA	0.00	250,000.00	-250,000.00
6366 - ARPA Projects TBD FY23 Funds	12,900.00	1,577,203.00	-1,577,203.00
6367 - ARPA FY22 Surplus	0.00	20,140.00	-7,240.00
		30,148.00	-30,148.00
Total VIII - American Rescue Plan	1,509,555.52	5,767,018.00	-4,257,462.48
Total General Government	2,523,524.72	8,326,633.00	-5,803,108.28
Mayor & Commission			
5300 - Salary - Mayor & Commission	27,913.66	57,600.00	-29,686.34
5305 - Payroll Taxes - Mayor & Comm.	2,203.19	4,500.00	-2,296.81
5306 - Travel and Expenses-Tilghman	5,027.54	12,000.00	-6,972.46
5316 - Travel & Expenses - Harcourt	4,829.40	12,000.00	-7,170.60
5318 - Travel & Expenses-G. Gomez	5,758.85	12,000.00	-6,241.15
5336 - Travel & Expenses - C. Miller	10,311.10	15,000.00	-4,688.90
5339 - Travel & Expenses-Janifer	9,047.67	12,000.00	-2,952.33
5340 - Mayoral Scholarship	0.00	2,000.00	-2,000.00
5341 - Retreat - Mayor and Comm.	5,000.00	6,500.00	-1,500.00
5342 - Strategic Planning Meetings	107.99	5,000.00	-4,892.01
5350 - Employee Awards & Events	4,189.69	3,500.00	689.69
Total Mayor & Commission	74,389.09	142,100.00	-67,710.91
Municipal Building Expense			
5400 - Building Repairs & Maintenance	19,145.35	23,000.00	-3,854.65
5402 - Office Imp. & Upgrades	1,172.63	20,000.00	-18,827.37
5405 - Capital Outlay - MB	0.00	9,000.00	-9,000.00
5410 - Custodial Supplies	2,505.30	10,000.00	-7,494.70
5420 - Mechanical Contract	2,299.00	7,000.00	-4,701.00
5425 - Payroll Taxes - MB	2,204.33	4,896.00	-2,691.67
5430 - Salaries - MB	29,348.35	63,986.00	-34,647.65
5435 - Field Maintenance	1,440.00	15,150.00	-13,710.00
5445 - Utilities	26,681.58	53,000.00	-26,318.42
Total Municipal Building Expense	84,796.54	206,042.00	-121,245.46
Public Safety			
5505 - Aircards - Verizon	1,600.40	6,000.00	-4,399.60
5508 - B-JAG Grant	10,995.00		
5510 - Capital Outlay - Police	1,099.95	21,500.00	-20,400.05
5515 - Communications	37.00	3,000.00	-2,963.00
5530 - Convention & Dues	54.67	5,000.00	-4,945.33
5540 - Gas	0.00	32,000.00	-32,000.00
5545 - Medical Exams	1,360.00	11,000.00	-9,640.00

