



CITY OF DISTRICT HEIGHTS

THURSDAY, MARCH 7, 2024

AGENDA

City Meeting

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

I. CALL TO ORDER:

II. OPENING PRAYER:

III. PLEDGE OF ALLEGIANCE:

IV. APPROVAL OF AGENDA:

1. City Meeting Agenda March 7, 2024
Staff Contact: Starr Jefferson, City Clerk

V. PUBLIC HEARING:

1. DH-24-01: Codification of the City Code of Ordinances
2. DH-24-02: Fences

VI. PUBLIC PARTICIPATION:

VII. INFORMATION ITEMS:

1. District Heights Cares Briefing
Staff Contact: T'Neisha Turner, Media Coordinator
2. Senior Center Construction Update
Staff Contact: David Street, City Manager

VIII. ACTION ITEMS:

1. *Adoption of DH-24-01: Codification of the City Code of Ordinances
Staff Contact: Starr Jefferson, City Clerk
2. *Adoption of DH-24-02: Fences
Staff Contact: Ronald Tarpley, Chief of Police

3. *Contract Award: Public Works Vehicle Purchase
Staff Contact: Lakeesha Washington, Director of Public Works
4. Contract Award: OpenGov ERP
Staff Contact: David Street, City Manager

IX. DEPARTMENT REPORTS:

- Human Resources
- Youth Services Bureau
- Treasurer's
- Recreation, Parks & Culture
- Public Works
- Code Enforcement
- Police Department

X. CLOSED SESSION

Personnel Matters - David Street, City Manager

XI. MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:

XII. ADJOURNMENT:

- 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
- 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.
- An executive closed session will be called during this meeting 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 of a scheduled Closed Session 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. The Commission will return for Announcements and to Adjourn.
- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, February 1, 2024

Action Item 1

Title: Introduction of Resolution Recodifying the City of District Heights' Codified Ordinances
Staff Contact: Starr Jefferson, City Clerk
Purpose: To introduce the resolution recodifying the City's Code of Ordinances.

Summary: The purpose of this item is to introduce a resolution initiating the recodification of the City's Codified Ordinances.

Fiscal Impact: There is no fiscal impact to adopting the resolution initiating codification.

Draft Motion:

I, Commissioner _____ move that the City Commission introduce Resolution DH-2024-01 as provided in Attachment 1 and forward the ordinance to a future City Meeting for action.

I, Commissioner _____ second the motion.

Attachment:

1. DH-2024-01

CITY OF DISTRICT HEIGHTS, MARYLAND

2024 Legislative Session

ORDINANCE Number:	<u>DH-2024- 01</u>
Proposed and Presented by:	<u>Mayor and Commission</u>
Introduced by	<u>Mayor and Commission</u>
Co-Sponsors	<u>Mayor and Commission</u>
Date of Introduction	<u>January _____, 2024</u>

ORDINANCE

1 AN ORDINANCE:

2 **ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF DISTRICT**
3 **HEIGHTS, MARYLAND; PROVIDING FOR THE REPEAL OF CERTAIN**
4 **ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE**
5 **VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH**
6 **CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL**
7 **BECOME EFFECTIVE.**

8 **BE IT ORDAINED BY THE MAYOR AND COMMISSION OF THE CITY OF**
9 **DISTRICT HEIGHTS, MARYLAND THAT:**

10 **SECTION 1.** The Code entitled “Code of Ordinances of the City of District Heights, Maryland,”
11 published by Municode, consisting of chapters 1 through 18, each inclusive, is adopted.

12 **SECTION 2.** All ordinances of a general and permanent nature enacted on or before July 26,
13 2023, and not included in the Code or recognized and continued in force by reference therein, are
14 repealed.

15 **SECTION 3.** The repeal provided for in section 2 hereof shall not be construed to revive any
16 ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by
17 this ordinance.

18 **SECTION 4.** Unless another penalty is expressly provided, every person convicted of a
19 violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in
20 pursuance thereof shall be punished by a fine not to exceed \$1,000.00 and imprisonment of up to
21 six months. Each act of violation and each day upon which any such violation shall continue or
22 occur shall constitute a separate offense. The penalty provided by this section, unless another

1 penalty is expressly provided, shall apply to the amendment of any Code section, whether or not
2 such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed
3 above, the City may pursue other remedies such as abatement of nuisances, injunctive relief and
4 revocation of licenses or permits.

5 **SECTION 5.** Additions or amendments to the Code when passed in such form as to indicate the
6 intention of the City to make the same a part of the Code shall be deemed to be incorporated in
7 the Code, so that reference to the Code includes the additions and amendments.

8 **SECTION 6.** Ordinances adopted after July 26, 2023, that amend or refer to ordinances that
9 have been codified in the Code shall be construed as if they amend or refer to like provisions of
10 the Code.

