



CITY OF DISTRICT HEIGHTS

TUESDAY, November 14, 2023

AGENDA

City Commission Work Session

Commission Chambers, E. Michael Roll Municipal Building,
2000 Marbury Drive District Heights, Maryland 20747
7:00PM

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

1. Work Session Meeting Agenda Tuesday, November 14, 2023
Staff Contact: Starr Jefferson, City Clerk

III. PUBLIC PARTICIPATION:

IV. ACTION ITEMS:

1. *Commission Calendar Adjustments
Staff Contact: Starr Jefferson, City Clerk
2. *Ordinance Amendment: Section 1106 Procurement Procedures
Staff Contact: David Street, City Manager
3. *Appointments and Confirmations: Ethics Commission
Staff Contact: Starr Jefferson, City Clerk
4. Pay Parity: General Workforce Pay Study Results
Staff Contact: David Street, City Manager
5. Economic Development: Municipal Growth Area Review
Staff Contact: David Street, City Manager
6. Personnel Manual Updates: Chapters 4, 7, 8, 9 and 11
Staff Contact: Nikki Pancho, Human Resources

V. MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

VI. ADJOURNMENT

Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.

City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w)
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w

This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x 110

CITY OF DISTRICT HEIGHTS

Holiday 2023 Commission Calendar

Item 1



Tuesday, November 14, 2023

Summary: The City of District Heights will hold its final City Commission meeting for the 2023 calendar year will occur on Tuesday, December 12, 2023. The meeting will be a combined City Meeting and Work Session for the City Commission.

Public Participation forms are available on the city website and must be received 24 hours prior to the scheduled meeting by the City Clerk to address the Commission.

COMMISSION MEETING EVENT	STATUS
Tuesday, November 28, 2023 Work Session	CANCELLED
Thursday, December 7, 2023 City Meeting	CANCELLED
Tuesday, December 12, 2023 Work Session	Combined City Meeting & Work Session
Tuesday, December 26, 2023 Work Session	CANCELLED

Draft Motion: I, Commissioner _____ move that the city cancel the November 28th Work Session, the December 7th City Meeting and the December 26th Work Session for 2023. I further move that the December 12th Work Session be reconstituted to combined City Meeting and Work Session and serve as the final Commission meeting for the calendar year.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, November 14, 2023

Action Item 2

Title: Ordinance Introduction: Repeal and Reenactment of Section 1106
Staff Contact: David Street, City Manager
Purpose: To introduce the repeal and reenactment of Section 1106 of the City's Codified Ordinances.

Summary: In April, the City Commission considered and later approved interim amendments to Section 1106 "Procurement Restrictions" and directed staff to revise and update the section. The interim amendments centralized purchasing authority and oversight, revised award approval authority categories, and explicitly empowered the City Manager to create policies, procedures, systems, and guidelines to govern purchasing within each category. Over the intervening months, staff conducted research to identify and adapt best practices from other jurisdictions. The result of the review can be found as Attachment 1 and is summarized below:

- The section is renamed from "Procurement Restrictions" to "Procurement Procedures"
- The purpose of the section is defined as "to provide uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc., on the most equitable and beneficial basis to the City, while at the same time ensuring, to the greatest degree possible, fairness to those supplying the materials, supplies, services, etc."
- Retains the centralized purchasing authority and oversight of the interim amendments.
- Retains the requirement for at least three quotes for purchases over \$5,000.
- Increases the limit for competitive bids and Commission approval from \$10,000 to \$15,000.
- More explicitly describes the City's competitive bid procedure.
- Allows for and sets parameters for sole-source purchasing with justification and emergency procurements.
- Explicitly describes the responsibilities of staff, the City Manager, and City Treasurer.

In September, the Commission approved the introduction of the revised ordinance. The ordinance is ready for final approval.

Fiscal Impact: There is no immediate fiscal impact to repealing and reenacting Section 1106 as provided in Attachment 1. Raising the bid requirement threshold will expedite some projects.

Draft Motion:

I, Commissioner _____ move that the City Commission adopt ordinance DH-06 to repeal and reenact Section 1106 of the Codified Ordinances of District Heights as provided in Attachment 1.

Attachment:

1. Section 1106 (New)

AMENDED ORDINANCE
OF THE MAYOR AND COMMISSION OF THE CITY OF DISTRICT HEIGHTS
AMENDING ARTICLE XI, “ADMINISTRATION”, BY REPEALING AND
REENACTING SECTION 1106 “PURCHASING PROCEDURES”

Section 1106. Purchasing Procedures

- A. Purpose:
1. It is the purpose of this section to provide uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc., on the most equitable and beneficial basis to the City, while at the same time ensuring, to the greatest degree possible, fairness to those supplying the materials, supplies, services, etc.
 2. It is the intent to provide for all purchases and contracts which may be necessary to the operation of the City in this chapter.
- B. Competitive Procurement:
1. Whenever a good, service or item to be procured can be reasonably assumed to exceed \$5,000 in total award, a minimum of three quotes must be obtained and evaluated for the same good, service, or item.
 - i. The City Manager may, for good cause, approve justification for sole-source procurement not to exceed \$15,000. Sole source justification must include:
 1. A description of the item, service, or good purchased;
 2. The cost of the item, service, or good;
 3. Who or what firm is providing the item, service, or good;
 4. The reasons for awarding a contract/purchase from a sole source.
- C. Whenever a good, service or item to be procured can be reasonably assumed to exceed \$15,000 in total award, The City shall conduct a solicit for sealed bids.
1. It shall be the responsibility of the City Manager, or the City Manager’s designated Purchasing Agent, to provide for the direction of the purchasing function, as specified herein:
 - i. Provide for the bidding of all materials, supplies, services, equipment, etc., of over \$15,000 in value.
 - ii. Provide written specifications to all parties responding to the notice of bid, and said specifications shall contain sufficient information to reasonably proscribe the item or items, services, materials, equipment, etc., being sought for purchase. The use of exclusive specifications to the prohibition of equal items, etc., is prohibited. The specifications shall also contain any bond and/or other special conditions attached or made a part of the bid requirements. Bid forms may be provided. The City reserves the right to reject any and all bids.
 - iii. Provide for the tabulation of all bids and make a report to the City Commission of the results of all bids.
 - iv. Examine the qualifications of all bidders, and in the event that he/she shall determine that a bidder is not qualified by prior example, insufficient experience, insufficient financial capability or for any other reason and, with such cause, may declare the bid void.
 - v. Whenever a federal, state, county or local government, or any agency or unit thereof, whose purchasing policies are comparable to those of the City District Heights, has conducted a bid and awarded a contract, the City Manager may purchase the bid item or service at the bid price from the successful bidder, subject, where required, to the approval of the Mayor and Commission.
- D. Award Authority:
1. Items, services or materials of not more than \$15,000 in value and authorized in the adopted

budget for the current fiscal year may be purchased on negotiation at the direction of, and in a manner approved by, the City Manager. Items, materials or services obtained from utility companies having exclusive franchises in the area are excluded from the provisions of this section. Items, materials or services supplied to the city by a contractor or developer as part of a permit-approved improvement are not subject to the provisions of this section.

2. The City Commission shall approve all purchases in excess of \$15,000 by formal motion requiring a simple majority for approval. Such actions shall be taken at a regular meeting or at a duly called special meeting for that purpose. Except as provided in this chapter, the City Commission may, by an extra-majority vote, authorize the bypassing of any or all bid procedure steps in cases which, in the Commission's judgment, warrant such action. By the same extra-majority vote, it may allow the City Manager to directly negotiate with any supplier if it is in the City's best interest to do so.

E. Emergency Procurements:

1. Notwithstanding any other provisions, the City Manager may authorize any emergency procurement for materials, equipment, supplies, services, or items. An emergency exists when there is a threat to public health, welfare, and safety, or significant disruption of department operations and delivery of City services.
2. Such emergency procurements shall be made with as much competition as is practicable under the circumstances.
3. Emergency procurements of \$15,000 or more shall be submitted to the Mayor and City Commission for ratification.

