



CITY OF DISTRICT HEIGHTS

THURSDAY, MARCH 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=WnBLOWxmK0J0Q1ZGM2JNV2Rlc2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- City Meeting Agenda March 2, 2023

APPROVAL OF MINUTES:

- Work Session Minutes of February 14, 2023

MAYORAL COMMENT

- Former Mayor Carol Johnson tribute

PRESENTATIONS

- Councilwoman Krystal Oriadha -Prince George's County District 7 (10 minutes)
- District Heights Board of Supervisor of Elections - Introduction of Candidates (15 minutes)

DEPARTMENT REPORTS:

- Public Works (3 minutes)
- Code Enforcement (3 minutes)
- Police Department (3 minutes)
- Youth Services Bureau (3 minutes)
- Recreation (3 minutes)
- Treasurer's (3 minutes)
- General Government (3 minutes)
- Human Resources (3 minutes)

PUBLIC PARTICIPATION:

Speakers are asked to state their name and whether they are a resident of the Incorporated City of District Heights and are given **three (3) minutes** to address the Commission. The speaker's name and comment will become part of the public record.

NEW BUSINESS

Personnel Matters (Closed Session)

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.**

- **Pursuant to the statutory authority of the Maryland Annotated Code, General Provisions Article § 3-305(b), the Mayor and Commission of the City of District Heights are providing notice that they will meet in a Closed Session during the meeting on Thursday, March 2, 2023 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. They will return after the closed session for Mayoral and Commission reports.**



**CITY OF
DISTRICT HEIGHTS**
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, February 14, 2023, 5pm

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, February 14th, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 5:01 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Comr. Janifer

AGENDA ACCEPTANCE

Comr. Gomez moved to accept the agenda for the City Meeting Work Session Tuesday, February 14, 2023. Comr. Janifer seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Vice Mayor Harcourt moved to approve the February 2, 2023 City Meeting minutes. Comr. Tilghman 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, Starr Jefferson –City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager, Chief Tarpley – Chief of Police, T’Neisha Turner – Media Coordinator

NEW BUSINESS

Municipal Building Restroom Renovation

John Corkill, Jr. of Corkill, Cush and Reeves Architect firm presented schematic drawings to the Mayor and Commission regarding the proposed renovations to the four (4) restrooms within the Municipal Building.

Mayor Miller inquired as to the reason there was only 1 bid submitted for the renovation job request. Ms. Barnhill-Love explained that several bids were requested, however, the scale of the work did not appeal to other vendors.

Vice Mayor Harcourt motioned to waive the three (3) bid process for the architectural work for the renovation of the restrooms in the Municipal Building.

Comr. Gomez seconded the motion which carried a 4-0 vote.

Comr. Gomez moved to accept the bid proposal presented by Corkill, Cush and Reeves Architects dated February 09, 2023 in the amount of \$7,800 for the renovation of the restrooms in the Municipal Building.

Comr. Janifer seconded the motion which carried a 4-0 vote.

***This vote was amended on in the same meeting:

Comr. Tilghman moved to amend the motion accepting the bid proposal by Corkill, Cush and Reeves Architects dated February 09, 2023 in the amount of \$7,800 for the renovation of the restrooms in the Municipal Building to be paid from the budgeted ARPA funds.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

Municipal Building Heating Unit Repairs

Comr. Janifer moved to transfer \$5,700 from Unreserved Funds to the line-item 5400 Building Repairs. Comr. Janifer further moved to accept the bid proposal from JPG dated February 13, 2023 for the repairs of the heating unit for the front offices of the Municipal Building.

Comr. Gomez seconded the motion which carried a 4-0 vote.

Comr. Gomez moved that the Commission go into closed session to discuss Personnel Matters.

Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

The Commission went into closed session at 5:33pm.

The Commission returned from closed session at 6:58pm

Commissioner Tilghman was excused at 6:59pm

Mayor Miller announced the hiring of a new full-time Public Works employee, Demetrius Smith.

PUBLIC PARTICIPATION

Mr. Edwin Green presented Valentine's gifts to the Commission.

ADJOURNMENT

Vice Mayor Harcourt motioned to adjourn the Work Session.

Comr. Gomez seconded the motion which carried a 3-0 vote.

The Work Session adjourned at 7:04pm.

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

February 2023

Vision Statement

The vision for the District Heights Public Works Department is to empower all employees to provide information and services that exceed residents' expectations by delivering exemplary customer services, making our community the best place to live in Prince George's County. We want residents to have a sense of community pride for their well-maintained, clean, and safe streets, sidewalks, parks, playgrounds, and common areas. Public Works' focus is to ensure residents of all ages can enjoy where they work, live, and play for a lifetime.

- **Mission**

How will Public Works achieve this vision?

- Open engagement, with all stakeholders
- Customer service delivery excellence
- Teamwork and partnerships with internal departments and the community
- Easy and equitable access to services for residents
- Excellent Building and ground maintenance, including:
 - Limb & Leaf Collection
 - Recycling & Multi-Material Pick-Up
 - Snow Removal
 - Bulk Trash Removal
 - Tree Maintenance
 - Mosquito Control
 - Street Maintenance
 - Spring Clean-up

Highlights:

- **Wednesday, February 1:** Removed signs illegally posted on phone poles throughout the city, cleaned the intersection of Wintergreen Ave & Marbury Drive.

- **Thursday, February 2:** picked -up no smoking signs & parking signs, installed the City Manager, Chief of Police and four No Smoking signs around the building, Roger Beam attended the City Meeting.
- **Monday, February 6:** Trash run, started removing stuff from the red shed behind Public Works building, installed new light bulbs at YSB, removed wood from garden.
- **Monday, February 27:** Finished removing the red shed and the rest of the wood from behind the building.
- **Tuesday, February 28:** installed a new Pet Waste station between Elmhurst Street & District Heights Pkwy, finished cleaning up the leaves around the track.

ONGOING PROJECTS:

- **Beltway Paving,** sub patch work, mill & overlay, sidewalks, curbs & gutters, speed humps.
- **Parking lot lights,** lights have been delivered, waiting for Noba electric to finish installing circuits.
- **Stage lights,** waiting on deliver from vendor with the rest of the lights.
- **Restrooms renovation,** contract signed will be out here between Wednesday and Thursday.
- **Noba Electric:** install three dedicates circuits, install a 120v Utility outlet at 3 poles to support security cameras controls, will be out on Thursday.

Finished Projects:

- **Jack Sims Dedication Sign:** signed is completed copy attached.

UPCOMING

- **SPRING CLEAN-UP 2023, APRIL 17-21, 2023**
- **SHRED DAY, APRIL 22,2023**

COMPLETED:

- **Wednesday, February 1:** Removed signs illegally posted on phone poles throughout the city, cleaned the intersection of Wintergreen Ave & Marbury Drive.
- **Thursday, February 2:** picked -up no smoking signs & parking signs, installed the City Manager, Chief of Police and four No Smoking signs around the building, Roger Beam attended the City Meeting.
- **Friday, February 3:** Trash run, put sandbags at the intersection of Council Drive & Foster Street to help the water into drain, threw salt along some water spots to keep from freezing.

- **Monday, February 6:** Trash run, started removing stuff from the red shed behind Public Works building, installed new light bulbs at YSB, removed wood from garden.
- **Tuesday, February 7:** Cleaned out the red shed down behind Public Works building, cleaned up all the wood from behind building.
- **Wednesday, February 8:** Blew leaves in Park and around building.
- **Thursday, February 9:** Cleaned leaves up in upper parking lot behind Police cars, Public Works Vehicles.
- **Friday, February 10:** Trash run.
- **Monday, February 13:** Trash run, started painting City Manager Office.
- **Tuesday, February 14:** Finished painting City Manager Office, Limb pick-up.
- **Wednesday, February 15:** Trash run, finish cleaning the shed up in back.
- **Thursday, February 16:** Put the chairs, boxes back into City Manager Office, Hung-up signs in main hallway leading to main office, Code and Police Department.
- **Friday, February 17:** Trash run all day.
- **Monday, February 20:** Holiday
- **Tuesday, February 21:** Removed boxes from safe in front office, finish cleaning the shed out in back.
- **Wednesday, February 22:** Potholes throughout the city, cleaned up trash over by Aldi, picked up some Asphalt.
- **Thursday, February 23:** Cleaned leaves up around fence on the track, straighten up the snowplows, picked up the rest of the red shed in back.
- **Friday, February 24:** Trash run, filled potholes on Marbury Drive.
- **Monday, February 27:** Finished removing the red shed and the rest of the wood from behind the building.
- **Tuesday, February 28:** installed a new Pet Waste station between Elmhurst Street & District Heights Pkwy, finished cleaning up the leaves around the track.

Respectfully submitted,



Angela Barnhill-Love

Building Coordinator/ Administrative Assistant

Dedicated April 26, 2014



In Honor of Jack C. Sims

A Humanitarian with Indomitable Spirit, Leadership, Compassion and Passion Driven With His One Goal to "Improve the Quality of Life"!