11 **SECTION 7.** BE IT ORDAINED BY THE MAYOR AND THE COMMISSIONERS OF THE
12 CITY OF DISTRICT HEIGHTS that this Ordinance shall be introduced this ____ day of
13 _____, 2024 and posted on the City’s website and in the City Clerk’s office for at least six (6)
14 days but no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be
15 effective twenty (20) days after adoption. Notice of its passage shall be posted in a public place
16 within the CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a
17 publication of general circulation within the City.
18

1 **APPROVED** this _____ day of January _____, 20__

2 **CITY COMMISSION OF DISTRICT HEIGHTS, MARYLAND**

3 BY: _____
4 Cynthia L. Miller, Mayor

5 BY: _____
6 Xander Harcourt, Vice-Mayor

7 BY: _____
8 Gyasi Gomez, Commissioner

9 BY: _____
10 Pamela Janifer, Commissioner

11 BY: _____
12 Anthony Tilghman, Commissioner

13 ATTEST:
14 _____

15 Starr Jefferson, City Clerk

16 I, Starr Jefferson, City Clerk of the City of District Heights, Maryland hereby certify that the
17 following motion was made at the meeting of the Mayor and City Commission of District
18 Heights on _____, 2024

19 Motion: I, Commissioner _____, move that the Mayor and City Commission adopt
20 Resolution No. DH 2024-01.

21 Motion Seconded: I, Commissioner _____, Second the Motion.

22 ROLL CALL VOTE YEA/NAY/ABSTAIN/ABSENT

23 Mayor Miller _____

24 Vice Mayor Harcourt _____

25 Commissioner Gomez _____

26 Commissioner Janifer _____

27 Commissioner Tilghman _____

1 Effective Date: _____, 2024

2 ATTEST: City Clerk for the Incorporated City of
3 District Heights, Maryland
4

5
6 _____
7 Starr Jefferson
8

9
10
11 KEY:
12 Underscoring indicates language added to existing law.
13 [~~Strikethrough~~] indicate language deleted from existing law.
14 Asterisks *** indicate intervening existing Code provisions that remain unchanged.
15



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, February 1, 2024

Action Item 5

Title: Ordinance Introduction: DH-2024-02 "Fences"
Staff Contact: Ronald Tarpley, Police Chief
David Street, City Manager
Purpose: To introduce new ordinance DH-2024-02 "Fences."

Summary: Prior to the August recess, the City Commission requested an overview of the City's fence ordinance. This item is designed to provide an overview of fencing regulations and present the Commission with options. The City's fencing regulations are largely incorporated by reference in the ordinances. Incorporation by reference is a method whereby a regulation printed in one code or standard is allowed to be used in another; incorporation by reference makes provisions of another document part of that regulation by reference to the other document and is a common practice across governments.

Historically, District Heights used Building Officials and Code Administrators International (BOCA) standards. Recently, the state changed their reference from BOCA to IBC and as such the City must be updated to International Building Code (IBC) standards as a part of the recodification process. It is important to understand the difference between the historical District Heights standard and the standard found in the IBC.

In October 2023, the City Commission discussed fencing regulations and generally agreed upon the following points:

- A desire for consistency with the County's four-foot height limit for fences;
- Agreement that a permit should still be required;
- Agreement that the City staff could review and approve fences that exceed the four-foot height limit if certain criteria were met.

Staff have redrafted the City's fence ordinance to accomplish the Commission's goals. The redrafted ordinance can be found as attachment 1. The redrafted ordinance features several potential improvements over the original:

- Terms are clearly defined in new Section 2.
- The provisions for prohibited materials is expanded to state: "In no event shall a fence be constructed of barbed wire, electrically charged material, or other hazardous material."
- New standards are set for the administrative approval of fences exceeding the four-foot height requirement; the standards also provide for full privacy fences under certain circumstances:
 - The proposed fence must use materials, colors and other architectural selections that are visually consistent with the surrounding built environment.

- If the subject lot abuts an alley, the portion of the fence that directly abuts the alley shall be constructed such that at least fifty percent (50%) of the available light and air can pass through, or, the spaces between the slats, planks, boards, balusters or pickets must equal or exceed the width of the slats, planks, boards, balusters or pickets used.
- Abutting property owners are required to be notified of the permit application for a permit to exceed the height requirement by certified mail and have seven (7) days to comment on the application.
- A final inspection must be performed prior to issuance of the permit.

Alternatives:

1. The City Commission may introduce the ordinance, found as attachment 1, as drafted for action.
2. The City Commission may offer amendments to the ordinance and direct staff to return to the City Commission with further edits prior to introduction.

Fiscal Impact: There is no fiscal impact to amending the City’s fencing requirements, however, altering the permit requirement could have a fiscal impact depending on if the Commission retains the permitting process, where permitting fees are set, etc.

Draft Motion:

I, Commissioner _____ move that the City Commission introduce Ordinance DH-2024-02 “Fences” as provided in Attachment 1 and forward the ordinance to a future City Meeting for action.

I, Commissioner _____ second the motion.