F. Responsibilities of the City Manager, Treasurer

1. The City Manager shall, in accordance with this section, promulgate policies, procedures, systems, and guidelines that govern purchasing for the City.
2. The City Manager may designate in writing a City Purchasing Agent to administer some or all of this section and any policies, procedures, or regulations that the City Manager has enacted.
3. The Treasurer shall, in accordance with this section, ensure that sufficient funding is available to complete purchases initiated by the City pursuant to this section.



CITY OF DISTRICT HEIGHTS

City Work Session

Tuesday, November 14, 2023

Item 3

Title: Confirmation of Ethics Committee

Staff Contact: Starr Jefferson, City Clerk
David Street, City Manager

Purpose: Confirmation of new and alternate Ethics Committee members

Recommendation: Staff recommends the Commission approve 3 new regular members and 1 new alternate member to City Ethics Commission as found in Table 1 denoted by bold print.

Summary: In continuation of the Commission approved motions on 10/10/23 to fill vacancies on the City's Ethics Commission and whereas additional vacancies have been created. An open call for applications has been solicited and received through the General Government Office.

Table 1. Current Membership
Susan Clark - Chair
Edwin Green
Dianna Matthews
Bernice McCullough
Ronald Waters
Catherine Williamson - Alternate
Bradley Farrar – City Attorney

Table 2.	Member Term
Susan Clark - Chair	10/10/23 - 10/9/26
Edwin Green	11/14/23 – 11/13/26
Bernice McCullough	11/14/23 - 11/13/26
Dianna Matthews	10/10/23 - 10/9/26
Ronald Waters	11/14/23 – 11/13/26
Catherine Williamson - Alternate	10/10/23 – 10/9/26
Bradley Farrar – City Attorney	

Draft Motion 1:

I, Commissioner _____ move to confirm Edwin Green , Bernice McCullough, and Ronald Waters to City of District Ethics Committee, each with terms commencing today, November 14, 2023, and expiring November 13, 2026.

I further move to confirm Catherine Williamson as the alternate member to the Ethics Committee.

I, Commissioner _____ second the motion.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, November 14, 2023

Action Item 4

Title: Pay Study Report Part 2: General Workforce Staff Pay Scale and Selection of Pay System Structure

Staff Contact: David Street, City Manager
Nikeshia Pancho, Human Resources

Purpose: To present pay information to the City Commission for general workforce positions and determine 1) what market District Heights should use as a pay benchmark, 2) what percentage of that market District Heights should model its pay scale on, and 3) if District Heights should use a traditional, step/grade, or a broadband pay system.

Summary: Establishing an effective pay system is one of the most critical sets of decisions an organization can undertake. The City must compete with other local, state, and federal governments and agencies for talent across the Metro-DC region as well as in the wider marketplace to attract and retain talent. Clearly identifying the City's comparator market, strategically placing its pay plan in that market to attract and retain talent, and implementing a system that works for the organization is critically important for the future health of the organization.

Organizations commonly differentiate between uniformed and non-uniformed pay systems in recognition of the specific circumstances, job requirements, and training that surround public safety and other uniformed services. The Commission approved the uniformed/police pay system on October 24, 2023. Implementation of that pay system is in progress and expected to be completed by the end of November 2023.

Issue 1: Selection of Comparator Market: Selecting the market in which the City's pay structure is based off of defines in which recruiting pools the City wishes to compete. Staff has compiled two sets of market comparators for the Commission's consideration: the District/Maryland/Virginia (DMV) market and the Mid Atlantic market. Each market has its own characteristics and median rates of pay.

- **DMV:** This market is comprised of data from Virginia, Maryland, and Washington, DC. This market assumes that District Heights wishes to compete with jurisdictions like Montgomery County, MD, The City of Alexandria, VA, and Washington, DC in recruiting and hiring staff. Of the two options, this market has the highest annualized rates of pay.
- **Mid Atlantic:** This market is comprised of data from Delaware, the District, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia. On average, pay in this market is lower than that of the DMV market, likely due its expanded geography. Jurisdictions further away from the higher cost of living DC metropolitan area typically have lower annualized rates of pay.

Table 1 shows the market breakdown for each position that the District Heights Police Department has approved FTE for. Annualized rates of pay are stratified between the lower quarter, mid-point, and higher quarter for each category.

Issue 2: Selection of Percentage of Market for Target Pay: Selection of what percentage of market pay to set the City’s positions at determines how competitive the City can be when recruiting positions. The District Heights percentage of market information found in the bottom row of each sub-table approximate where in market, using the mid-point highlighted in yellow, District Heights is in terms of pay. The City Commission should, as a matter of policy, set what percentage of the market the City’s pay plan should be structured on.

Table 1. General Workforce Position Categories by Comparator Market and Market Percentage.¹

	Base 25th	Base 50th	Base 75th		Base 25th	Base 50th	Base 75th
Laborer - Mid Atlantic				Laborer - DMV			
Market Avg	\$34,542.86	\$40,314.29	\$47,871.43	Market Avg	\$35,333.33	\$41,233.33	\$48,966.67
	District Heights - 114% of mid-market				District Heights - 111% of mid-market		
Crew Lead - Mid Atlantic				Crew Lead - DMV			
Market Avg	\$43,628.57	\$51,357.14	\$60,757.14	Market Avg	\$44,633.33	\$52,533.33	\$62,133.33
	District Heights – 113% of mid-market				District Heights – 111% of mid-market		
Administrative Assistant – Mid Atlantic				Administrative Assistant - DMV			
Market Avg	\$41,314.29	\$46,128.57	\$52,042.86	Market Avg	\$42,233.33	\$47,166.67	\$53,233.33
	District Heights - 95% of mid-market				District Heights - 97% of mid-market		
Operations/Admin. Manager - Mid Atlantic				Operations/Admin. Manager - DMV			
Market Avg	\$65,114.29	\$74,314.29	\$85,071.43	Market Avg	\$66,533.33	\$75,933.33	\$86,900.00
	District Heights - 95% of mid-market				District Heights - 93% of mid-market		
Rec. Program Coordinator - Mid Atlantic				Rec. Program Coordinator - DMV			
Market Avg	\$45,357.14	\$50,971.43	\$57,714.29	Market Avg	\$46,400.00	\$52,133.33	\$59,033.33
	District Heights - 93% of mid-market				District Heights - 91% of mid-market		
Clinical Therapist - Mid Atlantic				Clinical Therapist - DMV			
Market Avg	\$64,200.00	\$71,257.14	\$79,171.43	Market Avg	\$65,666.67	\$72,900.00	\$80,966.67
	District Heights - 92% of mid-market				District Heights - 90% of mid-market		
Code Enforcement Officer – Mid Atlantic				Code Enforcement Officer – DMV			
Market Avg	\$49,275.00	\$57,875.00	\$66,412.50	Market Avg	\$50,400.00	\$59,166.67	\$67,933.33
	District Heights - 84% of mid-market				District Heights - 82% of mid-market		
Assistant Department Director – Mid Atlantic				Assistant Department Director – DMV			
Market Avg	\$68,750.00	\$81,314.29	\$98,114.29	Market Avg	\$70,316.67	\$83,183.33	\$100,350.00
	District Heights - 89% of mid-market				District Heights - 87% of mid-market		
Department Director – Mid Atlantic				Department Director - DMV			
Market Avg	\$89,465.71	\$103,003.21	\$118,717.50	Market Avg	\$91,320.00	\$105,146.67	\$121,186.67
	District Heights - 89% of mid-market				District Heights - 87% of mid-market		

¹ Includes positions with more than one FTE allocated to role to allow for averages to be calculated and to present a representative sample to the Commission for review purposes; a complete listing is provided as attachment 1.

Issue 3: Selection of Pay System

Traditional: A traditional pay structure divides jobs into multiple grades. Pay grades tend to be narrow in scope. This is the most similar to how the City’s pay is currently structured; each position is defined with responsibilities and a set salary range.

Step/Grade Structure: This type of payment system is structured and does not involve significant salary negotiation within grades and lays out clearly defined job and pay progression based on experience, qualifications, and other requirements. Step/grade structures are most commonly used in law enforcement and government applications.