In 1997, Jack C. Sims was elected the first African-American Mayor of the City of District Heights, Maryland (USA). He served two terms as Mayor until 2003. He was then elected by the people of District Heights as Commissioner where he sits on this date as an elected public official. On February 11, 2014, Jack C. Sims made history again! At a City of District Heights Mayor & Commission Workshop meeting, a motion was made unanimously to honor Commissioner and Former Mayor Jack C. Sims by naming the city's 1.4 mile park and pathway exercise trail after this special man. **Heroes Get Remembered, Legends Never Die!!!**

Mayor James L. Walls JR. • Vice Mayor Eddie L. Marlin • Commissioner Jack C. Sims
Commissioner Willie E. Calhoun • Commissioner Jamal I. Miller



Sent from my iPhone

CODE ENFORCEMENT REPORT
February 2023

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

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	11	\$2,675.00
Rental License	8	\$ 800.00
Building Permits	8	\$ 1,121.11
Municipal Infractions	1	\$ 500.00
Real Estate	1	\$ 25.00
Total	29	\$ 5,121.11

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 413 - Storage of Wrecked or Junked Vehicles

POLICE DEPARTMENT	<i>December</i>	<i>January</i>	<i>February</i>
CALLS FOR SERVICE			
Total CFS Received	305	660	613
HOMICIDE	0	0	1
SEXUAL ASSAULT	0	0	0
ROBBERY AND ATTEMPT	1 Attempt	0	1
ASSAULT	1	1	1
BURGLARY	4	0	2
AUTO THEFTS	3	4	5
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	3	3	1
THEFTS	5	0	1
DOMESTIC CFS	12	13	20
TOTAL (MOST SERIOUS)	28	21	32
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	3	4	5
ACCIDENT HIT & RUN	4	3	0
IMPOUNDS	5	18	23
RECOVERED STOLEN AUTOS	0	1	1
MISSING PERSON	1	0	1
TOTAL	13	26	30
ARREST			
ADULTS	0	3	3
Summons in Lieu/Criminal Citation	0	0	0
J-2 / JUVENILES	0	0	0
Warrant Service	1	1	2
TOTAL	1	4	5
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED	1,091		
MOVING VIOLATIONS ISSUED	11	223	159
WARNINGS ISSUED	39	172	106
OTHER MOVING VIOLATIONS	9	38	41
RADAR/SPEEDING	0	7	7
STOP SIGNS	2	5	19
SEAT BELTS	0	0	0
EQUIPMENT REPAIR ORDER (ERO)	1	6	8
DUI/DWI - ALCOHOL	0	6	1
PARKING CITATIONS/NOTICES	1		77
TOTAL Violations Issued	52	234	259
REVENUE			
CRASH/INCIDENT REPORTS	\$20.00	\$30.00	\$30.00
PARKING CITATIONS	\$50.00	\$100.00	\$300.00
SPEED CAMERA CITATIONS	\$15,789.82	\$18,274.48	\$13,941.06
VEHICLE RELEASES	\$300.00	\$750.00	\$1,125.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00
TOTAL	\$16,159.82	\$19,154.48	\$15,396.06



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

February 2023

STRATEGIC FOCUS

- Crucial to the Youth Service Bureau's (YSB) 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 currently has an opening for an administrative assistant. The YSB is actively working with the HR department to hire an executive administrative assistant to fill the open position within the YSB.
- 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

- **Friday, February 3rd:** The YSB Director attended the monthly Maryland Youth Justice Coalition Meeting on behalf of Maryland Association of Youth Service Bureaus (MAYSB). This meeting was to discuss support for the Youth, Equity and Safety Rally on February 16th and House Bill 96/ Senate Bill 93.
- **Monday, February 6th:** The YSB clinician, Taylor Lake, attended Theraplay Level One Training. Theraplay uses practitioner guidance to create playful and caring child-adult interactions that foster joyful shared experiences. Theraplay interactions focus on four essential qualities found in healthy parent-child relationships – Structure, Nurture, Engagement, and Challenge.
- **Wednesday, February 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of January 31: 3 new formals; 14 carryover formals and 2 informal closed clients 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.
- **Friday, February 17th:** The YSB director submitted the FY2024 budget and budget narrative for the Department of Family Services general funds contract for the delivery of mental/ behavioral health counseling services.
- **Thursday, February 2nd and 19th:** The YSB clinical staff hosted the bi-weekly parenting support group at 6:30PM. This group addresses a variety of issues to assist parents in receiving support and information for their children in grades K-8.
- **Friday, February 24th:** YSB Executive Administrative Assistant, Vinessa Canady, ended her employment with the District Heights Family & Youth Services Bureau. YSB Director, Katrina Emerson, attended the scheduled department head meeting for management staff.
- **Tuesday, February 28th:** The YSB Director, Katrina Emerson, met with Ms. Casarrubias, Community School Coordinator of District Heights Elementary and Mr. Reuvan Walder of Gardenology to discuss potential plans for the District Heights Elementary School Garden. The YSB also completed and passed its annual building fire inspection with BFPE.

ONGOING



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"

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)
- 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.

UPCOMING

February 2023

- 📅 The YDF has another college tour scheduled for March 6th to Morgan State University. 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

VISION STATEMENT:

Inspire a passion for living a socially active and healthier lifestyle, by providing dynamic, sustainable, and inclusive recreation, parks, and culture programs, to support a thriving community.

MISSION STATEMENT:

The mission of the City of District Heights Recreation, Parks and Culture Department, is to provide accessible and innovative services, that responds and supports the informational, educational, and enrichment needs of our residents and community.

We strive to achieve these goals in cooperation with our residents, Mayor and Commission, city departments, and volunteers.

COMPLETED ACTIVITIES AND EVENTS FOR FEBRUARY 2023

ACTIVITY/ EVENT

NUMBER OF VISITORS

• Chair Aerobics -	84
• Line Dance -	61
• Youth Open Gym	481
• Adult Open Gym	100
• Fitness Room	14
• TOPS	30
• Pushing4Greatness	20
• Sport Fit and Boxing	24
• Morning Walk	6

- District Heights Step Team 59
- Valentine's Day 49
- Black History 49

TOTAL

977 Visitors Served

- Cleaned and Inventoried Stage February 8th
- Black History Ideal Daycare Center February 15th Partnership with DH Step Team and Theater

ONGOING PROJECTS

- American Job Center Community Network Agreement
- Municipal Playgrounds
- Municipal Stage
- February 14th trip to All Stage and Sound in Montgomery Village, Maryland

UPCOMING ACTIVITIES AND UPDATES

A Tribute To the Women Of Motown Publick Playhouse March 9th 11:00 am

Recreation Department Hours:

- 9am to 8pm, Mondays - Fridays
- 9am to 2pm, Saturdays

**Respectfully submitted,
Recreation, Parks, and Culture Department**

CODE ENFORCEMENT REPORT
February 2023

SECTION 413 - ABANDONED VEHICLES

Jan	Feb	
0	18	Vehicles identified as Abandoned, Unregistered, and Under Repair
0	16	15 Days stickers have been posted(Private Property)
0	3	Vehicles towed - <u>Citations Issued</u>
0	3	Vehicles removed by owners
0	0	Vehicles had new tags affixed
0	7	Correction date of next month
0	3	Requested Extension
0	18	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

5	44	Notices posted to private homes for violations
3	11	Notices mailed to private homes reference city violations and notifications
2	5	Stop Work Orders issued
8	8	Building permit - posted/email
20	19	License applications received and processed

MANDATORY INSPECTIONS

7213 Mason Street - Rental - Re-Inspection - Final Passed
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
6216 Marlboro Pike - Commercial - Initial

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
Income			
I - Local Taxes			
4000 - Real Property Taxes	3,035,377.85	3,372,068.00	-336,690.15
4005 - Public Utility Taxes	0.00	120,000.00	-120,000.00
4010 - Personal Property Taxes	19,507.65	35,000.00	-15,492.35
4015 - Penalties & Interest	1,832.50	9,000.00	-7,167.50
Total I - Local Taxes	3,056,718.00	3,536,068.00	-479,350.00
II - State Shared Taxes			
4020 - Income Taxes	187,475.07	675,000.00	-487,524.93
4025 - Highway User Revenue	71,527.73	232,996.00	-161,468.27
4029 - B-Jag Grant	32,835.70		
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	349,619.85	976,273.00	-626,653.15
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	5,950.00	10,500.00	-4,550.00
4075 - Building Permits	21,973.78	25,000.00	-3,026.22
4080 - Business License	35,897.70	19,000.00	16,897.70
4085 - Alarm Registrations	20.00	200.00	-180.00
4090 - Peddler's License	0.00	100.00	-100.00
4095 - Use & Occupancy Permits	0.00	100.00	-100.00
4100 - Other	286.64	250.00	36.64
4105 - Real Estate Sign Fees	275.00	800.00	-525.00
Total III - License & Permit - City	102,588.72	255,385.00	-152,796.28
IV - County Shared Taxes			
4110 - Landfill Rebate	10,304.00	20,610.00	-10,306.00
Total IV - County Shared Taxes	10,304.00	20,610.00	-10,306.00
V - Youth Service Bureau			
4127 - YSB - P.G. Co. Special Grant	52,193.23	120,000.00	-67,806.77
4135 - 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	62,814.16	201,420.00	-138,605.84
VI - Recreation Revenues			
4140 - Summer Playground	4,150.00	14,960.00	-10,810.00
4145 - Instructor Fees	3,453.00	10,000.00	-6,547.00
Total VI - Recreation Revenues	7,603.00	24,960.00	-17,357.00
VII - Fines & Vehicle Releases			
4150 - Fines	14,840.00	20,000.00	-5,160.00
4155 - Vehicle Releases	2,900.00	7,000.00	-4,100.00
4196 - Redspeed - Speed Camera	136,156.03	250,000.00	-113,843.97
Total VII - Fines & Vehicle Releases	153,896.03	277,000.00	-123,103.97
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		