**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
5550 - Night Out	10,877.54	11,500.00	-622.46
5555 - Office & Printing	10,147.50	12,000.00	-1,852.50
5565 - Payroll Taxes - Police	15,906.53	45,900.00	-29,993.47
5570 - Police Equipment	3,397.45	20,000.00	-16,602.55
5576 - Publications & Subscriptions	1,424.80	500.00	924.80
5580 - Salaries - Police	205,413.20	600,000.00	-394,586.80
5590 - Training	3,676.00	5,000.00	-1,324.00
5596 - Uniforms & Cleaning	1,562.53	15,000.00	-13,437.47
5598 - Vehicle Maintenance	5,760.79	20,000.00	-14,239.21
Total Public Safety	273,333.36	808,400.00	-535,066.64
Public Works			
5605 - Capital Outlay	35,327.18	24,200.00	11,127.18
5610 - Conversion & Dues	75.00	3,000.00	-2,925.00
5620 - Gas	880.19	24,000.00	-23,119.81
5625 - Homeowners Fees	3,060.00	6,120.00	-3,060.00
5630 - Insect Control	0.00	1,100.00	-1,100.00
5635 - Landscaping	437.86	5,000.00	-4,562.14
5640 - Leaf Disposal	0.00	3,000.00	-3,000.00
5645 - Payroll Taxes - PW	24,787.00	54,374.00	-29,587.00
5660 - Refuse Removal	177,367.24	400,000.00	-222,632.76
5655 - Supplies & Materials	7,539.16	20,000.00	-12,460.84
5660 - Salaries - Public Works	324,182.70	710,769.00	-386,586.30
5667 - Salt	0.00	5,000.00	-5,000.00
5670 - Signs & Paint	3,368.87	7,500.00	-4,131.13
5676 - Street Lights	34,796.43	80,000.00	-45,203.57
5688 - Tipping Fees	4,949.97	15,000.00	-10,050.03
5689 - Tree Service	7,940.00	20,000.00	-12,060.00
5692 - Uniforms	4,676.88	9,500.00	-4,823.12
5695 - Vehicle & Equipment	14,574.90	35,000.00	-20,425.10
Total Public Works	643,983.38	1,423,563.00	-779,579.62
Public Works - Code Enforcement			
5900 - Convention & Dues	0.00	2,500.00	-2,500.00
5905 - Gas	0.00	2,000.00	-2,000.00
5910 - Supplies	428.33	5,000.00	-4,571.67
5916 - Vehicle Maintenance	0.00	2,000.00	-2,000.00
5920 - Salaries - Code Enforcement	75,977.81	144,583.00	-68,605.19
5925 - Payroll Taxes - CE	5,981.13	11,061.00	-5,079.87
Total Public Works - Code Enforcement	82,387.27	167,144.00	-84,756.73
Recreation			
I. Operating Expense			
5705 - Convention & Dues	5,466.22	8,000.00	-2,533.78
5710 - Copier	1,746.76	4,500.00	-2,753.24
5715 - Instructor Expense	4,024.50	8,750.00	-4,725.50
5717 - Marketing	3,186.00	10,000.00	-6,814.00
5720 - Office Expense	358.08	6,050.00	-5,691.92
5725 - Payroll Taxes - Recreation	9,557.95	19,583.00	-10,025.05
5730 - Recreation Expenses	3,390.33	11,000.00	-7,609.67
5735 - Salaries - Camp	7,393.50	10,956.00	-3,562.50
5740 - Salaries - Recreation	115,785.14	255,981.00	-140,195.86
5745 - Summer Camp	3,661.93	15,000.00	-11,338.07
5747 - Technology & Equipment	0.00	500.00	-500.00
5750 - Uniforms	273.14	1,000.00	-726.86
Total I. Operating Expense	154,843.55	351,320.00	-196,476.45
II. Cultural			
5800 - Christmas	255.04	3,850.00	-3,594.96
5810 - District Heights Day	0.00	10,000.00	-10,000.00
5815 - Easter	0.00	2,500.00	-2,500.00

**City of District Heights
Treasurer's Report
July through December 2022**

	Jul - Dec 22	Budget	\$ Over Budget
5820 - Fourth of July	0.00	7,000.00	-7,000.00
5830 - Halloween	2,260.81	3,700.00	-1,439.19
5835 - Mother/Daughter Breakfast	0.00	2,000.00	-2,000.00
5845 - Thanksgiving	6,518.14	7,000.00	-481.86
5847 - Valentine's Day	0.00	2,000.00	-2,000.00
5848 - Youth Center	0.00	2,500.00	-2,500.00
5849 - Veteran's Celebration	80.51	5,000.00	-4,919.49
5850 - Father/Son Benefit	143.84	1,100.00	-956.16
5855 - Black History Month Celebration	0.00	2,000.00	-2,000.00
Total II. Cultural	9,258.34	48,650.00	-39,391.66
Total Recreation	164,101.89	399,970.00	-235,868.11
RF Unappropriated Fund Balance	0.00	1,903,663.00	-1,903,663.00
Senior Center Construction			
5960 - Architect Fees - Sr. Center	27,511.16		
5952 - Miscellaneous Costs - Sr. Ctr.	-1,712.00		
5963 - Construction Managers	74,050.00		
5965 - TPIP Fees	14,604.00		
5956 - Contractor - D&A Contractors	800,511.64	2,000,000.00	-1,199,488.36
5957 - Low Voltage Wiring	19,550.00		
5958 - Furnishings - Senior Center	3,486.99		
5959 - Utilities - Senior Center	1,586.92		
5980 - Commissioning Services	2,753.10		
Total Senior Center Construction	942,294.81	2,000,000.00	-1,057,705.19
YSB Construction Project			
6978 - Furnishings & Equipment	439.99		
Total YSB Construction Project	439.99	15,377,515.00	-10,588,263.95
Total Expense	4,789,251.05	15,377,515.00	-10,588,263.95
Net Income	1,919,485.90	0.00	1,919,485.90

Mayor, Commissioners, Residents, and Colleagues.