Attachment:

1. DH-2024-02 “Fences”

CITY OF DISTRICT HEIGHTS, MARYLAND

2024 Legislative Session

ORDINANCE Number:	<u>DH-2024-02</u>
Proposed and Presented by:	<u>Mayor and Commission</u>
Introduced by	<u>Mayor and Commission</u>
Co-Sponsors	<u>Mayor and Commission</u>
Date of Introduction	<u>January _____, 2024</u>

ORDINANCE

1 AN ORDINANCE concerning:

2 **FENCES**

3 FOR THE PURPOSE OF AMENDING THE CITY’S ORDINANCE TO REDUCE THE
4 NUMBER OF HEARINGS FOR FENCES BROUGHT BEFORE THE COMMISSION; TO
5 ADOPT THE COUNTY’S FOUR FOOT HEIGHT LIMIT, AND PROVIDE A BETTER
6 EXPERIENCE FOR RESIDENTS IN THE APPLICATION AND PERMITTING PROCESS.

7 BY amending the Code entitled “Code of Ordinances of the City of District Heights, Maryland”,
8 published by Municode, consisting of chapters 1 through 18, each inclusive.

9 **by adding Section 4-6 Fences; and**
10 **amending Section 1-2. Definitions and rules of construction.**

11 **BE IT ORDAINED BY THE MAYOR AND COMMISSION OF THE CITY OF**
12 **DISTRICT HEIGHTS, MARYLAND THAT:**

13 * * * * *

14 **SECTION 1.** Purpose and Scope. This Section shall apply to all fences as defined herein,
15 constructed, reconstructed, or replaced on residential lots.

16 **SECTION 2.** Definitions.

17 Fence. Any structure, barrier, wall, retaining wall, or partition or combination thereof, regardless
18 of composition, and any hedge or other natural growth greater than four feet in height that
19 constitutes a barrier to access to the lot, having the effect of or constructed and maintained for
20 purposes such as, but not limited to, enclosing a piece of land, dividing a piece of land into
21 distinct portions, separating two contiguous estates, exclusion, protection, privacy, security,
22 retainment or aesthetics.

1 Front Yard. The front yard is defined as the area extending across the width of a lot between the
2 front street line and the nearest part of the main building (or its enclosed or covered projection).

3 In a through or corner lot, all yards abutting streets are front yards

4 Height. The height of a fence measured, from one point, from the top of the fence to the grade on
5 the side of the fence where the grade is the lowest.

6 Lot. A designated area of land to be used, developed, or built upon as a unit in accordance with
7 the Prince George's County Zoning Ordinance, and having the minimum contiguous area
8 required for a lot in the applicable zone, and frontage on a public street or private road, right-of-
9 way, or easement.

10 Lot, Corner. A lot which has two intersecting sides abutting a public street.

11 Lot Line, Front. The front lot line is the line running along the front of the lot and separating it
12 from the street. The front lot line may also be referenced as the front street line.

13 Lot Line, Rear. A rear lot line is the lot line generally opposite or parallel to the front lot line.

14 Lot Line, Side. A side lot line is any lot line other than a front or a rear lot line. A side lot line
15 separating the lot from a street is a side street line.

16 Rear Yard. The rear yard area shall be that area extending across the width of the lot between the
17 rear lot line and the nearest part of the principal building (or its enclosed or covered projection).

18 Street. A street, avenue, right-of-way, road, highway, throughfare, or lane.

19 Yard. Open space located on the same lot with a building, structure (not including ground-level
20 paved surfaces unless specifically noted), or use, between the building, structure or use (such as
21 outdoor storage) and the nearest lot line or street line.

22 Yard, Side. Side yards shall be that area between the side lot line or side street line and the
23 nearest part of the main building (or its enclosed or covered projection), extending from the front
24 yard to the rear yard, or in the absence of either of these yards, to the front street line and the rear
25 lot line. In a through lot, any yard that does not abut a street is a side yard.

26 * * * * *

27 **SECTION 3. Front yard fences and side yard fences.**

28 Except as hereinafter provided, fences more than four (4) feet in height shall not be constructed
29 or reconstructed in a front or side yard.

30 Front and side yard fences must be constructed so that at least fifty percent (50%) of the
31 available light and air can pass through, or, the spaces between the slats, planks, boards,

1 balusters, or pickets must equal or exceed the width of the slats, planks, boards, balusters or
2 pickets used.

3 Except as hereinafter provided, fences more than six (6) feet in height shall not be constructed or
4 reconstructed in a rear yard.

5 Rear yard fences must be constructed such that at least fifty percent (50%) of the available light
6 and air can pass through, or, the spaces between the slats, planks, boards, balusters or pickets
7 must equal or exceed the width of the slats, planks, boards, balusters or pickets used.

8 Right-of-way and setbacks. No fence may be constructed to encroach into the public right-of-
9 way or violate the visual obstruction setbacks required by Prince George's County Code § 27-
10 421, as amended, for corner lots.

11 Prohibited materials. In no event shall a fence be constructed of barbed wire, electrically charged
12 material, or other hazardous material.

13 Fence construction. Fences shall be built with the finished side facing outwards and structural
14 support shall face the interior of the subject lot.

15 Permit required. A City permit is required for the construction, replacement or reconstruction on
16 residential property of all fences as defined in this section.