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
4167 - Community Garden	0.00	100.00	-100.00
4175 - Interest Income	72,245.38	2,000.00	70,245.38
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	715.00	1,000.00	-285.00
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	1,324,366.78	2,019,050.00	-694,683.22
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	2,947,895.00	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	8,018,013.17	15,377,515.00	-7,359,501.83
Gross Profit	8,018,013.17	15,377,515.00	-7,359,501.83
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	6,777.34	7,000.00	-222.66
5020 - Computer Network	18,337.57	28,000.00	-9,662.43
5024 - Clerk-Conventions/Dues/Training	1,657.06	3,000.00	-1,342.94
5025 - Convention/Dues/Training-Staff	1,419.40	5,000.00	-3,580.60
5026 - City Mgr. Conventions/Dues/Train	1,230.60	5,000.00	-3,769.40
5030 - Copier	435.09	1,500.00	-1,064.91
5034 - HR Consultant	20,251.00	45,000.00	-24,749.00
5037 - Elections	4,214.40	7,000.00	-2,785.60
5040 - Insurance - General	68,926.00	66,000.00	2,926.00
5045 - Insurance - Hospital	82,399.33	215,000.00	-132,600.67
5050 - Insurance - Life	3,432.03	7,000.00	-3,567.97
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	29,008.50	40,000.00	-10,991.50
5070 - Lobbyist	15,000.00	18,000.00	-3,000.00
5071 - Media Equipment	415.20	5,000.00	-4,584.80
5075 - Newsletter/Bulk Mail	10,900.00	14,500.00	-3,600.00
5080 - Office Expense	22,536.31	19,000.00	3,536.31
5083 - Payroll Processing - Paylocity	-51.20	11,000.00	-11,051.20
5085 - Payroll Taxes - GG	26,932.63	33,211.00	-6,278.37
5095 - Postage & Meter	2,960.62	6,000.00	-3,039.38
5100 - Professional Memberships	6,787.76	7,000.00	-212.24
5110 - Retirement - State	212,239.72	268,357.00	-56,117.28
5115 - Salaries - General Government	272,192.55	434,137.00	-161,944.45
5116 - Professional Fees - Gen Gov	7,750.00	10,500.00	-2,750.00
5120 - Training - All Employees	9,999.00	6,000.00	3,999.00
5125 - Unemployment Costs	1,605.37	6,000.00	-4,394.63
5128 - Website	6,000.00	8,500.00	-2,500.00
6600 - Payroll Expenses	8,917.66		

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23
Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
Total I - Operating Expense	882,309.98	1,454,158.00	-571,848.02
II - Revitalization Commercial			
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
5156 - Banners	0.00	5,000.00	-5,000.00
5157 - Debt Service - 2020 Bond	37,047.60	142,096.00	-105,048.40
5846 - Veterans Memorial	10,376.78	50,000.00	-39,623.22
Total II - Revitalization Commercial	87,126.94	640,828.00	-553,701.06
III - Senior Van			
5150 - Payroll Taxes - Transit	460.47		
5155 - 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	-2,197.07		
5185 - Insurance	5,831.97		
5195 - Memberships	9,511.82		
5205 - Office Supplies	6,038.80		
6210 - Postage	29.99		
5220 - Printing	117.25		
5280 - Training	3,407.56		
5285 - Salaries - YSB	110,650.50	381,244.00	-270,593.50
5290 - Utilities - YSB	4,208.06		
5261 - YSB - Expenses - Other	16,635.82		
Total 5261 - YSB - Expenses	155,050.91	381,244.00	-226,193.09
5291 - YSB - Utilities and Maintenance	21,513.40		
Total IV - Youth Services Bureau	176,564.31	381,244.00	-204,679.69
VI - Community Outreach & Prog			
6008 - Youth Enrichment Activities	0.00	2,000.00	-2,000.00
6023 - Holiday Tree Lighting	799.10	2,000.00	-1,200.90
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	2,225.37	29,385.00	-27,159.63
VII - COVID Expenses			
6205 - Code Enforcement Software	11,088.17		
Total VII - COVID Expenses	11,088.17		
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

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23

Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
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 Stripper - 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	125,172.86	7,338.00	-7,338.00
6345 - Police Vehicles - ARP	80,104.07	165,000.00	-39,827.14
6346 - PW Vehicles-ARPA	143,567.79	144,000.00	-63,895.93
6347 - Premium Pay-ARPA		150,660.00	-7,072.21
6349 - Senior Center Operating Cost			
6349H - Senior Center ARPA Health Insur	2,570.73		
6349P - P/R Taxes Senior Center - ARPA	256.73		
6349S - Salaries - Senior Center - ARPA	27,000.48		
6349 - Senior Center Operating Cost - Other	12,044.16		
Total 6349 - Senior Center Operating Cost	41,874.10	250,000.00	-208,125.90
6350 - Security System Mun. Bldg -ARPA	33,450.00	7,000.00	-9.00
6352 - Tree Removal Marbury Ct - ARPA	6,991.00	86,112.00	-86,112.00
6353 - Therapist - YSB - ARPA	0.00	4,486.00	-4,486.00
6354 - Shed - Recreation - ARPA	0.00	42,000.00	-42,000.00
6355 - Speed Bumps - ARPA	0.00	10,000.00	-10,000.00
6356 - Youth Programs - Rec - ARPA	0.00	10,000.00	-10,000.00
6359 - Gymnasium Divider - ARPA	0.00	480,869.00	-480,869.00
6361 - Street & Sidewalks - ARPA	0.00	384,619.00	-384,619.00
6362 - Streets Asphalt/Concrete - ARPA	1,200.00	10,000.00	-8,800.00
6363 - Renovate Bathroom Design ARPA	0.00	250,000.00	-250,000.00
6364 - Renovate Bathroom Const. - ARPA	0.00	1,577,203.00	-1,577,203.00
6365 - ARPA Projects TBD FY23 Funds	12,900.00	20,140.00	-7,240.00
6366 - Remove Asbestos Floor - ARPA	0.00	30,148.00	-30,148.00
6367 - ARPA FY22 Surplus	1,519,464.67	5,767,018.00	-4,247,553.33
Total VIII - American Rescue Plan	2,691,055.28	8,326,633.00	-5,635,577.72
Total General Government			
Mayor & Commission			
5300 - Salary - Mayor & Commission	32,344.40	57,600.00	-25,255.60
5305 - Payroll Taxes - Mayor & Commn.	2,203.19	4,500.00	-2,296.81
5306 - Travel and Expenses-Tilghman	5,368.68	12,000.00	-6,631.32
5316 - Travel & Expenses - Harcourt	4,904.40	12,000.00	-7,095.60
5318 - Travel & Expenses-G. Gomez	5,908.85	12,000.00	-6,091.15
5336 - Travel & Expenses - C. Miller	10,779.38	15,000.00	-4,220.62
5339 - Travel & Expenses-Janifer	9,310.15	12,000.00	-2,689.85
5340 - Mayoral Scholarship	0.00	2,000.00	-2,000.00
5341 - Retreat - Mayor and Comm.	5,300.00	6,500.00	-1,200.00
5342 - Strategic Planning Meetings	107.99	5,000.00	-4,892.01
5350 - Employee Awards & Events	5,194.59	3,500.00	1,694.59
Total Mayor & Commission	81,421.63	142,100.00	-60,678.37
Municipal Building Expense			
5400 - Building Repairs & Maintenance	31,667.82	23,000.00	8,667.82
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	3,841.90	10,000.00	-6,158.10
5420 - Mechanical Contract	2,882.00	7,000.00	-4,118.00
5425 - Payroll Taxes - MB	2,204.33	4,866.00	-2,661.67
5430 - Salaries - MB	33,448.03	63,995.00	-30,547.97
5435 - Field Maintenance	1,440.00	15,150.00	-13,710.00
5445 - Utilities	52,803.01	53,000.00	-196.99
Total Municipal Building Expense	129,479.72	206,042.00	-76,562.28
Public Safety			