January was a month of assessment and re-evaluation. The mayor and commission are strategically planning to establish a congruent evidence-based infrastructure that focuses on public safety, economic development, sustainable communities, and supports for residents of all ages that allow the city to grow and thrive.

Accordingly, my report summarizes the foundational energy going into the District Height's programming and services and employees' activities and events to help demonstrate our successful impact in January 2023, so please accept this information as presented.

Announcements:

- Clerk of the Court, Starr Jefferson, has completed her Notary Certification.
- Communication Coordinator T'Neisha Turner, and Clerk of the Court, Starr Jefferson have earned a certificate of completion for Maryland's Open Meeting Act.

Tasks Completion:

- 90-Day Departmental Survey (January 30)
- Implementation of Public Works Temporary Staff Infrastructure (January 1)
- 30-Day Public Works Assessment (January 31)
- Proposed organization chart
- Office schedule for General Government
- Mandatory Staff Training: Emotional Intelligence Training (January 7) & Customer Service Training (January 25/February 1)

Upcoming Workload:

- Staff Evaluations (w/HR)
- 60-Day Public Works Assessment (w/HR)
- In-service Budgetary Staff Training—101 Department/102 ARPA Funding (w/Treasurer)
- Revision of Departmental Mission and Vision Statement (w/Department Leaders)
- Action Plan Development (w/Department Leaders)

In January, we organized much-needed assessments, staff enrichment and engagement, and program and service alignment to improve our work products and build stronger relationships in the Incorporated City of District Heights.

Thank you for your time. I am Dr. Katrina Polk... Your Acting City Manager!

90-Day Preliminary Survey

Departments

Youth Service Bureau; General Government, Police Department and Recreation

Prepared by:

Dr. Katrina Polk

DATE PREPARED

1/31/2023

Actionable Items

Youth Service Bureau

Enhance connectivity with department, staff, mayor, and commission
Require alignment with a liaison (commissioner)
Establish diverse income streams for programming and operations cost (philanthropic, fee-for-service, research opportunities, etc.)
Create a resource development plan (marketing and fundraising)
Employment shortage—Competitive salaries for clinicians

General Government

Improve congruence with internal administrative systems
Enhance teamwork opportunities
Implement a customer service feedback process for residents
Too early to assess financial system
Document new/revised policies

Police Department & Code Enforcement

Promote community policing activities and public safety meetings
Educate staff on internal public safety and associated tasks
Better response time related to correspondence/inquiries in Code Enforcement (internal and external)
Employment shortage—Competitive salaries for police and code officers

Recreation

Program and Customer Service Assessment
Develop department plan with strategies and performance measurements
Updated staffing structure with position descriptions
Create Budget and Narrative
Partnership Protocol/SOP/MOUs