17 A permit may be issued for rear yard fences to exceed the height requirements of this section
18 provided that the following criteria are met:

- 19 a. The proposed fence must use materials, colors and other architectural selections that are
20 visually consistent with the surrounding built environment.
- 21 b. If the subject lot abuts an alley, the portion of the fence that directly abuts the alley shall
22 be constructed such that at least fifty percent (50%) of the available light and air can
23 pass through, or, the spaces between the slats, planks, boards, balusters or pickets must
24 equal or exceed the width of the slats, planks, boards, balusters or pickets used.
- 25 c. Abutting property owners are required to be notified of the permit application for a
26 permit to exceed the height requirement by certified mail and have seven (7) days to
27 comment on the application.
- 28 d. A final inspection must be performed prior to issuance of the permit.

29 Permit Denial. An applicant may appeal, in writing, a decision to deny a permit no more than 14
30 days following the written determination. The appeal shall be heard no later than 60 days after
31 the appeal is filed.

1 Existing Fences. This ordinance shall not be construed to prohibit the reconstruction or
2 replacement, with the same dimensions and placement, of any fence legally existing prior to the
3 adoption of this ordinance; provided that such reconstructed fence adhered to the ordinance
4 requirements in place at the time of permit issuance or this ordinance.

5 Fees. Fees are assessed to offset the cost of application review and pursuant to the City's adopted
6 fee schedule.

7 **SECTION 7.** BE IT ORDAINED BY THE MAYOR AND THE COMMISSIONERS OF THE
8 CITY OF DISTRICT HEIGHTS that this Ordinance shall be introduced this ____ day of
9 _____, 2024 and posted on the City's website and in the City Clerk's office for at least six (6)
10 days but no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be
11 effective twenty (20) days after adoption. Notice of its passage shall be posted in a public place
12 within the CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a
13 publication of general circulation within the City.

14

1 **APPROVED** this _____ day of January _____, 20__

2 **CITY COMMISSION OF DISTRICT HEIGHTS, MARYLAND**

3 BY: _____
4 Cynthia L. Miller, Mayor

5 BY: _____
6 Xander Harcourt, Vice-Mayor

7 BY: _____
8 Gyasi Gomez, Commissioner

9 BY: _____
10 Pamela Janifer, Commissioner

11 BY: _____
12 Anthony Tilghman, Commissioner

13 ATTEST:

14 _____

15 Starr Jefferson, City Clerk

16 I, Starr Jefferson, City Clerk of the City of District Heights, Maryland hereby certify that the
17 following motion was made at the meeting of the Mayor and City Commission of District
18 Heights on _____, 2024

19 Motion: I, Commissioner _____, move that the Mayor and City Commission adopt
20 Resolution No. DH 2024-__.

21 Motion Seconded: I, Commissioner _____, Second the Motion.

22 ROLL CALL VOTE YEA/NAY/ABSTAIN/ABSENT

23 Mayor Miller _____

24 Vice Mayor Harcourt _____

25 Commissioner Gomez _____

26 Commissioner Janifer _____

27 Commissioner Tilghman _____

1 Effective Date: _____, 2024

2 ATTEST: City Clerk for the Incorporated City of
3 District Heights, Maryland
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KEY:

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Underscoring indicates language added to existing law.

13

~~[Strikethrough]~~ indicate language deleted from existing law.

14

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

Starr Jefferson

Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on March 7

I have read the **Requirements for Public Participation** (page 2 and 3) and agree to abide by these requirements.

john barry

Signature or Type Name

Telephone

Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

Employees Union

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO CLERK'S OFFICE 24 HOURS** cityclerk@districtheights.org prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number, and any accompanying materials you wish to be discussed) must be submitted to the Mayor and Commission



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on 3/7/24.

I have read the **Requirements for Public Participation** (page 2 and 3) and agree to abide by these requirements.

Harriette Irving
Signature or Type Name

301
Telephone

Harriette Irving
Name (Please Print)

20244 AVE
Address

I am a resident of the Incorporated city of District Heights

Yes
 No

Topic for Discussion

Traffic / Roads / Streets

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** cityclerk@districtheights.org prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number and purpose for public participation at a meeting) and any accompanying materials you wish to be distributed to the Mayor and Commission



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on 3-7-24 (Date). I have read the **Requirements for Public Participation** (page 2 and 3) and agree to abide by these requirements.

~~Michelle Stevens~~

Signature

Michelle Stevens

Telephone

301 801-

Name (Please Print)

Michelle Stevens

Address

1 Foster St District Heights MD

Topic for Discussion

City workers Union

low income stipend for a year.

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number and purpose for public participation at a meeting) and any accompanying materials you wish to be distributed to the Mayor and Commission.



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on March 7, 2024 (Date). I have read the **Requirements for Public Participation** (page 2 and 3) and agree to abide by these requirements.

Myrtle Wideman
Signature

301-736-

Telephone MYRTLE WIDEMAN

Name (Please Print) Foster Street

Address

Topic for Discussion

Parking
Commercial Vehicles
Fences

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number and purpose for public participation at a meeting) and any accompanying materials you wish to be distributed to the Mayor and Commission.