Broadband Structure: A broadband pay structure is a pay structure that consolidates a large number of narrower pay grades into fewer bands with wider salary ranges. Broadband structures tend to be simpler and create fewer, wider pay bands which multiple positions fit into. As an example, Administrative Assistants and Public Works Laborers may fall into the same general classification. Broadband structures may create divisions for administrative jobs, service jobs and managerial jobs.

Following a structure selection, staff will apply market data to each position, ensure that the current ranges are consistent between positions and departments, and return to the Commission with final recommendations.

Next Steps

Target Meeting/Date	Step
November 14 Work Session	General workforce market data presented to Commission.
November 16	Police pay plan implementation date; salary adjustments complete.
December 12 City Meeting/Work Session	General workforce pay plan and implementation plan presented to City Commission for adoption. Full fiscal impact presented
January – February 2024	General workforce pay plan implemented; salary adjustments begin.

Fiscal Impact: The fiscal impact will be presented to the Commission once selections for the market, percentage, and pay system are made.

Alternatives: The City Commission has a wide variety of alternatives:

1. The Commission could select the Mid-Atlantic, DMV, or another market altogether entirely as the City’s benchmark market.
2. The Commission could set any range of targeted percentage of market.
3. The Commission could select a broadband or step and grade pay system.
4. The Commission could maintain the status quo.

Draft Motions:

1. I, Commissioner _____ move that the City Commission establish _____ as the City of District Heights’ benchmark market for general workforce pay bands.

I, Commissioner _____ second the motion.

2. I, Commissioner _____ move that the City Commission set _____ as the target market percentage.

I, Commissioner _____ second the motion.

3. I, Commissioner _____ move that the City Commission direct staff to prepare a _____ style pay system for presentation to the City Commission at a future Commission Work Session.

I, Commissioner _____ second the motion.

Attachments:

1. Market Data – General Workforce

Attachment 1

Fig. 1. Market Data by Position

DPW Laborer				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Laborer	Delaware (State)	\$34,500.00	\$40,300.00	\$47,800.00
Laborer	District of Columbia (State)	\$37,600.00	\$43,900.00	\$52,100.00
Laborer	Maryland (State)	\$34,800.00	\$40,600.00	\$48,300.00
Laborer	New Jersey (State)	\$37,200.00	\$43,400.00	\$51,500.00
Laborer	Pennsylvania (State)	\$33,700.00	\$39,300.00	\$46,700.00
Laborer	Virginia (State)	\$33,600.00	\$39,200.00	\$46,500.00
Laborer	West Virginia (State)	\$30,400.00	\$35,500.00	\$42,200.00
	Market Average	\$34,542.86	\$40,314.29	\$47,871.43
Job Title	Geography	Base 25th	Base 50th	Base 75th
Laborer	District of Columbia (State)	\$37,600.00	\$43,900.00	\$52,100.00
Laborer	Maryland (State)	\$34,800.00	\$40,600.00	\$48,300.00
Laborer	Virginia (State)	\$33,600.00	\$39,200.00	\$46,500.00
	Market Average	\$35,333.33	\$41,233.33	\$48,966.67
DPW Crew Lead				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Crew Lead - PW	Delaware (State)	\$43,600.00	\$51,300.00	\$60,700.00
Crew Lead - PW	District of Columbia (State)	\$47,500.00	\$55,900.00	\$66,100.00
Crew Lead - PW	Maryland (State)	\$44,000.00	\$51,800.00	\$61,300.00
Crew Lead - PW	New Jersey (State)	\$46,900.00	\$55,300.00	\$65,400.00
Crew Lead - PW	Pennsylvania (State)	\$42,600.00	\$50,100.00	\$59,300.00
Crew Lead - PW	Virginia (State)	\$42,400.00	\$49,900.00	\$59,000.00
Crew Lead - PW	West Virginia (State)	\$38,400.00	\$45,200.00	\$53,500.00
	Market Average	\$43,628.57	\$51,357.14	\$60,757.14
Job Title	Geography	Base 25th	Base 50th	Base 75th
Crew Lead - PW	District of Columbia (State)	\$47,500.00	\$55,900.00	\$66,100.00
Crew Lead - PW	Maryland (State)	\$44,000.00	\$51,800.00	\$61,300.00
Crew Lead - PW	Virginia (State)	\$42,400.00	\$49,900.00	\$59,000.00
	Market Average	\$44,633.33	\$52,533.33	\$62,133.33
Administrative Assistant				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Administrative Assistant	Delaware (State)	\$41,300.00	\$46,100.00	\$52,000.00
Administrative Assistant	District of Columbia (State)	\$45,000.00	\$50,200.00	\$56,600.00
Administrative Assistant	Maryland (State)	\$41,600.00	\$46,500.00	\$52,500.00
Administrative Assistant	New Jersey (State)	\$44,500.00	\$49,700.00	\$56,000.00
Administrative Assistant	Pennsylvania (State)	\$40,300.00	\$45,000.00	\$50,800.00
Administrative Assistant	Virginia (State)	\$40,100.00	\$44,800.00	\$50,600.00

Administrative Assistant	West Virginia (State)	\$36,400.00	\$40,600.00	\$45,800.00
	Market Average	\$41,314.29	\$46,128.57	\$52,042.86
Job Title	Geography	Base 25th	Base 50th	Base 75th
Administrative Assistant	District of Columbia (State)	\$45,000.00	\$50,200.00	\$56,600.00
Administrative Assistant	Maryland (State)	\$41,600.00	\$46,500.00	\$52,500.00
Administrative Assistant	Virginia (State)	\$40,100.00	\$44,800.00	\$50,600.00
	Market Average	\$42,233.33	\$47,166.67	\$53,233.33
Operations/Administrative Manager				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Operations Manager	Delaware (State)	\$65,000.00	\$74,200.00	\$85,000.00
Operations Manager	District of Columbia (State)	\$70,600.00	\$80,600.00	\$92,200.00
Operations Manager	Maryland (State)	\$65,600.00	\$74,900.00	\$85,700.00
Operations Manager	New Jersey (State)	\$69,900.00	\$79,700.00	\$91,300.00
Operations Manager	Pennsylvania (State)	\$63,600.00	\$72,600.00	\$83,100.00
Operations Manager	Virginia (State)	\$63,400.00	\$72,300.00	\$82,800.00
Operations Manager	West Virginia (State)	\$57,700.00	\$65,900.00	\$75,400.00
	Market Average	\$65,114.29	\$74,314.29	\$85,071.43
Job Title	Geography	Base 25th	Base 50th	Base 75th
Operations Manager	District of Columbia (State)	\$70,600.00	\$80,600.00	\$92,200.00
Operations Manager	Maryland (State)	\$65,600.00	\$74,900.00	\$85,700.00
Operations Manager	Virginia (State)	\$63,400.00	\$72,300.00	\$82,800.00
	Market Average	\$66,533.33	\$75,933.33	\$86,900.00
Program Coordinator (Recreation)				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Program Coordinator (Recreation)	Delaware (State)	\$45,300.00	\$50,900.00	\$57,700.00
Program Coordinator (Recreation)	District of Columbia (State)	\$49,400.00	\$55,500.00	\$62,800.00
Program Coordinator (Recreation)	Maryland (State)	\$45,700.00	\$51,400.00	\$58,200.00
Program Coordinator (Recreation)	New Jersey (State)	\$48,800.00	\$54,900.00	\$62,100.00
Program Coordinator (Recreation)	Pennsylvania (State)	\$44,300.00	\$49,700.00	\$56,300.00
Program Coordinator (Recreation)	Virginia (State)	\$44,100.00	\$49,500.00	\$56,100.00
Program Coordinator (Recreation)	West Virginia (State)	\$39,900.00	\$44,900.00	\$50,800.00
	Market Average	\$45,357.14	\$50,971.43	\$57,714.29
Job Title	Geography	Base 25th	Base 50th	Base 75th
Program Coordinator (Recreation)	District of Columbia (State)	\$49,400.00	\$55,500.00	\$62,800.00
Program Coordinator (Recreation)	Maryland (State)	\$45,700.00	\$51,400.00	\$58,200.00