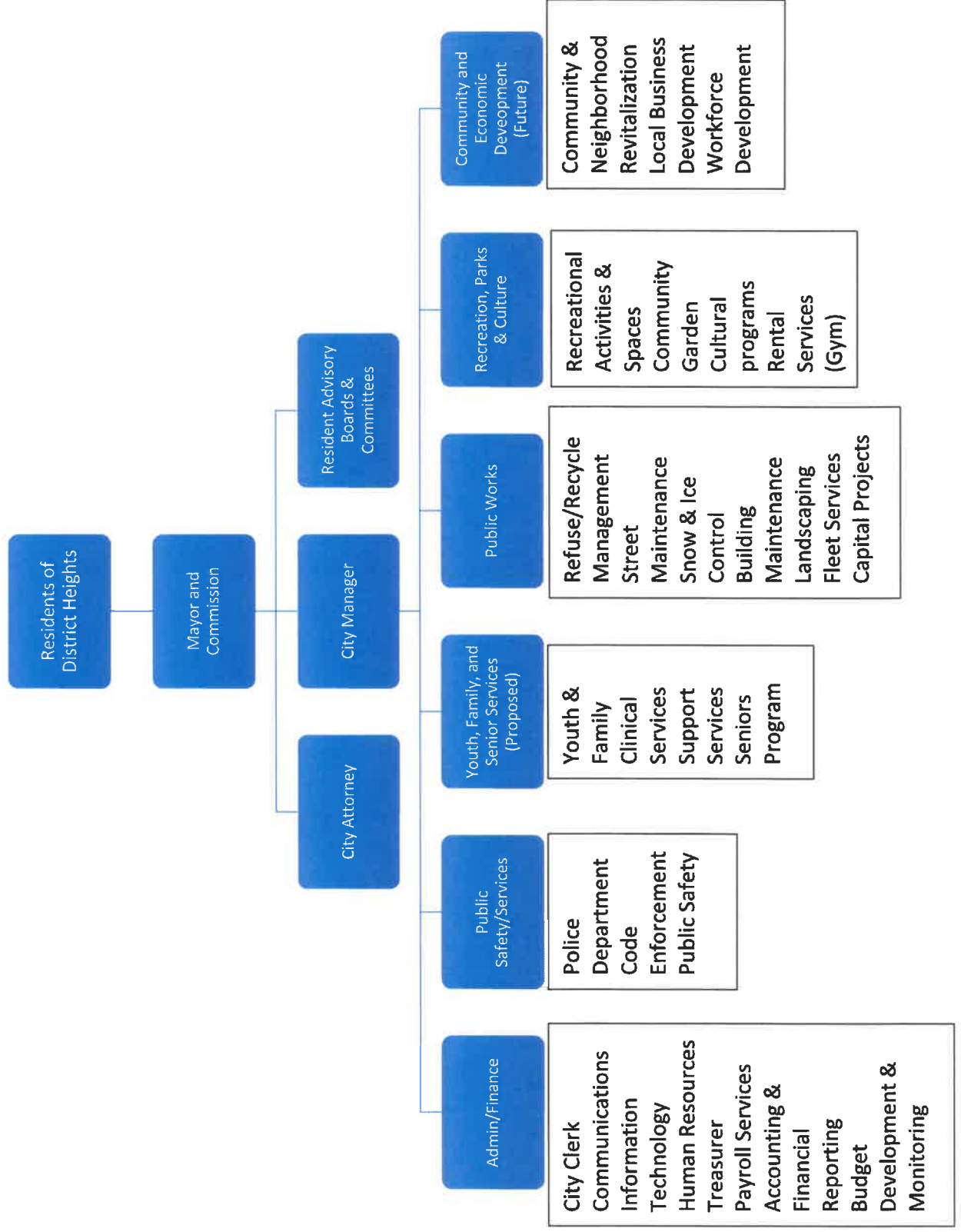
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General Government Schedule (Draft)

Clerk of Court – CC / Office Assistant – OA
 Communication Coordinator – Comm C / Human Resources – HR
 City Manager – CM / Staff Accountant – SA / Bookkeeper – BK

SUN	MON	TUE	WED	THU	FRI	SAT
	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5 HR 10-2 SA (Flex)	CC 9-5 Comm C 10-6 CM Remote OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 SA (Flex) BK 9-5 HR 10-2	CC 9-5 Comm C Remote CM 8-4 OA 9-5 SA (Flex)	
	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5 HR 10-2 SA (Flex)	CC 9-5 Comm C 10-6 CM Remote OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 SA (Flex) BK 9-5 HR 10-2	CC 9-5 Comm C Remote CM 8-4 OA 9-5 SA (Flex)	
	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5 HR 10-2 SA (Flex)	CC 9-5 Comm C 10-6 CM Remote OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 SA (Flex) BK 9-5 HR 10-2	CC 9-5 Comm C Remote CM 8-4 OA 9-5 SA (Flex)	
	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 OA 9-5 HR 10-2 SA (Flex)	CC 9-5 Comm C 10-6 CM Remote OA 9-5	CC 9-5 Comm C 10-6 CM 11-7 SA (Flex) BK 9-5 HR 10-2	CC 9-5 Comm C Remote CM 8-4 OA 9-5 SA (Flex)	

Proposed Organizational Chart (Draft)



PW 30-Day Assessment

Department

Public Works (PW)

Prepared by:

Dr. Katrina Polk

DATE PREPARED

1/31/2023

What are the objectives of the assessment?