District Heights Care

Start Date: February 2024

Elected Official School Visit (March 2024)

Elected officials will be able to connect with our youngest residents in our community. This initiative will bring together community leaders and future leaders to discuss topics ranging from issues affecting our community and their learning environment to how to determine and navigate career paths. To provide consistency, each official can choose one day of the week per month to visit the elementary school—at least one hour per visit. This will allow the city's elected officials to deepen their relationship with our community's teachers, staff, and students. Also, it shows that we are committed to supporting those individuals.

Example of the schedule:

Week 1: The first Friday of every month from 10:00 am to 11:00 am- Commission Gomez

Week 2: The second Thursday of every month at noon to 1:00 pm- Commission Tilghman

Social Circle

- Open discussions with grades K-5 on different topics
 - Behavior/Consequences
 - Career Paths
 - Waiting on a survey of topics from teachers

Cuts with Cops (School Year 2024-2025)

The "Cuts and Cops" initiative aims to build positive relationships between law enforcement officers and students within the community. By fostering understanding, trust, and open communication, this program seeks to create a safer and more supportive environment for students and police officers.

Example of the schedule:

Bi-Weekly, Every other Sunday

Different barbers and beauticians would rotate every other Sunday to provide basic grooming needs for children in the underserved community.

Location: District Heights Elementary School (Need to check availability)

*****Need to work out the logistics*****

“Leaders of Tomorrow” Spotlight (April 2024)

The "Leaders of Tomorrow" Spotlight initiative aims to showcase students' talents, achievements, and positive contributions within the community through collaborative efforts with police officers. This initiative seeks to foster positive relationships between law enforcement and youth, promoting mutual respect and understanding while highlighting the potential for positive impact among the next generation of leaders.

Video Production: Police Officers interact with students as students showcase their talents. (Bi-weekly or Monthly Production)

Air on all social media platforms, including YouTube.

Example: Jane Doe has written four children's books. Officer Friendly can ask Jane questions about her book. Jane can walk us through the steps to write a book, etc. Officer Friendly can read one of the books to a kindergarten class.

Student-Led Police Engagement Activities/Events (School Year: 2024-2025)

Empower students to organize and lead events that involve police engagement within the community, such as safety forums and/or community outreach activities. Transition our current relationship with the students into a Junior Police Academy.

Example: Stop the Violence Basketball Game- Students vs Police Department

- Dodgeball
- Kickball

PBIS (Positive Behavioral Interventions and Supports)

The PBIS initiative at District Heights Elementary School aims to create a positive and nurturing environment that supports all students' academic, social, and emotional growth. Through a collective effort involving students, staff, parents, the community, and the City of District Heights Police Department, we strive to build a school culture where positive behavior is expected and celebrated. Together, we can create an environment that fosters success and well-being for every member of our school community.

Every Friday:

Week 1 & Week 3- Lunchtime karaoke/ music and movement with students

Week 2 & Week 4- Team Building with Students

DHPD MentorMinds (Mentorship Program)

The "MentorMinds Program" aims to foster positive relationships between elementary school students (both boys and girls) and local law enforcement officers. By providing mentorship and guidance, the program seeks to enhance students' social and emotional development, build trust in community figures, and create a safe and supportive environment for learning.

Schedule: Every Thursday

Building Character and Skills

- Integrate character education and skill-building activities into the mentorship program.
- Focus on developing positive values, social skills, and emotional intelligence through age-appropriate lessons and discussions.

District Heights Cares Day (Tentative date: June 5th)

District Heights Elementary School students will have a day of fun at the municipal building. ***Vice Mayor***

District Heights Care

- Leveling the Playing Field equipment donations
- Teacher's wishlist donations
- Walkie-Talkies (Direct communication with the DHPD)
- Elected official school visits
- Elected official attended a field trip
- Food donations
- Office supplies donations
- Coats and school supplies donations
- Resource officer present at the school Monday-Friday
- The Recreation Department hosts all DHES programs
- Elected officials and DHPD participated in the awards ceremony
- Donating commercial washer and dryer (in progress)
- Participating in the mentorship program
- Participating in PBIS initiatives
- Providing mental health services
- Increased police presence
- Assist in traffic control (arrival and dismissal)
- Safety Plan (in progress)
- Donated and painted buddy benches
- Donation of cones
- Library of Congress book donation
- Staff shirt donation
- Career Day



CITY OF DISTRICT HEIGHTS
City Commission Meeting Title
Tuesday, February 13, 2024 Action
Item 3

Title: Surplus: Public Works Vehicles
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: To initiate the purchase of two public work vehicles to replace previous fleet surpluses. This step is a crucial part of our ongoing efforts to maintain an efficient and modern fleet, ensuring our ability to deliver optimal services to the community.

Summary: As part of our ongoing efforts to enhance the efficiency of the Department of Public Works (DPW) and maintain a modernized fleet, we are seeking approval for the purchase of two 2024 GMC Sierra 2500 HD trucks with VINs *****6542 and *****9500, respectively. These vehicles will be equipped with snowplows, allowing us to better serve our community during adverse weather conditions.