Program Coordinator (Recreation)	Virginia (State)	\$44,100.00	\$49,500.00	\$56,100.00
	Market Average	\$46,400.00	\$52,133.33	\$59,033.33
Code Enforcement Officer				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Code Enforcement Officer	Delaware (State)	\$49,200.00	\$57,800.00	\$66,300.00
Code Enforcement Officer	District of Columbia (State)	\$53,600.00	\$63,000.00	\$72,300.00
Code Enforcement Officer	Maryland (State)	\$49,700.00	\$58,300.00	\$67,000.00
Code Enforcement Officer	New Jersey (State)	\$53,000.00	\$62,300.00	\$71,500.00
Code Enforcement Officer	Pennsylvania (State)	\$48,100.00	\$56,500.00	\$64,800.00
Code Enforcement Officer	Virginia (State)	\$47,900.00	\$56,200.00	\$64,500.00
Code Enforcement Officer	West Virginia (State)	\$43,400.00	\$51,000.00	\$58,500.00
	Market Average	\$49,275.00	\$57,875.00	\$66,412.50
Job Title	Geography	Base 25th	Base 50th	Base 75th
Code Enforcement Officer	District of Columbia (State)	\$53,600.00	\$63,000.00	\$72,300.00
Code Enforcement Officer	Maryland (State)	\$ 49,700.00	\$58,300.00	\$67,000.00
Code Enforcement Officer	Virginia (State)	\$47,900.00	\$56,200.00	\$64,500.00
	Market Average	\$50,400.00	\$59,166.67	\$67,933.33
Digital Media Coordinator				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Digital Media Coordinator	Delaware (State)	\$51,100.00	\$57,000.00	\$65,000.00
Digital Media Coordinator	District of Columbia (State)	\$55,700.00	\$62,200.00	\$70,800.00
Digital Media Coordinator	Maryland (State)	\$51,600.00	\$57,600.00	\$65,600.00
Digital Media Coordinator	New Jersey (State)	\$55,100.00	\$61,500.00	\$70,000.00
Digital Media Coordinator	Pennsylvania (State)	\$49,900.00	\$55,700.00	\$63,500.00
Digital Media Coordinator	Virginia (State)	\$49,700.00	\$55,500.00	\$63,200.00
Digital Media Coordinator	West Virginia (State)	\$45,000.00	\$50,300.00	\$57,300.00
		\$51,157.14	\$57,114.29	\$65,057.14
Job Title	Geography	Base 25th	Base 50th	Base 75th
Digital Media Coordinator	District of Columbia (State)	\$55,700.00	\$62,200.00	\$70,800.00
Digital Media Coordinator	Maryland (State)	\$51,600.00	\$57,600.00	\$65,600.00
Digital Media Coordinator	Virginia (State)	\$49,700.00	\$55,500.00	\$63,200.00
	Market Average	\$52,333.33	\$58,433.33	\$66,533.33
Clinical Therapist				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Clinical Therapist	Delaware (State)	\$64,100.00	\$71,200.00	\$79,100.00
Clinical Therapist	District of Columbia (State)	\$69,900.00	\$77,600.00	\$86,200.00
Clinical Therapist	Maryland (State)	\$64,700.00	\$71,800.00	\$79,800.00
Clinical Therapist	New Jersey (State)	\$69,100.00	\$76,700.00	\$85,200.00
Clinical Therapist	Pennsylvania (State)	\$62,700.00	\$69,500.00	\$77,300.00
Clinical Therapist	Virginia (State)	\$62,400.00	\$69,300.00	\$76,900.00
Clinical Therapist	West Virginia (State)	\$56,500.00	\$62,700.00	\$69,700.00

	Market Average	\$64,200.00	\$71,257.14	\$79,171.43
Job Title	Geography	Base 25th	Base 50th	Base 75th
Clinical Therapist	District of Columbia (State)	\$69,900.00	\$77,600.00	\$86,200.00
Clinical Therapist	Maryland (State)	\$64,700.00	\$71,800.00	\$79,800.00
Clinical Therapist	Virginia (State)	\$62,400.00	\$69,300.00	\$76,900.00
	Market Average	\$65,666.67	\$72,900.00	\$80,966.67
Assistant Director				
Job Title	Geography	Base 25th	Base 50th	Base 75th
Assistant Director - PW	Delaware (State)	\$66,500.00	\$79,700.00	\$92,900.00
Assistant Director - PW	District of Columbia (State)	\$72,400.00	\$86,900.00	\$101,300.00
Assistant Director - PW	Maryland (State)	\$67,100.00	\$80,500.00	\$93,800.00
Assistant Director - PW	New Jersey (State)	\$71,600.00	\$85,900.00	\$100,100.00
Assistant Director - PW	Pennsylvania (State)	\$64,900.00	\$77,900.00	\$90,800.00
Assistant Director - PW	Virginia (State)	\$64,700.00	\$77,600.00	\$90,400.00
Assistant Director - PW	West Virginia (State)	\$58,600.00	\$70,300.00	\$81,900.00
Recreation Asst. Director	Delaware (State)	\$70,900.00	\$82,700.00	\$103,100.00
Recreation Asst. Director	District of Columbia (State)	\$77,200.00	\$90,100.00	\$112,300.00
Recreation Asst. Director	Maryland (State)	\$71,500.00	\$83,500.00	\$104,000.00
Recreation Asst. Director	New Jersey (State)	\$76,400.00	\$89,100.00	\$111,100.00
Recreation Asst. Director	Pennsylvania (State)	\$69,200.00	\$80,800.00	\$100,700.00
Recreation Asst. Director	Virginia (State)	\$69,000.00	\$80,500.00	\$100,300.00
Recreation Asst. Director	West Virginia (State)	\$62,500.00	\$72,900.00	\$90,900.00
	Market Average	\$68,750.00	\$81,314.29	\$98,114.29
Job Title	Geography	Base 25th	Base 50th	Base 75th
Assistant Director - PW	District of Columbia (State)	\$72,400.00	\$86,900.00	\$101,300.00
Assistant Director - PW	Maryland (State)	\$67,100.00	\$80,500.00	\$93,800.00
Assistant Director - PW	Virginia (State)	\$64,700.00	\$77,600.00	\$90,400.00
Recreation Asst. Director	District of Columbia (State)	\$77,200.00	\$90,100.00	\$112,300.00
Recreation Asst. Director	Maryland (State)	\$71,500.00	\$83,500.00	\$104,000.00
Recreation Asst. Director	Virginia (State)	\$69,000.00	\$80,500.00	\$100,300.00
	Market Average	\$70,316.67	\$83,183.33	\$100,350.00
City Clerk				
Job Title	Geography	Base 25th	Base 50th	Base 75th
City Clerk	Delaware (State)	\$77,400.00	\$95,400.00	\$105,500.00
City Clerk	District of Columbia (State)	\$84,400.00	\$103,900.00	\$115,000.00
City Clerk	Maryland (State)	\$78,200.00	\$96,300.00	\$106,500.00
City Clerk	New Jersey (State)	\$83,500.00	\$102,800.00	\$113,700.00
City Clerk	Pennsylvania (State)	\$75,700.00	\$93,200.00	\$103,100.00
City Clerk	Virginia (State)	\$75,400.00	\$92,800.00	\$102,700.00
City Clerk	West Virginia (State)	\$68,300.00	\$84,100.00	\$93,000.00
	Market Average	\$77,500.00	\$95,500.00	\$105,600.00

Job Title	Geography	Base 25th	Base 50th	Base 75th
City Clerk	District of Columbia (State)	\$84,400.00	\$103,900.00	\$115,000.00
City Clerk	Maryland (State)	\$78,200.00	\$96,300.00	\$106,500.00
City Clerk	Virginia (State)	\$75,400.00	\$92,800.00	\$102,700.00
	Market Average	\$79,333.33	\$97,666.67	\$108,066.67