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23
Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
5505 - Aircards - Verizon	1,600.40	6,000.00	-4,399.60
5508 - B-JAG Grant	10,995.00		-20,400.00
5510 - Capital Outlay - Police	1,099.95	21,500.00	-2,963.00
5515 - Communications	37.00	3,000.00	-4,945.33
5530 - Convention & Dues	54.67	5,000.00	-26,707.36
5540 - Gas	5,292.64	32,000.00	-6,134.00
5545 - Medical Exams	2,866.00	11,000.00	-622.46
5550 - Night Out	10,877.54	11,500.00	-1,683.51
5555 - Office & Printing	10,316.49	12,000.00	-29,993.47
5565 - Payroll Taxes - Police	15,906.53	45,900.00	-13,121.40
5570 - Police Equipment	6,878.60	20,000.00	1,158.00
5575 - Publications & Subscriptions	1,658.00	500.00	-352,911.11
5580 - Salaries - Police	247,088.89	600,000.00	321.00
5590 - Training	5,321.00	5,000.00	-6,595.29
5596 - Uniforms & Cleaning	8,404.71	15,000.00	-7,370.51
5598 - Vehicle Maintenance	12,629.48	20,000.00	
Total Public Safety	341,026.91	808,400.00	-467,373.09
Public Works			
5605 - Capital Outlay	45,488.74	24,200.00	21,288.74
5610 - Conversion & Dues	75.00	3,000.00	-2,925.00
5620 - Gas	7,708.81	24,000.00	-16,291.19
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	437.66	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
5650 - Refuse Removal	247,231.21	400,000.00	-152,768.79
5655 - Supplies & Materials	8,369.96	20,000.00	-11,630.04
5660 - Salaries - Public Works	378,231.71	710,769.00	-332,537.29
5667 - Salt	0.00	5,000.00	-5,000.00
5670 - Signs & Paint	3,800.87	7,500.00	-3,699.13
5675 - Street Lights	45,523.25	80,000.00	-34,476.75
5686 - Tipping Fees	7,171.97	15,000.00	-7,828.03
5689 - Tree Service	7,940.00	20,000.00	-12,060.00
5692 - Uniforms	6,184.35	9,500.00	-3,315.65
5695 - Vehicle & Equipment	23,248.06	35,000.00	-11,751.94
Total Public Works	809,258.79	1,423,563.00	-614,304.21
Public Works - Code Enforcement			
5900 - Convention & Dues	30.00	2,500.00	-2,470.00
5905 - Gas	0.00	2,000.00	-2,000.00
5910 - Supplies	2,420.10	5,000.00	-2,579.90
5915 - Vehicle Maintenance	0.00	2,000.00	-2,000.00
5920 - Salaries - Code Enforcement	87,769.91	144,583.00	-56,813.09
5925 - Payroll Taxes - CE	5,961.13	11,061.00	-5,079.87
Total Public Works - Code Enforcement	96,201.14	167,144.00	-70,942.86
Recreation			
I. Operating Expense			
5705 - Convention & Dues	5,466.22	8,000.00	-2,533.78
5710 - Copier	2,390.89	4,500.00	-2,109.11
5715 - Instructor Expense	4,943.25	8,750.00	-3,806.75
5717 - Marketing	3,186.00	10,000.00	-6,814.00
5720 - Office Expense	1,914.57	6,050.00	-4,135.43
5725 - Payroll taxes - Recreation	9,557.95	18,583.00	-10,025.05
5730 - Recreation Expenses	4,323.38	11,000.00	-6,676.62
5735 - Salaries - Camp	7,393.50	10,956.00	-3,562.50
5740 - Salaries - Recreation	131,542.90	255,981.00	-124,438.10
5745 - Summer Camp	3,661.93	15,000.00	-11,338.07
5747 - Technology & Equipment	0.00	500.00	-500.00

**City of District Heights
Treasurer's Report
July 2022 through January 2023**

5:43 PM
02/28/23
Accrual Basis

	Jul '22 - Jan 23	Budget	\$ Over Budget
6750 - Uniforms	374.82	1,000.00	-625.18
Total I. Operating Expense	174,755.41	351,320.00	-176,564.59
II. Cultural	4,827.74	3,850.00	977.74
5800 - Christmas	0.00	10,000.00	-10,000.00
5810 - District Heights Day	0.00	2,500.00	-2,500.00
5815 - Easter	0.00	7,000.00	-7,000.00
5820 - Fourth of July	2,280.81	3,700.00	-1,419.19
5830 - Halloween	0.00	2,000.00	-2,000.00
5835 - Mother/Daughter Breakfast	6,668.14	7,000.00	-331.86
5845 - Thanksgiving	100.00	2,000.00	-1,900.00
5847 - Valentine's Day	0.00	2,500.00	-2,500.00
5848 - Youth Center	80.51	5,000.00	-4,919.49
5849 - Veteran's Celebration	143.84	1,100.00	-956.16
5850 - Father/Son Benefit	0.00	2,000.00	-2,000.00
5855 - Black History Month Celebration	14,081.04	48,650.00	-34,568.96
Total II. Cultural	188,836.45	399,970.00	-211,133.55
Total Recreation	0.00	1,903,663.00	-1,903,663.00
RF Unappropriated Fund Balance			
Senior Center Construction			
5950 - Architect Fees - Sr. Center	32,368.40		
5952 - Miscellaneous Costs - Sr. Ctr.	-1,712.00		
5953 - Construction Managers	93,700.00		
5955 - TPIP Fees	16,282.75		
5956 - Contractor - D&A Contractors	700,788.46		
5957 - Low Voltage Wiring	13,550.00	2,000,000.00	-1,299,211.54
5958 - Furnishings - Senior Center	6,439.99		
5959 - Utilities - Senior Center	1,586.92		
5980 - Commissioning Services	2,753.10		
Total Senior Center Construction	871,737.62	2,000,000.00	-1,128,262.38
YSB Construction Project			
5978 - Furnishings & Equipment	439.99		
Total YSB Construction Project	439.99		
Total Expense	5,209,457.53	15,377,515.00	-10,168,057.47
Net Income	2,808,555.64	0.00	2,808,555.64

MONTHLY REPORT

**COMMUNICATIONS/MEDIA
DEPARTMENT**



DATE: MARCH 2, 2023

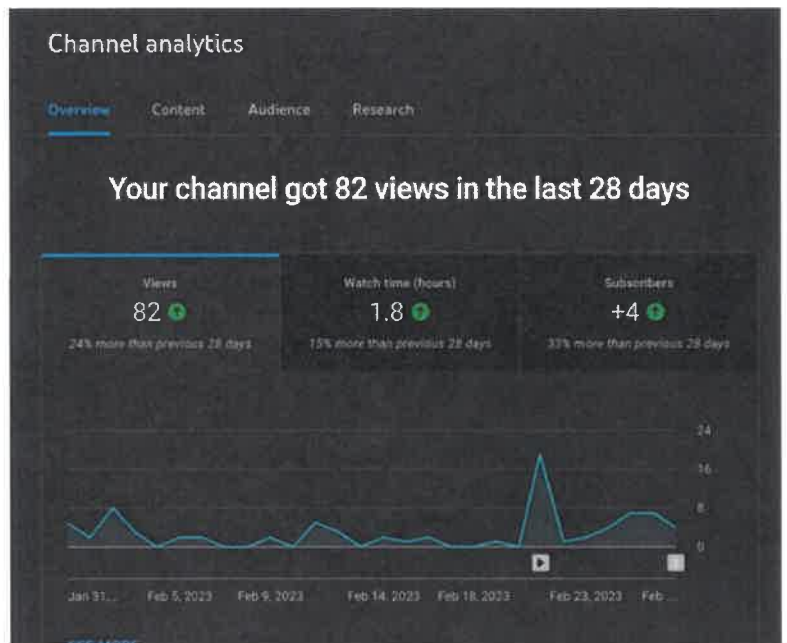
TIME: 7:00PM

GROSS STATISTICS



YOUTUBE ENGAGEMENT

During the month of February we have increased the video viewer engagement by 24% (82 viewers), watch time by 15% (1.8 hours) and 33% subscriber increase (4 new followers).



24%

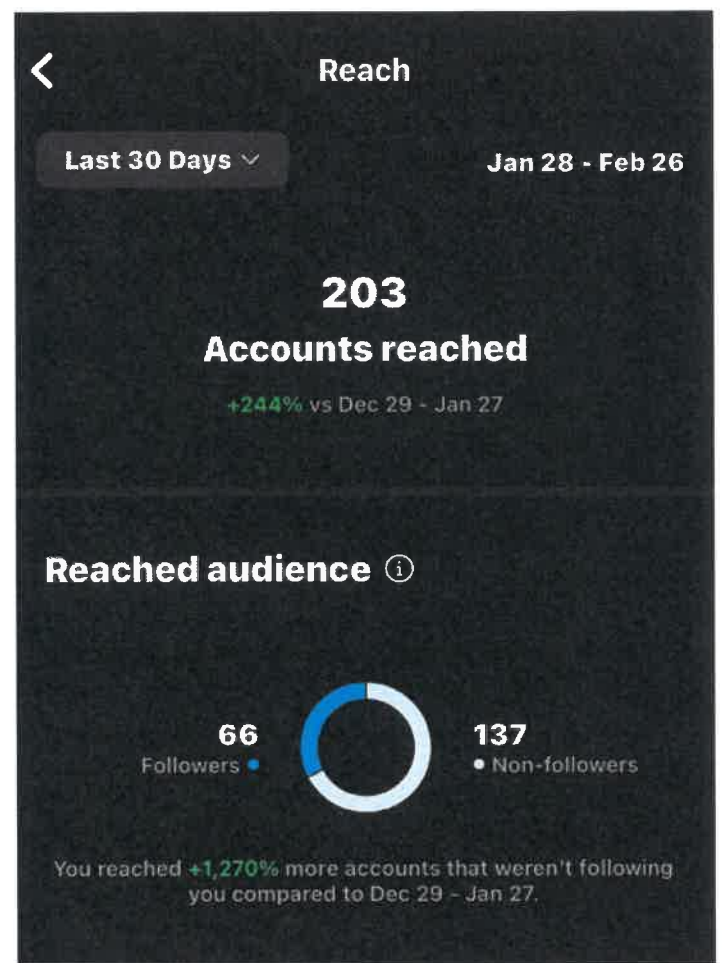
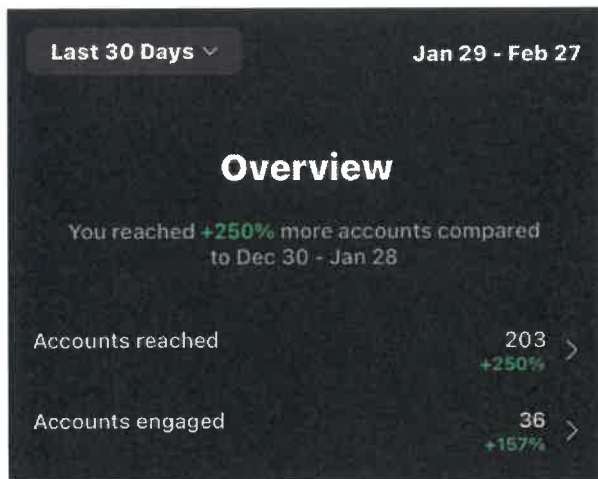
Video views increased (82 views).