Table 1. Vehicle Purchase

Year	Make/Model	Vin	Cost
2024	GMC SIERRA 2500 HD	*****6542	62,130
2024	GMC SIERRA 2500 HD	*****9500	62,130

Fiscal Impact: The total cost of the vehicle purchases amounts to \$124,260. To offset this expenditure, we propose utilizing \$114,260 from the American Rescue Plan Act (ARPA) funds. Additionally, we plan to generate revenue through the sale of the 2006/2011 Chevrolet 2500 HD, sold for a total sum of \$10,000. This strategic financial approach ensures a responsible use of resources while maintaining and modernizing our fleet.

Draft Motion:

I, Comr. _____ move that the City of District Heights approve the purchase of 2024 GMC Sierra HD Truck with VIN # 1GT39LE70RF219500.

I Comr. _____ second the motion.

2. I Comr. _____ move that the City of District Heights approve the purchase of declare the 2024 GMC Sierra HD Truck with VIN # 1GT39LE77RF336524.

I Comr. _____ second the motion.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday March 7, 2023

Action Item 4

Title: Contract Award: OpenGov Cloud ERP
Staff Contact: David Street, City Manager
Purpose: To award a contract to OpenGov in an amount not to exceed \$466,565.42 over 5 years as provided for in MD COTS Contract # 060B2490021.

Summary: The City currently relies on QuickBooks as its general ledger and primary accounting system. While the platform has been functional for the City over the last decades, the growing complexity of the organization, increasing diversity of funding sources, and increased focus on service delivery demands are more robust, government-oriented general ledger and accounting system. The City currently uses Microsoft Excel to draft budget proposals. Several platforms were evaluated and one was selected for presentation. The selected vendor, OpenGov, participates in the Maryland Commercial Off-the-Shelf software contract program (MD-COTS) which will allow the City to quickly procure the platform.

OpenGov is a cloud-based finance and budgeting platform specifically designed for local governments. Of particular interest is the platform's full-featured fund accounting system, budget and financial transparency/reporting capabilities. The City plans to procure two modules: core financials and budgeting and planning. Core financials is anticipated to come online on or around the opening of FY 2025 in July 2024 while budget and planning is anticipated to come online in fall 2025 for the FY 2026 budget process.

Enterprise resource planning systems have a useful life of approximately 10-20 years and, as such, the City is able to obtain savings by awarding a five-year contract as opposed to a shorter-term contract. The City also has the option to pre-pay for some or all of the years, further discounting the price. Staff recommends that the City use ARPA funds to purchase this software and pay for associated one-time implementation costs.

Fiscal Impact: Budgeting & Planning | Financials | Reporting & Transparency

- Financials = \$35,880.00
 - Increase in Professional Services for Financials to \$144,450.00 due to the City asking for onsite End-User Training
- Budgeting & Planning = \$23,174.68 addition starting 7/1/25
 - Professional Services will need to be re-scoped close to 7/1/25 but estimated costs will be based on current scope of \$41,850.00
- Total 5-year Contract = \$466,565.42

Draft Motion:

I, Commissioner _____ move that the City Commission approve a contract award to OpenGov as provided for in MD COTS Contract # 060B2490021 in the total amount not to exceed \$466,565.42 and direct the City Manager to finalize the project scope and execute the contract.

I, further move that the City Commission approve a budget adjustment in the amount of \$265,148.68 in the ARPA projects fund to pre-pay years 1 through 3 of the contract.

I, Commissioner _____ second the motion.

Attachment:

1. Draft SOW
2. MD-COTS Quote



Statement of Work

City of District Heights, MD

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1. Overview and Approach

1.1. Agreement

This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov” or “we”) will perform for City of District Heights, MD (“Customer” or “you”) pursuant to that order for Professional Services entered into between OpenGov and the Customer (“Order Form”) which references the Master Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

- Customer acknowledges and agrees that this Statement of Work is subject to the confidentiality obligations set forth in the Agreement between OpenGov and Customer.
- The Deliverables listed in [Appendix B](#) are the single source of the truth of the deliverables to be provided.
- Customer’s use of the Professional Services is governed by the Agreement and not this SOW.
- Upon execution of the Order Form or other documentation referencing the SOW, this SOW shall be incorporated by reference into the Agreement.
- In the event of any inconsistency or conflict between the terms and conditions of this SOW and the Agreement, the terms and conditions of this SOW shall govern with respect to the subject matter of this SOW only. Unless otherwise defined herein, capitalized terms used in this SOW shall have the meaning defined in the Agreement.
- This SOW may not be modified or amended except in a written agreement signed by a duly authorized representative of each party.
- OpenGov will be deployed as is, Customer has access to all functionality available in the current release.

2. Statement of Work

This SOW is limited to the implementation of the OpenGov Financials suite as defined in the OpenGov Responsibilities section of this document ([Section 2.5](#)). Any additional services or support will be considered out of scope.