Fig. 2. Market Data – Director Classification

Job Title	Geography	Base 25th	Base 50th	Base 75th	Base Avg
Academic Advising Director (Recreation)	Delaware (State)	\$74,100.00	\$87,900.00	\$107,300.00	\$87,600.00
Academic Advising Director (Recreation)	District of Columbia (State)	\$80,800.00	\$95,800.00	\$116,900.00	\$95,500.00
Academic Advising Director (Recreation)	Maryland (State)	\$74,800.00	\$88,800.00	\$108,300.00	\$88,500.00
Academic Advising Director (Recreation)	New Jersey (State)	\$79,900.00	\$94,800.00	\$115,600.00	\$94,400.00
Academic Advising Director (Recreation)	Pennsylvania (State)	\$72,400.00	\$85,900.00	\$104,800.00	\$85,600.00
Academic Advising Director (Recreation)	Virginia (State)	\$72,100.00	\$85,600.00	\$104,400.00	\$85,300.00
Academic Advising Director (Recreation)	West Virginia (State)	\$65,300.00	\$77,500.00	\$94,600.00	\$77,300.00
Academic Advising Director (Recreation)	Middle Atlantic (Region)	\$74,200.00	\$88,100.00	\$107,400.00	\$87,700.00
Director (Youth Services Bureau/Senior Center)	Delaware (State)	\$82,400.00	\$94,600.00	\$111,900.00	\$96,100.00
Director (Youth Services Bureau/Senior Center)	District of Columbia (State)	\$89,700.00	\$103,100.00	\$122,000.00	\$104,800.00
Director (Youth Services Bureau/Senior Center)	Maryland (State)	\$83,100.00	\$95,500.00	\$113,000.00	\$97,000.00
Director (Youth Services Bureau/Senior Center)	New Jersey (State)	\$88,800.00	\$102,000.00	\$120,600.00	\$103,600.00
Director (Youth Services Bureau/Senior Center)	Pennsylvania (State)	\$80,500.00	\$92,400.00	\$109,400.00	\$93,900.00
Director (Youth Services Bureau/Senior Center)	Virginia (State)	\$80,100.00	\$92,100.00	\$108,900.00	\$93,500.00
Director (Youth Services Bureau/Senior Center)	West Virginia (State)	\$72,600.00	\$83,400.00	\$98,700.00	\$84,700.00
Director (Youth Services Bureau/Senior Center)	Middle Atlantic (Region)	\$82,500.00	\$94,700.00	\$112,100.00	\$96,300.00
Human Resources Director	Delaware (State)	\$119,700.00	\$139,200.00	\$155,900.00	\$139,500.00

Job Title	Geography	Base 25th	Base 50th	Base 75th	Base Avg
Human Resources Director	District of Columbia (State)	\$128,400.00	\$149,200.00	\$167,200.00	\$149,600.00
Human Resources Director	Maryland (State)	\$120,600.00	\$140,200.00	\$157,100.00	\$140,600.00
Human Resources Director	New Jersey (State)	\$127,200.00	\$147,900.00	\$165,700.00	\$148,200.00
Human Resources Director	Pennsylvania (State)	\$117,500.00	\$136,600.00	\$153,100.00	\$136,900.00
Human Resources Director	Virginia (State)	\$117,100.00	\$136,200.00	\$152,600.00	\$136,500.00
Human Resources Director	West Virginia (State)	\$108,300.00	\$125,900.00	\$141,100.00	\$126,200.00
<i>Human Resources Director</i>	<i>Middle Atlantic (Region)</i>	<i>\$119,900.00</i>	<i>\$139,300.00</i>	<i>\$156,100.00</i>	<i>\$139,600.00</i>
Treasurer	Delaware (State)	\$85,900.00	\$99,100.00	\$112,800.00	\$99,266.67
Treasurer	District of Columbia (State)	\$89,900.00	\$103,700.00	\$118,000.00	\$103,866.67
Treasurer	Maryland (State)	\$87,900.00	\$101,500.00	\$115,500.00	\$101,633.33
Treasurer	New Jersey (State)	\$90,700.00	\$104,700.00	\$119,100.00	\$104,833.33
Treasurer	Pennsylvania (State)	\$83,900.00	\$96,900.00	\$110,200.00	\$97,000.00
Treasurer	Virginia (State)	\$83,600.00	\$96,500.00	\$109,700.00	\$96,600.00
Treasurer	West Virginia (State)	\$75,700.00	\$87,400.00	\$99,400.00	\$87,500.00
<i>Treasurer</i>	<i>Middle Atlantic (Region)</i>	<i>\$85,371.43</i>	<i>\$98,542.86</i>	<i>\$112,100.00</i>	<i>\$98,671.43</i>
Public Works Director	Delaware (State)	\$85,400.00	\$94,300.00	\$105,800.00	\$96,500.00
Public Works Director	District of Columbia (State)	\$92,300.00	\$101,900.00	\$114,300.00	\$104,300.00
Public Works Director	Maryland (State)	\$86,100.00	\$95,100.00	\$106,700.00	\$97,300.00
Public Works Director	New Jersey (State)	\$91,300.00	\$100,900.00	\$113,200.00	\$103,200.00
Public Works Director	Pennsylvania (State)	\$83,600.00	\$92,300.00	\$103,600.00	\$94,500.00
Public Works Director	Virginia (State)	\$83,300.00	\$92,000.00	\$103,200.00	\$94,100.00
Public Works Director	West Virginia (State)	\$76,200.00	\$84,200.00	\$94,500.00	\$86,200.00

Job Title	Geography	Base 25th	Base 50th	Base 75th	Base Avg
	<i>Middle Atlantic (Region)</i>	\$85,457.14	\$94,385.71	\$105,900.00	\$96,585.71
	Classification Average	\$89,465.71	\$103,003.21	\$118,717.50	\$103,773.93

Fig. 3. Inactive Positions Market Data

Job Title	Geography	Base 25th	Base 50th	Base 75th	Base Avg
Accounting Assistant	Delaware (State)	\$41,200.00	\$46,100.00	\$51,100.00	\$46,500.00
Accounting Assistant	District of Columbia (State)	\$44,900.00	\$50,200.00	\$55,700.00	\$50,700.00
Accounting Assistant	Maryland (State)	\$41,600.00	\$46,500.00	\$51,600.00	\$46,900.00
Accounting Assistant	New Jersey (State)	\$44,400.00	\$49,700.00	\$55,100.00	\$50,100.00
Accounting Assistant	Pennsylvania (State)	\$40,300.00	\$45,000.00	\$49,900.00	\$45,400.00
Accounting Assistant	Virginia (State)	\$40,100.00	\$44,800.00	\$49,700.00	\$45,200.00
Accounting Assistant	West Virginia (State)	\$36,300.00	\$40,600.00	\$45,000.00	\$41,000.00
<i>Accounting Assistant</i>	<i>Middle Atlantic (Region)</i>	<i>\$41,300.00</i>	<i>\$46,100.00</i>	<i>\$51,200.00</i>	<i>\$46,500.00</i>
Cable Channel Production/Video Production	Delaware (State)	\$52,600.00	\$60,200.00	\$69,500.00	\$62,100.00
Cable Channel Production/Video Production	District of Columbia (State)	\$57,300.00	\$65,600.00	\$75,800.00	\$67,700.00
Cable Channel Production/Video Production	Maryland (State)	\$53,100.00	\$60,800.00	\$70,200.00	\$62,700.00
Cable Channel Production/Video Production	New Jersey (State)	\$56,700.00	\$64,900.00	\$74,900.00	\$66,900.00
Cable Channel Production/Video Production	Pennsylvania (State)	\$51,400.00	\$58,800.00	\$67,900.00	\$60,700.00
Cable Channel Production/Video Production	Virginia (State)	\$51,200.00	\$58,600.00	\$67,700.00	\$60,400.00
Cable Channel Production/Video Production	West Virginia (State)	\$46,400.00	\$53,100.00	\$61,300.00	\$54,700.00
<i>Cable Channel Production/Video Production</i>	<i>Middle Atlantic (Region)</i>	<i>\$52,700.00</i>	<i>\$60,300.00</i>	<i>\$69,600.00</i>	<i>\$62,200.00</i>
IT Manager	Delaware (State)	\$105,600.00	\$121,700.00	\$137,700.00	\$124,000.00
IT Manager	District of Columbia (State)	\$115,100.00	\$132,600.00	\$150,100.00	\$135,100.00