Evaluate the workflow of the department.
Determine if hiring a new manager/director is required.
Assess the effectiveness of the current temporary infrastructure.
Examine staff capabilities (knowledge, skills, and abilities).

What were the significant accomplishments?

Implemented temporary structure (included division of management duties and salary increases).
Conducted inventory of assets (Documented).
Integrated project management software and resources for capital projects.
Secured outstanding equipment (laptop, equipment & tools)

What methods worked well?

Encouraging a proactive leadership
Working using an agile approach—no disruption in work since the leadership transition
Having a supportive management style
Re-enforcing teamwork
Planning sessions (weekly)

What was found to be particularly useful for accomplishing the project?

Open communication
Weekly meetings with leaders and staff
One-on-one with leaders



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402
FAX: (301) 350-3660

(Training Date/Day)

HR Onboarding with Nikki Pancho

- Review of Onboarding Documents
- Review Job Description
- Maryland State Retirement (*online account sign in*)
- Healthcare Plan Review
- Paylocity Training (Time & Attendance, Mobile Device & Online Portal Review (App))
- Workplace/Sexual Harassment Training
- Conflict Resolution Training
- Personnel Manual - Key Policy Review (*PowerPoint*)
 - Anti-harassment/discrimination
 - Vacation and Sick Leave
 - FMLA/leaves of absence
 - Overtime
 - Personal Appearance (Dress Code)
 - Standards of Conduct
 - Performance Improvement (Verbal, Written, PIP/Corrective)
 - Confidentiality
 - City Vehicle Safety
 - Injury reporting
 - Emergency Plan
 - E-mail and Internet usage
 - Covid-19 Policy
- Job Description Review
- New Hire Training Survey

Department Specific Training

- Phone System
- Email Access
- Computer Access
- Customer Relations Overview
- Job Specific Training

Other Items

- City Cell Phone (*if applicable*) w/Starr Jefferson
- City Building Access (Chief Tarpley)

Employee Initials: _____ Date: _____ Department Head Initials: _____ Date: _____

New Hire Check List

Employee Name: _____ Title: _____

Department: _____

Department Head: _____ Start Date: _____

To be completed within three days of the employee's start date.

Introduction to City

- City of District Heights Culture (*Mayor and Commission Lead*)
- City of District Heights Mission (*on website*)
- Organizational Chart
- City of District Heights Employee Directory
- Review Training Schedule

New-Employee Paperwork

- W-4 and State tax forms Completion
- I-9 form Completion
- Copy of ID & SSN Card (*E-Verify*)
- Notarized Beneficiary Form

Benefits and Compensation Review

- Health, life, disability insurance
- Retirement benefits
- Dependent care FSA
- Employee assistance program (*available w/Insurance Plan*)
- Pay procedures
- Paid and unpaid leave Process

Administrative Procedures

- Office/desk/workstation set up
- Computer username and password (*HR*)
- E-mail set up (*HR*)
- ID badge (*Take Photo*)
- Mail Location (*incoming and outgoing*)
- Business cards (*if applicable*)
- Purchase requests (*if applicable*)
- Telephone System set up (*HR*)

Introductions and Tours

- Department staff and key personnel
- Tour of facility, including:
 Mayor and Commission Chambers

Restrooms
City Clerk's Office
Public Works
Recreation Department
Police and Code Office
Human Resources Office
Parking
Emergency exits

ACKNOWLEDGMENT

Employee Signature: _____ Date: _____
(Employee Name)

HR Manager Signature: _____ Date: _____
Nikki Pancho

Return original to Human Resources - Copies to HR File

Checklist: Hiring Process

Department Head/Supervisor notifies human resources of the vacant position.

Department Head/Supervisor works with human resources to confirm budget for vacant position.

Human resources and Department Head/Supervisor discuss job description, needs of the department, preferred job skills, etc.

Job is posted internally and externally.

Top candidates are phone screened by human resources.

Most qualified candidates are identified and presented to the Department Head/Supervisor.

Interviews are scheduled with Department Head/Supervisor and Liaison.

Human resources and Department Head/Supervisor discuss candidates and the top candidate is selected for the job.

Interview Questions and Score Sheets are created by human resources and provided to the panel along with resumes for each candidate prior to the interview.