2.1. Project Scope

Under this project, OpenGov will deliver cloud based Financials solution (detailed list in [“Activity 3 - OpenGov Solutions”](#)) to help the Customer power a more effective and accountable government. OpenGov’s estimated charges and schedule are based on performance of the activities listed in the [“OpenGov Responsibilities”](#) section below. Deviations that arise during the project will be managed through the procedure described in [Appendix A-2:Change Order Process](#), and may result in adjustments to the Project Scope, Estimated Schedule, Charges and other terms. These adjustments may include charges on a time-and-materials or fixed-fee basis using OpenGov’s standard rates in effect from time to time for any resulting additional work or waiting time.

2.2. Facilities and Hours of Coverage

OpenGov will:

- A. Perform the work under this SOW remotely, except for any project-related activity which OpenGov determines would be best performed at the Customer's facility in order to complete its responsibilities under this SOW.
 - i. Facility must contain a conference room to accommodate the number of attendees and AV equipment for projecting OpenGov software on a screen visible to all participants.
- B. Provide the Services under this SOW during normal business hours, 8:30am to 6:00pm local time, Monday through Friday, except holidays.
- C. Use personnel and resources located across the United States, and may also include OpenGov-trained staffing contractors to support the delivery of services.

2.3. Key Assumptions

The SOW and OpenGov estimates are based on the following key assumptions. Deviations that arise during the proposed project will be managed through the Project Change Order Process (see [Appendix A-2](#)), and may result in adjustments to the Project Scope, Estimated Schedule, Charges, and other terms.

A. General

- i. The OpenGov Suites are not customized beyond current capacities based on the latest release of the software.
- ii. Individual software modules are configured based on discussions between OpenGov and Customer.
- iii. A Change Order, as outlined in Appendix A-2, may be necessary if changes in the Customer's project team impacts the project's timeline and/or scope.
- iv. Customer is responsible for providing appropriate time and resources to the project to meet deliverables as outlined in the project plan.
- v. Deadlines shall be met by the described timeline or by a mutually agreed upon date.
- vi. OpenGov will provide all services remotely via audio; video; and web conferences unless otherwise noted in the Suite specific Key Assumptions below.

B. Financials Suite

- i. Customer will provide the Chart of Accounts immediately following the kickoff meeting.
- ii. Customer will export data from Quickbooks and provide the data to OpenGov in excel format within two (2) weeks following the kickoff meeting or a mutually agreed upon date. Data must remain unfiltered and untransformed. Data includes, but is not limited to:
 - 1. Trial Balance
 - 2. General Ledger Detail
 - 3. Vendors
- iii. Customer's Chart of Accounts must comply with the OpenGov software. Once the Chart of Accounts is agreed upon, signed-off, and loaded,

- Customer retains ownership to future changes, updates, or addition of new codes.
- iv. OpenGov will not allow the upload of unreconciled or unbalanced General Ledger Data. Additionally, all data uploads must be validated by the Customer to ensure accuracy.
 1. OpenGov assumes that the customer is responsible for performing quality control measures on its data.
 - v. Customer will name the Subject Matter Expert(s) "SME" by module, who will:
 1. Learn the OpenGov software
 2. Update the internal Standard Operating Procedures
 3. Attend all meetings for the module in which the SME is assigned
 - vi. OpenGov will provide a series of Administrator training sessions (outlined in Appendix B) for the Subject Matter Expert(s).
 - vii. The Customer's Subject Matter Expert(s) will be responsible for conducting End User Training.
 - viii. OpenGov assumes that the customer is responsible for testing its workflows, automations, integrations, and configurations and will update the configurations as part of its testing and training activities for all suites.
 - ix. Customer will validate and provide sign off on all configuration and converted data.
 1. Customer is responsible for making process and configuration decisions in such a manner that adheres to the project timeline.
 2. OpenGov assumes that the customer accepts the Phase deliverables upon the completion of the following: Phase go-live data conversation acceptance, Phase go-live event, and Phase HyperAdopt completion.
 - x. OpenGov will travel onsite up to three (3) times with up to one (1) OpenGov resource. The onsites are intended to be used for the following:
 1. Configuration Walkthrough: Review end-to-end configuration & business workflow steps prior to User Acceptance Testing. Confirm that configuration is complete.
 2. Go-Live Support: Support Customer resources as they begin using OpenGov Financials as their system of record.
 3. End User Training: Train required End User on relevant workflows. Sign-off that End User Training was completed.

2.4. Exclusions

- Implementation of any custom modification or integration developed by OpenGov; your internal staff; or any third-party is not included in the scope of this project unless specifically listed in Appendix B.
- Any service items discussed during demonstrations; conference calls; or other events are not included in the scope of this project unless specifically listed in Appendix B.
- The following Financials modules are not included in scope:
 - Purchasing Cards

- Fixed Assets
- Utility Billing

2.5. OpenGov Responsibilities

2.5.1. Activity 1 – Project Management

OpenGov will provide project management for the OpenGov responsibilities in this SOW. The purpose of this activity is to provide direction to the OpenGov project personnel and to provide a framework for project planning, communications, reporting, procedural and contractual activity. This activity is composed of the following tasks:

Planning

OpenGov will:

- A. review the SOW, contract and Project Plan with Customer's Project Manager and key stakeholders to ensure alignment and agreed upon timelines;
- B. maintain project communications through Customer's Project Manager;
- C. establish documentation and procedural standards for deliverable Materials; and
- D. assist Customer's Project Manager to prepare and maintain the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, and project milestones.