IT Manager	Maryland (State)	\$106,600.00	\$122,800.00	\$139,000.00	\$125,200.00
IT Manager	New Jersey (State)	\$113,800.00	\$131,100.00	\$148,400.00	\$133,600.00
IT Manager	Pennsylvania (State)	\$103,100.00	\$118,900.00	\$134,500.00	\$121,100.00
IT Manager	Virginia (State)	\$102,700.00	\$118,400.00	\$134,000.00	\$120,700.00
IT Manager	West Virginia (State)	\$93,100.00	\$107,200.00	\$121,400.00	\$109,300.00
<i>IT Manager</i>	<i>Middle Atlantic (Region)</i>	<i>\$105,700.00</i>	<i>\$121,800.00</i>	<i>\$137,900.00</i>	<i>\$124,100.00</i>



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, November 14, 2023

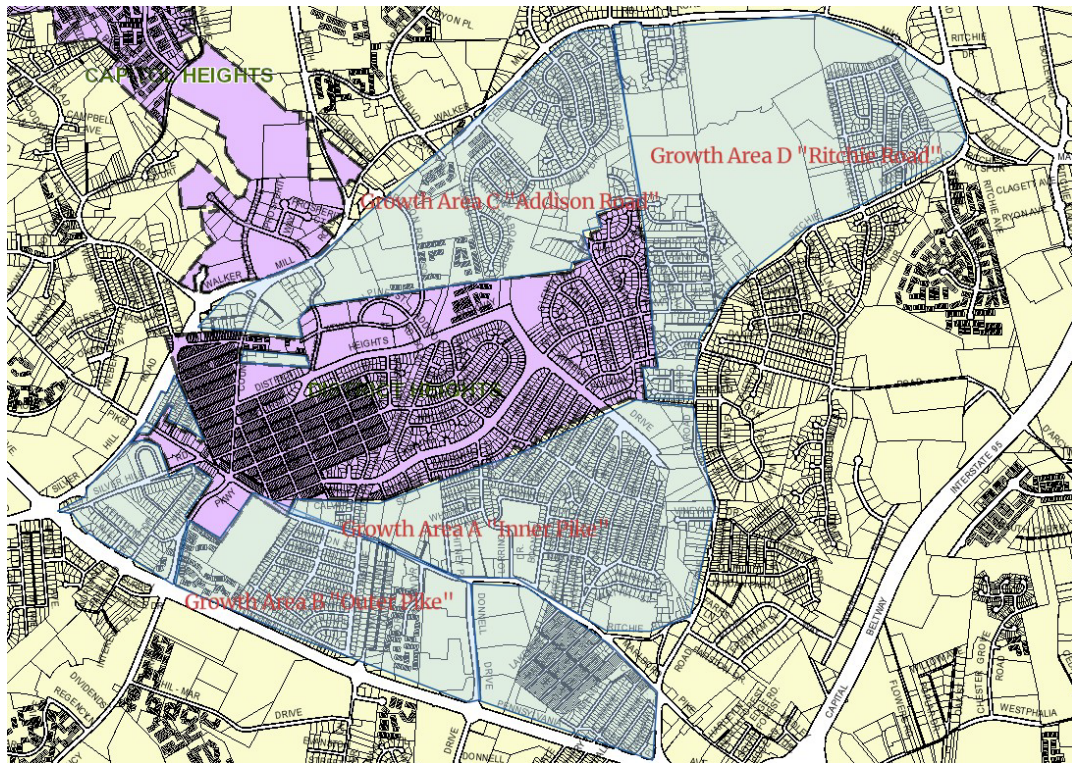
Action Item 5

Title: Economic Development Work Session: Municipal Growth Area Continued
Staff Contact: David Street, City Manager
Purpose: The purpose of this item is to begin deliberation about the City’s potential municipal growth area. Defining the growth area is a critical component in the annexation process; it provides public notice of intention, allows the policy debate to occur in a public meeting, and allows staff to begin the process of identifying costs for providing municipal services to the identified area(s).

Summary: In July, staff prepared a draft growth area to facilitate the Commission’s initial conversations on annexation and economic development. The example growth area envisions the growth boundaries of District Heights to be Pennsylvania Avenue to the south, Walker Mill Road to the west and north, and Ritchie Road to the east. These boundaries are for discussion purposes only, however they do accomplish several economic goals of annexation. For example, the boundaries center the City around Marlboro Pike between Silver Hill/Walk Mill Road and Ritchie Road, creating a downtown corridor that the City can improve, promote, and establish as its commercial base. A secondary commercial corridor is established to the north towards the intersection of Walker Mill and Ritchie.

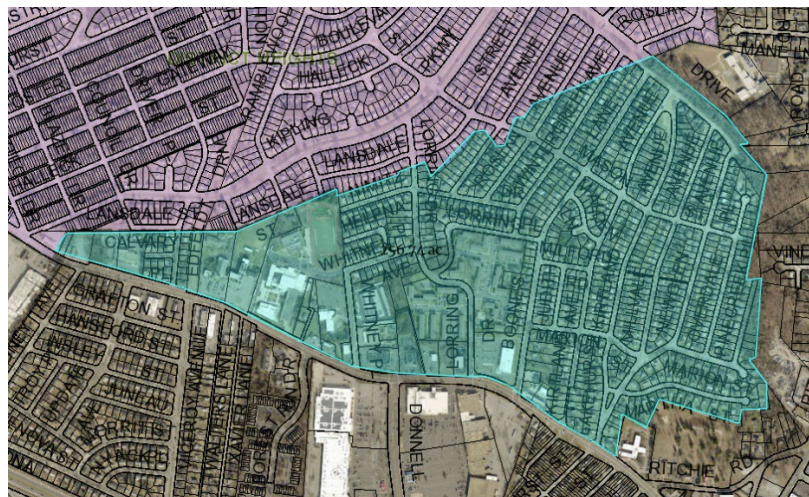
Figure 1 proposes four growth areas, “Inner Pike,” “Outer Pike,” “Addison Road,” and “Ritchie Road.” These phases could be prioritized for annexation in any order, although each meets the general criteria for annexation set forth by the State of Maryland. For reference, “Inner Pike” brings the southern boundary of the City to Marlboro Pike and includes Bishop McNamara School, the remainder of Marbury Drive, and the residential development in between. “Outer Pike” completes the Marlboro Pike corridor. “Addison Road” firmly establishes the boundary with Capitol Heights, and “Ritchie” completes the residential cluster along Kipling to Ritchie Road. Each section could be further subdivided. This item is designed to facilitate discussions about what Figure 1 describes as the “Inner Pike” area. The “Ritchie Road,” “Addison Road,” and “Outer Pike” areas will be discussed in future work session items.

Figure 1. Example Municipal Growth Plan



At the October 24, 2023 Meeting, the Commission approved Municipal Growth Area A “Inner Pike” as shown below in figure 2.

Figure 2. Adopted Municipal Growth Area A - Inner Pike



Section I: Municipal Growth Area B - Outer Pike

At the October 24, 2023 Work Session, the Commission also requested additional information regarding proposed Municipal Growth Area B “Outer Pike.” Figure 3A and 3B divides a portion of “Outer Pike” into two smaller subareas that are contiguous with the City’s current boundary for further discussion. Figure 3C

contains the remaining section of proposed Municipal Growth Area B.

Figure 3A. Outer Pike – Silver Hill



Silver Hill at a Glance¹

Land area:	88 acres
Linear road miles:	2.5 miles
Number of homes	234
Number of residents:	667
Commercial/civic uses:	40
Notes:	Includes a number of single-family homes, Spauldings Branch Library, Parkland Village Apartments, the Shops at Silver Hill, a segment of Silver Hill Road between Marlboro Pike and Pennsylvania Avenue and a segment of Pennsylvania Avenue.