GROSS STATISTICS



INSTAGRAM ACCOUNTS REACHED

During the month of February we have increased the accounts reached by 244% compared to the previous month. We reached a total of 203 accounts. There was an increase in the accounts engaged by 157% which is a total of 36 accounts.



1,270%

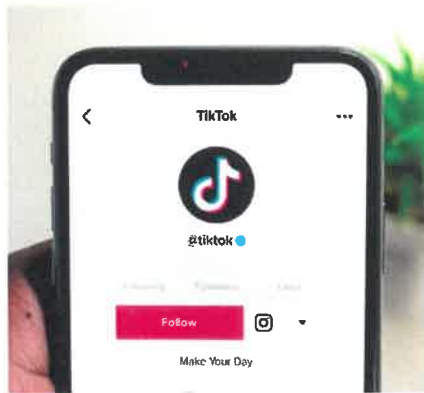
Reach audience that weren't following our account.

GROSS STATISTICS



TIKTOK ENGAGEMENT

During the month of February we have increased the video views by 722% (1,673 views), profile views by 128% (16 profile views) and over 10,000% increases in likes (194 likes).



722%

Video views increased (1,673 views).



GROSS STATISTICS



Performance

Last 14 days ▾

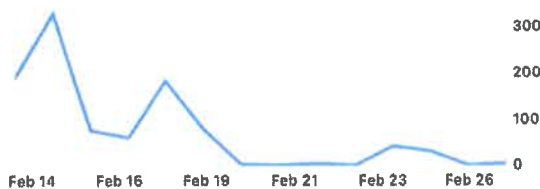
Feb 14 - Feb 27

Post reach Engagement Net followers

Insights on stories are coming soon
Post reach only includes posts, videos and reels.

1,018
Post reach ⓘ

+11211% from previous 14 days



11211%

Facebook Post Reach within last 14 days!

FACEBOOK POST REACH

During the month of February within the last two weeks we have increased our Post Reach by 11,211%. We reached 1,018 accounts.



Performance

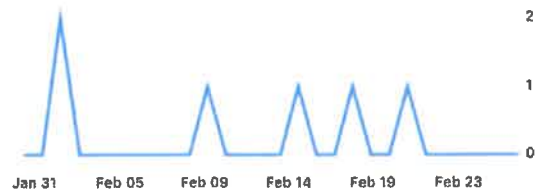
Last 28 days ▾

Jan 31 - Feb 27

Post reach Engagement **Net followers**

6
Net followers ⓘ

+500% from previous 28 days



FACEBOOK NET FOLLOWERS

During the month of February we increased out followers by 500%

Active Users

SAVE EXPORT SHARE INSIGHTS

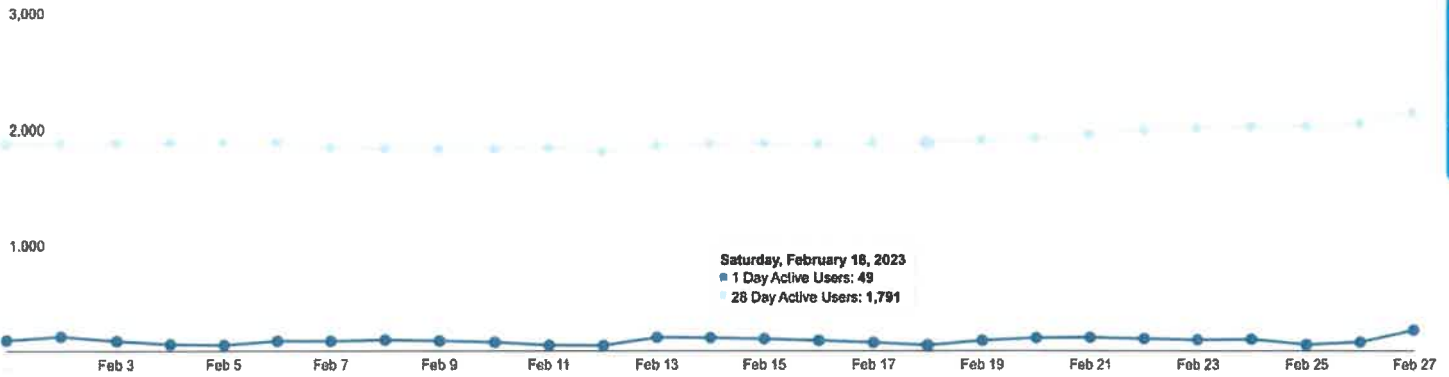
All Users
100.00% Users

+ Add Segment

Feb 1, 2023 - Feb 27, 2023

Active Users

1 Day Active Users 7 Day Active Users 14 Day Active Users 28 Day Active Users



1 Day Active Users

178

% of Total: 100.00% (178)

7 Day Active Users

656

% of Total: 100.00% (656)

14 Day Active Users

1,152

% of Total: 100.00% (1,152)

28 Day Active Users

2,053

% of Total: 100.00% (2,053)

This report was generated on 2/28/23 at 12:55:00 PM Refresh Report

DEFINITION

Active User- The number of unique users who had at least one session within the last day in your active date range

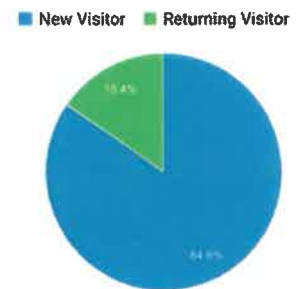
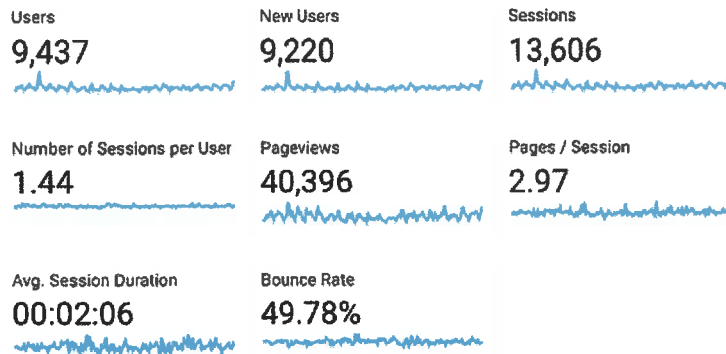
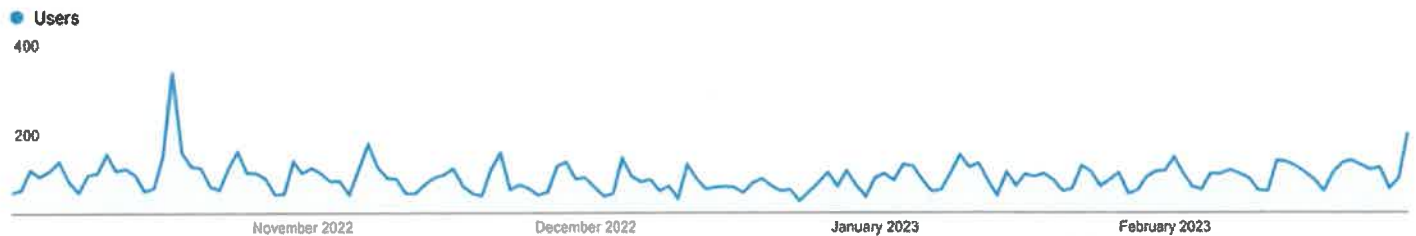
 **All Users**
100.00% Users

+ Add Segment

Overview

Users **VS.** [Select a metric](#)

Hourly **Day** Week Month



DEFINITIONS

- **Users-** Users who have initiated at least one session during the date range.
- **New Users-** The number of first-time users during the selected date range.
- **Sessions-** Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, E-commerce, etc.) is associated with a session.
- **Number of Sessions per User-** Number of Sessions per User
- **Page views-** Page views is the total number of pages viewed. Repeated views of a single page are counted.
- **Pages/Sessions-** Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.