Human resources and Department Head/Supervisor and Liaison discuss and agree on a candidate as well as the job offer specifics.

Human resources will conduct references checks, background checks and drug screenings.

Candidates are given a verbal offer that is contingent upon completion of background checks and drug screening. They are also informed of the Mayor and Commission's approval as well.

Candidates are formally offered after the approval from the Mayor and Commission.

Human resources sends communication to other candidates notifying them that the position has been filled.

Onboarding/Orientation schedule is set up for all new hires.

Human resources ensures onboarding paperwork is completed including I-9, benefits enrollment, federal and state tax forms, etc., and new employee file is created.

New hire reporting to the appropriate state agency is completed.

Enough information was provided on key policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The HR Manager was courteous and professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Did you contact HR after the orientation meeting with additional questions? ___ Yes ___ No

If yes, were your questions answered to your satisfaction? ___ Yes ___ No

Please answer yes or no to the following questions. Feel free to make comments next to each question or on the back of the survey.

Department Head/Supervisor Orientation	Yes	No
Was your Department Head/Supervisor present on your first day of work?	<input type="radio"/>	<input type="radio"/>
Were you taken on a tour of the facility?	<input type="radio"/>	<input type="radio"/>
Were you introduced to your co-workers?	<input type="radio"/>	<input type="radio"/>
Was your workstation/office set up and ready for you?	<input type="radio"/>	<input type="radio"/>
Were you shown how to operate the phone, voice mail and email systems?	<input type="radio"/>	<input type="radio"/>
Did you receive instruction on requesting technical support from the IT staff?	<input type="radio"/>	<input type="radio"/>
Were you given a copy of your job description?	<input type="radio"/>	<input type="radio"/>
Was your Department Head/Supervisor available to answer your questions in a timely manner?	<input type="radio"/>	<input type="radio"/>

What was your overall impression of your first few days?

Are there any topics you feel would be beneficial for new staff to hear about during the HR orientation that weren't covered during your orientation?

Are there any topics you feel would be beneficial for new staff to hear about during the Department Head/Supervisor orientation that weren't covered during your orientation?

Do you have any further questions that were not answered during your HR or Department Head/Supervisor orientation?

Is there anything you think we should consider changing about or adding to the orientation process that would contribute positively to a new hire's experience?

Optional:

Name: _____

Date of hire: _____

Position: _____

Department: _____

District Heights Senior Center

The District Heights Senior Center is still in progress. The General Contractor, D&A Contractors, is slowly progressing towards the end of the project. With the current pace of progress, we would anticipate the Substantial Completion to occur March 15, 2023 +/- (slipped from March 1, 2023 as stated on 1/3/23)

Contract Milestone Dates

- Contract Signed 3/29/20
- Kick-Off Meeting 4/22/20
- Notice to Proceed 5/6/20
- Original Contract Completion 10/25/21 (currently anticipated to complete about 15.5 months late)

Completed major components:

- Permanent power from PEPCO
- Permanent water supply from WSSC
- Fire Alarm Annunciator Panel is installed (very difficult item to procure)
- Front entrance doors (very long lead item to procure)

Activities currently underway:

- Ornamental railing along Stair #1 and second floor openings (estimated completion 3/1/23, slipped from estimated 2/1/23 completion)
- Kitchen equipment(hoods)
- Electrical
- Toilet partitions
- Roofing
- Balcony

Activities to be completed:

- Acoustical ceiling
- Flooring
- Baseboard heaters
- Handrails in hallway
- Elevator inspection (February 9, 2023, second inspection)
- Kitchen cabinet covering

Large Change Orders underway:

- Waterproofing foundation along West wall (Not To Exceed Change Directive of \$30,000 directed to General Contractor to complete the work)

Activities of concern:

- Communication with General Contractor – Contractor does not follow instructions and protocol as required in the contract
- Temporary doors (correct doors to arrive 3/1/23 +/-)
- Temporary glazing (correct glazing to arrive 1/20/23, has not arrived)
- Claims from General Contractor – Contractor has threatened to submit claims for various topics (none submitted to date)

Major deficient items that need to be addressed:

- Ponding in asphalt pavement
- Main entrance concrete steps holding water

Upon Substantial Completion, we will compile the punch list (that we feel will be extensive), press for the Operations and Maintenance Manuals, Warranties and close-out documentation required per the Contract.