¹ All figures are estimates

Figure 3B. Outer Pike – St. Paul

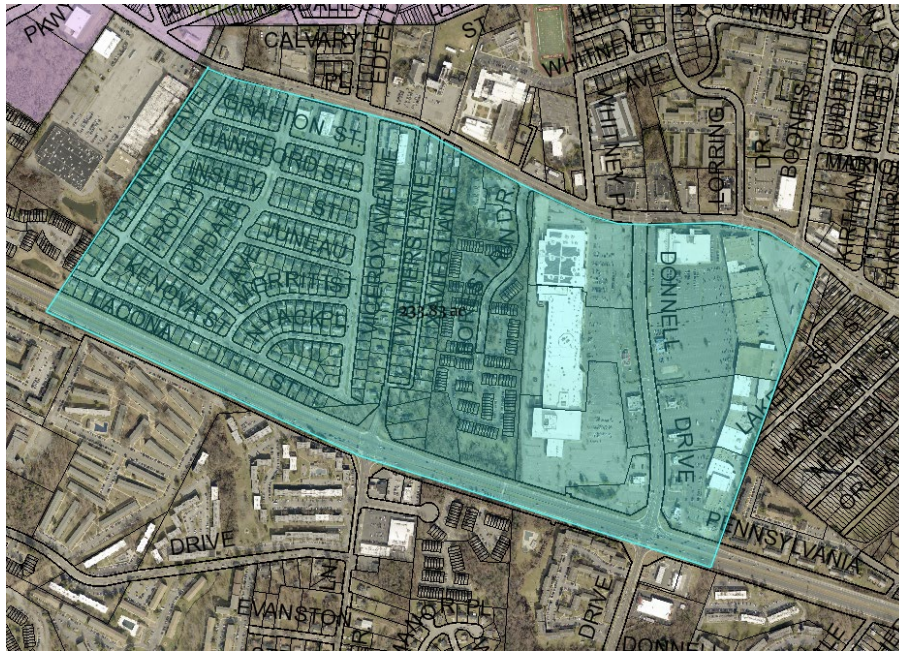


St. Paul at a Glance²

Land area:	50 acres
Linear road miles:	1 mile
Number of homes	165
Number of residents:	470
Commercial/civic uses:	10
Notes:	Includes Great Eastern Shopping Center “St. Paul’s,” two townhome communities, the unannexed portion of Regency Parkway between Marlboro Pike and Pennsylvania Avenue and a segment of Pennsylvania Avenue.

² All figures are estimates

Figure 3C. Outer Pike – Eastern Pike Alternative

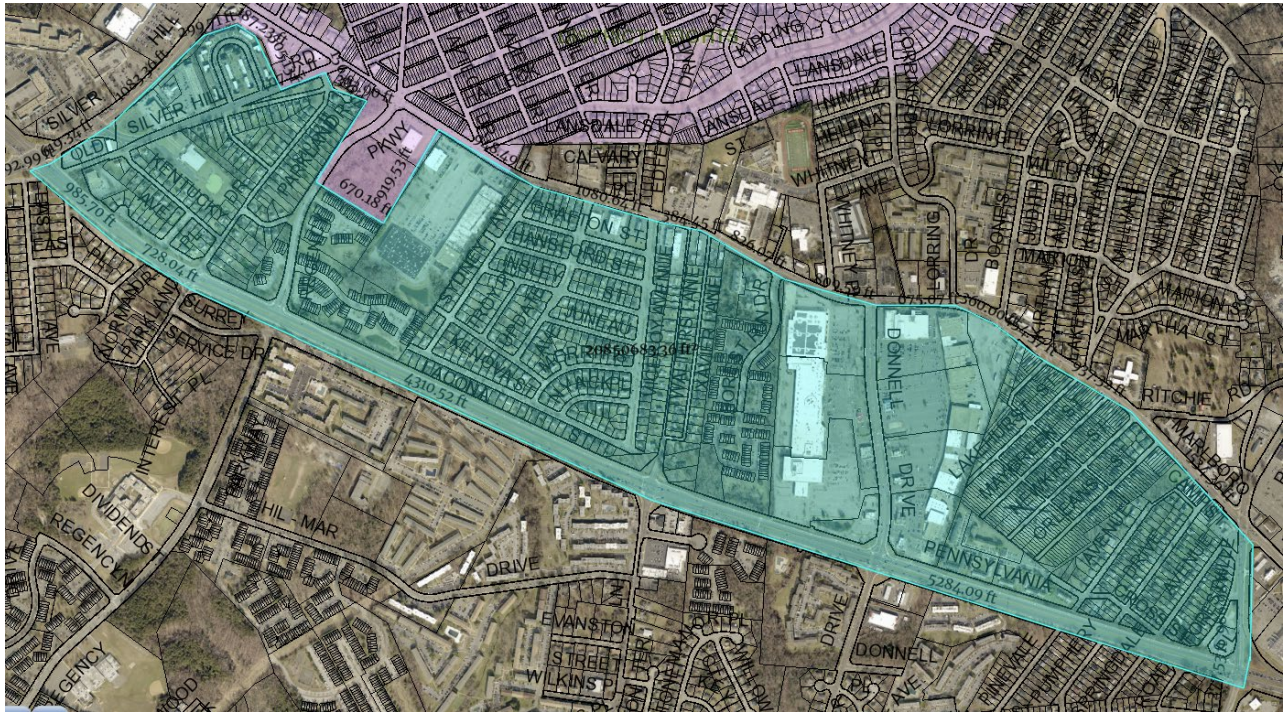


Eastern Pike Alternative at a Glance³

Land area:	233 acres
Linear road miles:	5.5 miles
Number of homes	445+
Number of residents:	1,265+
Commercial/civic uses:	100+
Notes:	<p>Includes Centre at Forestville Mall, the residential community surrounding Upland Avenue, the condo and townhome community on Forest Run Drive, and Penn Mar Shopping Center.</p> <p>Excludes Longfields Elementary School and surrounding community when compared to the original draft growth area (provided as Fig. 4, below). Aligns more closely with the Commission’s adopted Municipal Growth Area A.</p>