Video Productions



MEDIA PRODUCTIONS

- **Police Department Swearing In Ceremony**
 - Facebook/TikTok/Instagram
- **Leveling the Playing Field with District Heights (Public Works/General Government)**
 - Instagram/TikTok/Facebook/YouTube/Verizon/Comcast
- **Meet and Greet with Vice Mayor Harcourt, Commissioner Gomez, Dr. Kenneth Harris II & Delores Millhouse**
 - Instagram/Facebook/TikTok
- **Senior Valentine's Day Party (Recreation Department)**
 - Facebook/Instagram
- **The City of District Heights Fitness Center ***Marketing*** (Recreation Department)**
 - Instagram/TikTok/Facebook/YouTube/Verizon/Comcast
- **The City of District Heights Senior Fitness Class ***Marketing*** (Recreation Department)**
 - Instagram/TikTok/Facebook/YouTube/Verizon/Comcast
- **The City of District Heights Black History Month Project**
 - YouTube/Verizon/Comcast

Greetings: Mayor, Commissioners, Residents, and Colleagues.

February was a month of newfound direction. The departments are aligning with the mayor and commission's vision and mission of the city and have renewed perspectives on their programming. As they approach the budget cycle, the department leaders strategically plan to develop evidence-based services/programs with impactful outcomes that support residents of all ages and allow the city to grow and thrive.

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

Announcements:

1. Angela Barnhill-Love celebrated her 17-year anniversary as a District Height Employee (she also had a birthday)
2. Charles Hall (Department of Recreation) and Vinessa Canady (Youth Bureau Services) are embracing new career path opportunities, and accordingly, we wish them well in their future endeavors.

Tasks Completion:

- 60-Day Public Works Assessment
- Departmental Meeting
- Senior Center Impact "Action" Plan (Draft)
- Budget Manual for Staff (Draft)
- Departments websites' vision and mission (Need to create a page for GG)
- Professional Development Staff Training: Customer Service Training on February 1

Upcoming Tasks:

- Staff Evaluations (w/HR)
- 90-Day Public Works Assessment
- In-service Budgetary Staff Training—101 Department (w/Treasurer)

In February, we coordinated, informed, and listened to voices in the city as we shaped our programs and services 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!

PW 60-Day Assessment

Department

Public Works (PW)

Prepared by:

DATE PREPARED

Dr. Katrina Polk

2/28/2023

What are the objectives of the assessment?

Continuation:
Addressing deficiencies from the workflow evaluation.
Evaluating hiring a new director
Assessing the effectiveness of the current temporary infrastructure.

What were the significant accomplishments?

Improved the Bid Process (2 bids announced to the public)
Implementation and utilizing project management concepts and software
Coordinated efforts with Federal Agencies to address erosion issues at Creek Bank
Embraced and exhibited teamwork practices
Reduced customer service response time to 48 hours

What methods worked well?

Opportunity for situational leadership
Leverage agile approach
Strong supportive system
Weekly Planning sessions

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

Open and effective communication
Weekly meetings with leaders and staff
Down/Up management style (when applicable)
Providing a space for staff to contribute/lead to projects

What were the key areas of improvement (i.e., budgeting, scheduling, etc.)?

Professional development

OSHA compliance

Budgetary practices

Certified expertise in specific knowledge areas

How can these processes be improved in the future?

Appropriate staff and individual professional development

Adherence to OSHA regulations/Schedule Inspections

Any lessons learned?

Allow for staff members to adjust to feedback, especially in a new system where individuals have used the same approach to work for decades. In certain situation working knowledge (longevity) is more valuable than education only—practical methods have advantages in PW.

Additional Comments

Department's work capabilities improved as the staff followed the structure and became teamwork oriented. As the department has demonstrated great improvement, hiring a new manager/director may not be required—another 30-60 days review period is needed.

The City of District Heights

Senior Center Impact Plan



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Impact Strategies

Senior Center Impact Plan - 2023

Impact Area:	Workforce/Economic Development						
Result:	Resident households are able to maintain stable housing and participate in the local economy						
Strategy:	1.1 Increase adult computer skills to increase education, employment opportunities and/or to improve basic life skills for social connectivity and other needs						
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets	
Strategy:	1.2 Grow entrepreneurial small business opportunities						
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets	

Impact Strategies

Senior Center Impact Plan – 2023

Impact Area:	Health & Wellness						
Result:	Residents live a healthy lifestyle						
Strategy:	1.1 Increase residents' physical activity						
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets	
Strategy:	1.2 Increase residents' access to health and wellness services through referrals and on-site assistance						
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets	

Impact Strategies

Senior Center Impact Plan – 2023

Impact Area:	Environmental					
Result:	Residents are engaged in green practices.					
Strategy:	1.1	Engage residents to implement green practices at home and in the community to improve the environment.				
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets

Impact Strategies

Senior Center Impact Plan – 2023

Impact Area:	Public Safety					
Result:	Residents are safe in their neighborhoods					
Strategy:	1.1 Increase residents' awareness of safety concerns					
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets
Strategy:	1.2 Decrease social isolation					
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets
Strategy:	1.3 Improve relationships with City's police department					
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets

Impact Strategies

Senior Center Impact Plan – 2023

Impact Area:	Civic Engagement					
Result:	Residents are taking responsibility to improve the city					
Strategy:	1.1	Expand opportunities to create and implement social change				
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets
Strategy:	1.2	Enhance advocacy knowledge and skills				
Program/Activity	Reason/Factor	By Whom	Timeline	Cost	Performance Measures	Targets

Budget/Narrative Example
Exercise #2 (Developing a Short Narrative)

Contractors \$15,985

- Case Manager \$13,105 (1,092 monthly)
- Physical Fitness Consultant \$2,880 (\$240 monthly)

Staff & Board

Travel \$3,950

- Local Mileage \$500 (\$42 monthly)
- Airfare Conference \$1250
- Hotel Conference \$1250
- Metro Fare \$500 (\$42monthly)
- Parking \$250 (\$20 monthly)
- Misc. Travel—tolls & taxis etc. \$200 (\$20 monthly)

Subscription and Publications \$580

- Senior Publications \$100 (January)
- Gerontology Publications --Hardcover/Online \$300
- Redbox Movies \$180 (\$15 monthly)

Contribution \$3,530

- Noah Ark's monthly Bread Donation (Pick-up, Handling & Delivery) \$960 (\$80 monthly)
- Capital Area Food Bank Monthly Fruit & Produce Pick-up (Pick-up, Handling & Delivery) \$960 (\$80 monthly)
- DCOA Commodity Food (Pick-up, Handling & Delivery) \$960 (\$80 monthly)
- Donations: Senior Ward 8 event \$250/ CAFB annual event \$400

Food & Entertainment \$1,350

- Overlook Volunteer Holiday Party \$300 (December)
- Meetings re: Community, Partners, Networks etc... \$1056

Other: Professional Memberships \$500

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March ____ 2023

1st Editions

Office Administration

Supplies \$1,980

- Office Supplies \$780 (\$65 monthly)
- Postage \$200
- Printing and stationary \$500 (\$150 for Spring Festival/\$150 Health Fair/\$200 Holiday Events)
- Other Equipment \$500

Community Engagement

Travel, Admissions & Fees \$3,900

- Feb \$400 Edgewood Event
- Apr \$675 Health Fair—Edgewood
- May \$675 National Harbor Event
- June \$400 Smithsonian Event
- Aug \$675 Senior Picnic Event
- Oct \$400 Community Health Event
- Dec \$675 Senior Holiday Event

Office Supplies \$500

Administrative Supplies \$500 (\$42 monthly)

Program Supplies and Materials \$2,000

Weekly Meetings and Program Materials Re: Community Engagement Activities, Health & Wellness

Programs and Economic Development Sessions \$1000

Services Related \$500

- Intergenerational Programming
 - Black History Event
 - Back to School Event
 - Toys for tot Event

Food & Events \$2,500

Monthly Resident Meetings & Events Re: Health & Wellness, Resident Engagement, and Economic Development

Community Support \$2,000

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March ____ 2023

1st Editions

2015 Summer Community Campaign Events Re: Health & Wellness, Resident Engagement (2), and Economic Development \$2000 (\$500 each)

Community Events (Entire Community) \$2100

- Events
 - July Intergenerational 4th of July Celebration \$500
 - Kwanza Event \$500
 - Movie Day (4x 75) \$300
 - Concert in the Park (2x 400) \$800

Collaborative Events (Internal) \$2,000

- Events
 - May Spring Festival \$500
 - Aug Senior Picnic \$500
 - Nov Health Fair \$500
 - Dec End-of-year Event \$500

Technology \$1,480

- Consulting and Support
 - Monthly Consultation Fee \$80 (\$960 yearly)
 - Bi-monthly Printer Support—Ink \$240 (\$1,400 annually)

Proposed budget for 2015	\$45,855
Actual Budget for 2014	\$41,181/25K in-kind contributions
In-kind (Internal)	\$25,000
Variance	-4,674 (added overlook community events and increased travel, donations & office supplies for 2015)

Maintaining A Budget Part III—Holding It Steady

Review Budget Often:

If you want to keep your department's finances on track, you must treat your budget management as an essential task. It is easy to keep pushing back a review until next week, or "when things calm down." The longer you leave a budget unattended, the greater the chances are that soon you will have issues.