³ All figures are estimates

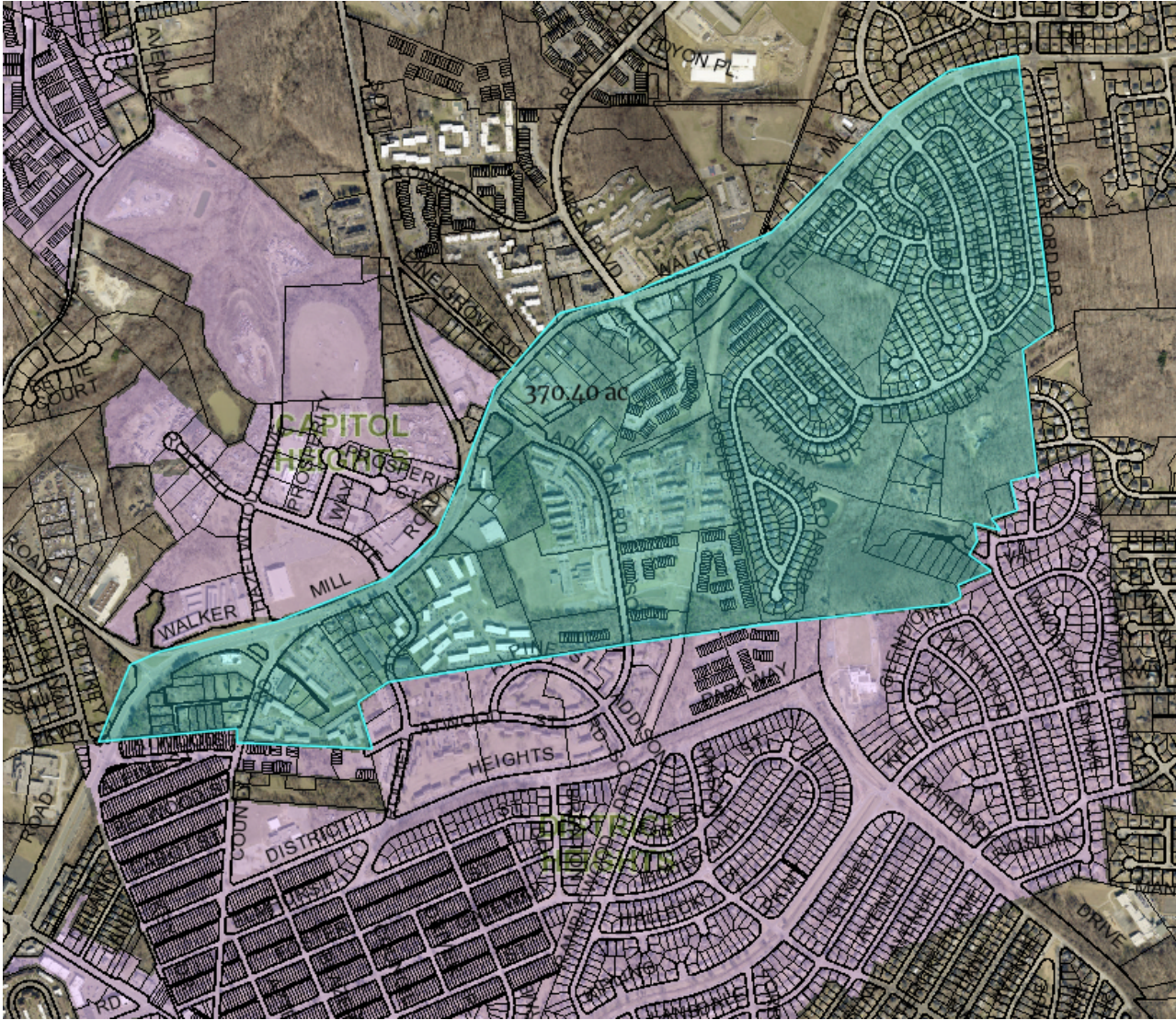
Figure 4. Outer Pike – Original Draft



- Council Districts: 6 and 7
- Approximately 471 acres
- Consists of the southern portion of the Marlboro Pike corridor between Silver Hill Road and Ritchie Road. The “Outer Pike” is characterized by mixed commercial and residential development. “Inner Pike” is anchored by Great Eastern Plaza (St. Paul), the Penn Mar Shopping Center, the Forestville Mall, Spaulding Library, and several housing developments.
- Zoning in the area predominantly consists of CGO, RMF-12, CS, RSF-65, RSF-95, RSF-A, with some elements of RSF-95 and ROS. These districts are mostly consistent with existing zoning and development pattern in the incorporated city, although “Outer Pike” has significantly more commercial development than the City.
- The area consists of approximately 8 miles of roadway, a some of which is subject to state maintenance. This calculation also assumes that the City annexes the right-of-way for Pennsylvania Avenue.
- Annexing the “Outer Pike” would add approximately 3,000 residents and a significant number of commercial/industrial firms to the City.

Section II: Municipal Growth Area C – Addison Road

Figure 5. Proposed Municipal Growth Area C



- Council District: 7
- Approximately 370 acres
- Consists of the area north of the City’s current boundary to Walker Mill Road and includes the proposed annexation of Walker Mill Road to create a boundary with Capital Heights to the north.
- Zoning in the area predominantly consists of CGO, RMF-12, RMF-20, CS, RSF-65, RSF-95, RSF-A, with some elements of RSF-95 and ROS. These districts are mostly consistent with existing zoning and development pattern in the incorporated city albeit more densely developed.
- The area consists of approximately 6 miles of roadway.
- Annexing “Addison Road” would add approximately 4,000 residents and a significant number of commercial/industrial firms to the City. The area is characterized by apartment and multi-family development interior to Walker Mill Road and commercial/civic uses on Walker Mill Road itself.

Examples include Parkland Square Apartments, Spanish Village Apartments, Regency Square, Old Towne Village, and numerous single-family and townhomes.

Alternatives:

Section I:

1. The Commission could adopt either “Outer Pike” or “Outer Pike Alternative” as Municipal Growth Area B.
2. The Commission could adopt another boundary for Municipal Growth Area B.

Section II:

1. The Commission could adopt “Addison Road” as Municipal Growth Area C.
2. The Commission could request information on/modifications to the proposed growth area and direct staff how to proceed.

Draft Motions:

1. I, Commissioner _____, move that the City Commission adopt Municipal Growth Area B “Outer Pike” as shown in Figure ____ and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.

AND/OR

2. I, Commissioner _____, move that the City Commission adopt Municipal Growth Area C “Addison Road” as shown in Figure 5 and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

Remote Telework Agreement

Employee Information

Name: _____ Begin date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This Remote Work agreement will begin and end on the following dates:

Start date: _____ End date: _____

Remote work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain Director 's approval prior to working unscheduled overtime hours.

The employee will report to work location as necessary upon directive from his or her Director.

The employee will communicate regularly with his or her director and co-workers, which includes a weekly written report of activities.

The employee will comply with all the City of District Heights rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will always maintain a safe and secure work environment.

The City of District Heights will provide the following equipment:

The employee will provide the following equipment: _____

The employee agrees that the City of District Heights equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the City of District Heights equipment. The employee understands that all tools and resources provided by the City of District Heights shall always remain the property of the City of District Heights.

The employee agrees to protect the City of District Heights tools and resources from theft or damage and to report theft or damage to his or her director immediately.

The employee agrees to comply with the City of District Heights policies and expectations regarding information security.

The employee understands that all terms and conditions of employment with the City of District Heights will remain unchanged, except those specifically addressed in this agreement.

The employee understands that Human Resources retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return the City of District Heights equipment and documents within five days of termination of employment whether voluntary or involuntary.

Employee signature: _____ Date: _____

Director signature: _____ Date: _____

Human Resources signature: _____ Date: _____

Copy/HR



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

Remote Work Authorization Form

Name _____ Title _____
Department _____ Director _____
Number of days a week: _____

Please describe reason for Remote Work:

DIRECTOR

I have discussed working remotely with the above-mentioned employee. I believe this employee is a good candidate based on job responsibilities and performance in their current position.

Director Signature _____ Date _____

EMPLOYEE

I have discussed working remotely with my director and I understand it can be terminated at any time by the City of District Heights or me.

Employee Signature _____ Date _____

HUMAN RESOURCES

Approval _____ Disapproval _____

Reason (if denied):

Signature _____ Date _____

CITY MANAGER

Approval _____ Disapproval _____

Reason (if denied):

Signature _____ Date _____

CHAPTER 2: APPLICATION AND INITIAL EMPLOYMENT PROCEDURES

Internal Recruitment

All employees, regardless of their current position or department, are allowed to apply for any open positions within the city's various departments. The key criteria for selection will be based on merit, which typically includes factors such as skills, experience, and performance, as well as qualifications, like education and training relevant to the position.

CHAPTER 9: RESIGNATION/RETIREMENT

New:

Separated

Non-Employees must have prior approval from the human resources department or city manager before accessing any "Staff Only" areas. This policy is in place to ensure the safety and security of both our staff and visitors.

CHAPTER 4: EMPLOYMENT RELATIONSHIP

Telework

Current:

At the discretion of the Mayor and Commissioners, telework may be approved.

New:

Employees requesting telework must be employed with City of District Heights for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record. Unless the employee's job classification indicates otherwise.

Before entering a telework agreement, the employee and department head, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following area:

- *Job responsibilities. The employee and department head will discuss the job responsibilities and determine if the job is appropriate for a telework arrangement.*

If the employee and department head and the human resource department concurs, a telework agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telework performance during the trial period will include regular interaction by phone and e-mail between the employee and department head, and weekly meetings to discuss work progress and problems. At the end of the trial period, the employee and department head will each complete an evaluation of the arrangement. All recommendations for continuance or modifications will be discussed with the human resources department for further approval.

Note: Telework Authorization Form & Remote Telework Agreements must be completed