A bi-weekly or monthly check can help catch overspending early to correct issues.

Forward Thinking:

Insights gained from actual spend versus planned spend on one budget can inform how you prepare the next one. Create your budget easier by keeping and using notes from previous spending. Review notes can illuminate patterns you might not notice day to day. Your budget data is one of the best resources to build future plans and projections.

Tips for Department Leaders:

Professional Development: Attend a workshop, conference, or even a community college class to add more formal instruction.

Strategic Thinking: Work with your staff to come up with ideas to allocate funds more economically fitted.

Ask for Help: Just because you have managerial experience does not mean you will not need help. Our staff accountant would much rather answer a basic question than fix an easily avoided mistake later. Peers in other departments may also be good for budget approach regarding tasks.

The Staff Accountant is Your Friend: Schedule a meeting with the staff accounting to learn more about the process and expectations. The accounting team may appreciate a chance to walk you through their preferred budget style and format, and you can get questions answered.

Track expenses yourself: Don't depend on your staff to keep you apprised of your department's financial performance. Prepare your own monthly reports. If you're struggling to stay on budget, you may gain insights to make a case for why you need additional funding.

Fill in your knowledge gaps within your department. Use your staff to get insight into particular line items in the budget.



CITY OF
DISTRICT HEIGHTS
MARYLAND

Everything Needed
To Help You
Understand, Create, and
Maintain
A Department Budget

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Understanding A Budget

Part I—Knowing the Basics

Definition:

A budget is a quantitative expression of a plan for a defined period. It may include planned sales volumes and revenues, resources, quantities, costs and expenses, assets, liabilities, and cash flows. It expresses strategic plans of business units, organizations, activities, or events in measurable terms. Different from what most people might think, budgeting is not all about restricting what you spend money on and cutting costs. It's about understanding how much money you have, where it goes and then planning how to allocate those funds best.

Budget Basics:

Why is a budget so important?

A good budget can keep your spending on track and uncover hidden cash flow problems that might free up even more money toward your other financial goals.

Etymology (Origin/Meaning):

- A budget (derived from the old French word bougette, purse) is a quantified financial plan for a forthcoming accounting period.
- A budget is an essential concept in microeconomics, which uses a budget line to illustrate the trade-offs between two or more goods. In other terms, a budget is an organizational plan stated in monetary terms.

Purpose:

- A budget helps to aid the planning of actual operations by forcing managers to consider how the conditions might change and what steps should be taken now and by encouraging managers to consider problems before they arise.
- A budget helps coordinate the organization's activities by compelling managers to examine relationships between their operations and those of other departments.

Other essentials of budget include:

- To control resources
- To communicate plans to responsible parties such as the mayor, commission, and the public.
- To motivate managers to strive to achieve budget goals.
- To evaluate the performance of managers
- To provide visibility into the company/department's performance
- For accountability

In summary, the purpose of budgeting is to:

1. Provide a forecast of revenues and expenditures, that is, construct a model of how a business might perform financially if specific strategies, events, and plans are carried out.
2. Enable the actual financial operation of the business to be measured against the forecast.

3. Establish the cost constraint for a project, program, or operation.

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Budget Terminology

Account: A separate financial reporting unit for budgeting or accounting purposes. All budgetary transactions, whether revenue or expenditure related, are recorded in accounts and roll up to an object account.

Adopted Budget/Operational Plan: The version of the Operational Plan that is formally approved and implemented by the Mayor and the Commission after the recommended Operational Plan has gone through a process of public hearings.

Appropriation: Legal authorization made by the Mayor and the Commission permits the District Heights to incur obligations and expend resources.

Balanced Operational Plan: An Operational Plan budget in which current revenues equal current expenditures.

Budget: A financial plan consisting of an estimate of proposed expenditures, their Purpose for a given period, and the proposed means of financing. Also called the Operational Plan.

Capital Assets: Land, improvements to land, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.

Cost Applied: The transfer of costs of services performed by one budget unit for the benefit of another budget unit within the same fund.

County (State) Employees Retirement System (CERS): In the budget, this term refers to the amount paid by the County/State into the retirement system for the benefit of its employees. Most employees must contribute to the retirement system; those costs are not part of the County/State budget.

Deficit: An excess of liabilities over assets, of losses over profits, or expenditures over revenue.

Department: An organizational entity designated by the Charter and Mayor and Commission.

Direct Expenses: Those expenses which can be charged directly as a part of the cost of a product or service or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.

Encumbrance: Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not Generally Accepted Accounting Principles (GAAP) expenditures or liabilities but represent the estimated expenditures that ultimately result if unperformed contracts are completed.

Expenditure(s): Use of an appropriation to purchase goods and services necessary to carry out the responsibilities of a department or organization. Expenditures are decreases in net financial resources. Expenditures include current operating expenses that require the present or future use of net current assets, debt service, capital outlays, intergovernmental grants, entitlements, and shared revenues.

Fiscal Year (FY): In the City government, the fiscal year coincides with the budget year and is a 12-month accounting period covering a period from July 1 through the following June 30. For General Ledger, an adjusting period closes after June 30th, usually in early August. The fiscal year is when obligations are incurred, encumbrances are made, appropriations are expended, and revenues are received. The City fiscal year is often referred to using both years involved, such as 16-17 (July 2016 through June 2017), or using only the last year involved, as "Fiscal 2017".

Five-Year Financial Forecast: A five-year financial plan which looks at the long-range financial view of the City's Strategic Plan.

Full-Time Equivalent (FTE)/Staff Year: In concept, one person working full-time for one year; the hours per year that a full-time employee is expected to work. A normal fiscal year for a 40-hour work week equals 2080 staff hours (2210 hours for sworn staff). Two workers, each working half that number of hours, together equal one full-time equivalent or one staff year. City Salary and Benefit costs are based on the number of staff years required to provide a service. FTEs must be budgeted in increments of 0.5 FTE or more.

Fund: An accounting device established to control receipts and disbursements set aside to support specific activities. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and balances, and changes are recorded and segregated to carry on specific activities or attain particular objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: The difference between fund assets and liabilities of governmental and similar trust funds. Portions of the fund balance may be reserved for various purposes, e.g., encumbrances. Fund Balance amounts expected at year-end may be used in the budget for the upcoming year as a funding source for one-time projects/services. The expected fund balance is often used for projects not completed and re-budgeted in the new year.

General Fund: A fund generally regarded as the principal fund in the City Operational Plan, used to account for most governmental operations that are general in purpose and not accounted for in some other fund. General Fund revenues consist of both program revenues and general-purpose revenues.

General Management System (GMS): The City complete guide for planning, implementing, monitoring, and rewarding all functions and processes that affect

the delivery of services to our customers. It links planning, execution, value, management, goal attainment, and compensation.

General Purpose Revenues: Locally generated revenues from property taxes, sales taxes, vehicle license fees, court fines, and fund balance. Since they are locally generated, General-Purpose Revenues are also affected by local economic conditions. General Purpose Revenues are controlled by the Mayor and the Commission and may be used for any legal expenditure of City funds. The receipts of these revenues generally reflect the degree of flexibility the City has to finance programs and projects.

General Revenue Allocation: Each year, based on the principles of the GMS, the Treasure and Staff Accountant, in conjunction with the Mayor and the Commission, determines how much General-Purpose Revenue will be allocated to each Department for the two years of the Operational Plan. The allocations are based on decisions made relative to the five-year Strategic Plan and Financial Forecast and are subject to the Mayor and the Commission's approval.

Government Code: A compilation of statutes adopted by the State Legislature generally regarding how state and local governments will function.

Grant: Contributions or gifts of cash or other assets from another government or agency to be used or expended for a specified purpose, activity, or facility.

Indirect Cost or Expense: Those elements of the cost necessary in the production of an article or the performance of a service but not an integral part of the finished product or service, such as rent, heat, light, supplies, management, supervision, etc. Sometimes referred to as overhead.

Internal Agreements (IA): When one department or fund desires services from another department or fund (Requestor) and the department or fund providing the service (Provider) agree to a scope of work and an estimated budget and schedule,

then an Internal Agreement can be established using Oracle Projects and Grants. Three types of IAs may be created: Interfund, Operating Transfer, and Intrafund.

Line-Item Budget: A budget format prescribed by the Treasurer. City's line-item budget shows activities grouped by functional organization units, such as departments. The term line-item refers to account and sub-account detail typically provided for revenue by source (e.g., property taxes) and objects of expenditure (e.g., Salaries & Benefits, Services & Supplies, Capital Assets, etc.).

Mandate: A requirement from the State or federal government that the City perform a task, perform a task in a particular way, or perform a task to meet a particular standard.

Net City Cost/Net General Revenue: The cost of providing City services funded by General Purpose Revenues. This generally reflects the difference between direct costs and program revenues.

Objects (Line Items): A classification (or roll-up account) of expenditures and revenues based on the type of goods or services (Salaries & Benefits, Services & Supplies, Other Charges, Capital Assets, etc.) or by type of revenue (Fines, Forfeitures & Penalties, Taxes Current Property, Intergovernmental Revenue, etc.)

Operating Transfers: All inter-fund transfers other than residual equity transfers (e.g., legally authorized transfers from a fund receiving revenue into the fund through which the resources are to be expended).

Operational Plan (Budget) Amendment: A revision of the Adopted Operational Plan, often referred to as mid-year changes. A recommendation to increase appropriations requires a four-fifths vote by the Board of Supervisors. Budget amendments occur throughout the fiscal year as spending priorities shift.

Overrealized Revenue: Additional revenue received beyond that which was budgeted, and which may be made available for the financing requirements of the City.

Performance Measures: Indicators that link to the Strategic Plan and report the amount of work accomplished, the efficiency with which tasks were completed, and/or the effectiveness of a program, often expressed as the extent to which objectives were accomplished. Performance Measures in the Operational Plan focus primarily on outcome measures (quantifiable impacts, consequences, or results).

Position: An employment slot or an approved job for a person working full-time or part-time, usually listed in a specific classification.

Preliminary Budget: An initial building of the budget using a base year (usually the first year of the prior year's Operational Plan) for non-salary related accounts and recalculated salary and benefit costs based on current positions loaded into Performance Budgeting from PeopleSoft.

Request for Bid (RFB): A formal procurement document that invites vendors to submit pricing in response to a clearly defined set of requirements.

Request for Proposal (RFP): An official request to submit proposals to the County to perform specified services.

Revenue: Financial resources received from taxes, fees, and other charges, federal or State government, excluding inter-fund transfers, fund balance, or debt issuance proceeds.

SBFS - Salary and Benefit Forecasting System: SBFS is a sub-system of Performance Budgeting that uses position, job code, and salary and benefits data to estimate the salary and benefit costs during the development of the two-year Operational Plan.

Services and Supplies: An expenditure object within the budget for all standard costs of daily operations, including such items as office supplies, contractual services, and travel.

Strategic Initiatives: Major projects that move the City and partners toward achieving part of a particular goal.

Strategic Plan: Sets forth the purpose, strategic initiatives, operational organization, and performance expectations for an entity. The strategic plan provides information to City staff, corporate decision-makers, and the public about how the City is organized to deliver results and what outcomes the City is accountable for achieving. The plan also allows all City staff to see how they contribute at all organizational levels.

Trust Fund: A fund used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments, and/or other funds.

Zero-based Budgeting: a budgeting approach in which you account for each dollar during a budgeting period. Each period begins at a base of zero, meaning that you start fresh from previous budgets. You assess needs for the upcoming period and build your budget around specific expenses.

Creating A Budget Part II—Putting in the Work

Government Budgets:

A government's budget is a summary or plan of the intended revenues and expenditures. There are three types of government budgets: the operating or current budget, the capital or investment budget, and the cash or cash flow budget. However, we are focused on Department Budgets. A departmental budget is a department-level financial plan that lays out spending for the upcoming quarter or fiscal year.

As the Department Leader, you need to fully understand your role in the budgetary process. It is the most basic financial planning and control tool. Every Leader needs to know what costs are associated with their department and how in relation they are doing to that budget. You might achieve your departmental goals, but if you go over budget to achieve those goals, you create financial problems for the City and jeopardize your job performance review. ***Part of your performance appraisal will be based on whether you were within budget for the year.*** Budgets are used to investigate variances, whether you went over or under budget, and address the reasons for the variances. You need to always look at ways to control those variances by controlling costs. By being on top of your budget, you might be able to make changes before it's too late and you end up having to reduce staff or eliminate a project.

There are two types of budgets, a capital expenditure budget and an operating budget:

1. **Capital expenditure** (also known as “Capex”) relates to costs associated with plant and equipment. This equipment, like a copy machine, generally lasts for more than a year.
2. **Operating budget** is related to the normal day-to-day operations and expenditures such as payroll, supplies, and miscellaneous. There are two types of budgets within an operating budget, income budgets, and expense budgets:
 - *Income budget* is associated with the comparison and variance of the actual revenue brought with the projected revenue.
 - *Expense budget* applies to all areas incurring operating expenses. *We will focus on as we discuss a department budget.*

Department Budget

The **Departmental Budget** is the total amount of money that a department must spend in a given period of time. The annual budget parameters are set by the Mayor and Commission, in conjunction with the Treasurer/Staff Accountant and Department Leaders. The budget covers specific programmatic ongoing expenditure.

Start with priorities: Before you dive into the nuts and bolts of the budget, write out the overarching goals for your department. You are responsible for alignment of the budget back to the City’s objectives. The first page of your budget should lay out the goals you intend to reach.

Include context: Your budget needs a breakdown of the City’s stats (locations, number of staff, number of campaigns or products you’re preparing) and

information about vendors that affect your budget. If a vendor were to increase their rates, you need a clear, quick way to assess whether to stay or pursue a new option.

Strategies for Department Leaders:

Preparation: You are responsible for creating a short-term budget that covers one year that forecasts your expenditures guiding daily operations. Gather your best estimates of revenue and expenses to allocate resources.

Delegation: After creating a budget, you need to designate who will be responsible for maintaining and updating budgets. You'll also need a management plan for the point person.

Monitoring: Regular monitoring is essential to maintaining a healthy budget. This process is where you note over- or underspending, make corrective adjustments, and take note of future predictions. Specifically, this phase is your best opportunity to monitor costs and catch errors.

Forecasting/Predictive Processing: Planning business strategy starts with a clear picture of where you currently are and where you want to go. Accurate, up-to-date figures from your routine budget monitoring last year help you understand where you met or exceeded expectations and where you hit unexpected difficulties.

At the end of the year, your data can help inform your next annual budget to be more fitted to your actual operational needs.

Budget Example
Exercise #1: Creating a Budget

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BUDGET BREAKDOWN- 2018

Account Description	Code	Explanation	Calculations	2018 Total	2017 Total	Notes/Comments
EXPENSES:						
CONTRACTORS:						
Contractors, interns, Temps and/or Stipend	51700	*Clinical social work supervisor - Provides supervision to social work interns and staff - Payment for services provided	1 to 2 hours weekly.	\$26,800	\$26,800	I do not have access to any overruns that may have accrued over the year.
STAFF & BOARD:						
Travel	52100	All travel expenses, tolls, and parking	Travel costs to San Diego: NASWB	\$1,240	\$1,240	
Subscriptions and publications	52200	Netflix	\$9/mo. = \$108/yr	\$108	\$108	
Training, development and conferences	52300	Costs of training and memberships related to conferences and/or trainings: Neighborworks, NASW		\$1,225	\$1,225	
Contributions	52400	Charitable contributions to third parties		0	0	
Food and entertainment	52500	Meetings with partners, resident associations, interns, volunteers, etc.	\$30/mo.	\$360	\$1,200	
Other	52800			\$3,785	\$3,785	
OFFICE ADMINISTRATION:						
Supplies	53100	General office supplies	\$50/mo	\$600	\$600	
Postage and delivery	53200	Various mailings for events	\$9/mo	\$108	\$108	
Printing and stationary	53300	Larger printing needs to advertise events	\$10/mo	\$120	\$120	
Other equipment	53400	Miscellaneous, non-capitalized equipment NOT copiers, printers, etc., which are charged under technology.	\$250 annually	\$250	\$250	
OCCUPANCY:						
Leased equipment (printer/copier)	54400	Costs to lease copiers, phone systems, etc.	\$120/mo	\$1,440	\$1,440	Printer Servicing
RESIDENT SERVICES:						
Travel, admissions and fees	55200	Costs for outings, entrance fees, etc. for residents	\$375/mo, \$1000 for month of July, \$700 for November	\$2,940	\$2,940	Travel for residents in and around the city.
Office supplies	55300	Costs for supplies/materials for resident services and programming	\$100/mo	\$2,400	\$2,400	Support for resident-led initiatives
Program supplies and materials	55400			0	0	
Services related (e.g. Incentive)	55500	Costs to purchase food and/or services for events, meetings, etc.		\$5,650	\$5,650	Residents celebrations, activities, etc.
Food and events	55600	Corporate contributions of support for resident services and activities, etc.		\$4,500	\$4,500	Support for NN=\$750/4mos; Food for the Edgewood/
Community support	55700					
TECHNOLOGY:						
CPD-CIW LP- Software	57200					
Other Equipment	57300					
Subscriptions and licenses	57400	Third-party subscriptions and/or licenses	\$67/mo.	\$804	\$804	
Consulting and support	57500					
TOTAL EXPENSES:				\$52,330	\$53,170	



HUMAN RESOURCES

New Hire Update

Demetrius Smith - Public Works, Laborer
Travis Mitchell - Code Enforcement
Christopher Mayo - Code Enforcement

Employee Recruitment Update

- YSB Administrative Assistant
- YSB Clinical Therapist

Payroll Update

- Finalized Leave/PTO calculations
- Employee Login and Communication

Training Update

- Customer Service
- Critical Thinking Skills

Other

- Kaiser Permanente Visits
- Strategic Planning Schedule
- City Manager Onboarding
- Performance Evaluations Discussion w/Managers-Supervisors
- Performance Management Discussion w/Managers-Supervisors