Project Tracking and Reporting

OpenGov will:

- A. review project tasks, schedules, and resources and make changes or additions, as appropriate. Measure and evaluate progress against the Project Plan with Customer's Project Manager;
- B. work with Customer's Project Manager to address and resolve deviations from the Project Plan;
- C. conduct regularly scheduled project status meetings; and
- D. administer the Project Change Control Procedure with the Customer's Project Manager.

Completion Criteria:

This is an on-going activity which will be considered complete at the end of the Services

Deliverable Materials:

- Weekly status reports
- Project Plan
- Project Charter
- Risk, Action, Issues and Decisions Register (RAID)

2.5.2. Activity 2 – Initialization

OpenGov will provide the following:

- A. Customer Entity configuration
- B. System Administrators creation
- C. Solution Blueprint creation
- D. Data Validation strategy confirmation

Completion Criteria:

This activity will be considered complete when:

- Customer Entity is created
- System Administrators have access to Customer Entity
- Solution Blueprint is presented to Customer

Deliverable Materials:

- Solution Blueprint
- Sign-off of Initial Draft Solution Blueprint

2.5.3. Activity 3 – OpenGov Solutions

OpenGov will provide the following:

Financials Solutions

- A. General Ledger
- B. Accounts Payable
- C. Cash Receipts
- D. Bank Reconciliation
- E. Accounts Receivable

Completion Criteria:

This activity will be considered complete when the following are configured:

Financials Solutions

- Chart of Accounts
- General Ledger
- Accounts Payable
- Cash Receipts
- Bank Reconciliation
- Accounts Receivable

Deliverable Materials:

- Formal sign off document

2.5.4. Activity 4 – Training

Training will be provided in instructor-led virtual sessions or through OpenGov University Training courses. For any instructor-led virtual sessions, the class size is recommended to be ten (10), for class sizes larger than ten (10), it may be necessary to have more than one instructor. Training Material will be provided to the customers for future usage and access to OpenGov University continue after the work defined in the Statement of Work is completed.

Completion Criteria:

- Administrator and End User training is provided for Financials.

Deliverable Materials:

- Formal sign off document

2.6. Customer Responsibilities

The completion of the proposed scope of work depends on the full commitment and participation of Customer's management and personnel. The Customer's Project Manager should have access to the appropriate Subject Matter Expert personnel needed for the successful implementation of the project. The responsibilities listed in this section are in addition to those responsibilities specified in the Agreement and are to be provided at no charge to OpenGov. OpenGov's performance is predicated upon the following responsibilities being managed and fulfilled by Customer. Delays in performance of these responsibilities may result in delay of the completion of the project and will be handled in accordance with Appendix A-1: Communication and Escalation Procedure.

2.6.1. Customer's Project Manager

Prior to the start of this project, Customer will designate a person called Customer's Project Manager who will be the primary point of contact for OpenGov communications relative to this project and will have the authority to act on behalf of Customer in all matters regarding this project.

Customer's Project Manager's responsibilities include the following:

- A. Create, with OpenGov's assistance, the Project Plan for the performance of this SOW which will include the activities, tasks, assignments, milestones and estimates;
- B. Manage Customer personnel and responsibilities for this project (for example: ensure personnel complete any self-paced training sessions, configuration, validation or user acceptance testing);
- C. Identify and assign Subject Matter Experts (SME); a SME, for example, may include an Accounts Payable Manager for the Accounts Payable module deployment.
- D. Serve as the communication liaison between OpenGov and Customer representatives participating in the project;
- E. Participate in project status meetings;

- F. Obtain and provide information, data, and decisions within five (5) business days of OpenGov's request unless Customer and OpenGov agree in writing to a different response time;
- G. Resolve deviations from the estimated schedule, which may be caused by Customer;
- H. Help resolve project issues and escalate issues within Customer's organization, as necessary; and
- I. Administer the Project Change Control Procedure with the Project Manager, if applicable.

2.7. Completion Criteria

OpenGov will have fulfilled its obligations under this SOW when any of the following first occurs:

- A. OpenGov accomplishes the activities set forth in "OpenGov responsibilities" section and delivers the Materials listed, if any; or
- B. The End Date is reached.

2.8. Estimated Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned Project Manager will work with Customer Project Manager to develop the Project Plan for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

The Services are currently estimated to start within two (2) weeks but no later than four (4) weeks from signatures and have an estimated end date ("End Date") or on other dates mutually agreed to between Customer and OpenGov.

Estimated Delivery Times:

- Financials: six (6) months from project kickoff

2.9. Illustrative Project Timelines

The typical project timelines are for illustrative purposes only and may not reflect Customer's use cases. The order of delivery of the suites will be determined during the project planning phase.

Illustrative Timeline per phase		April 2024	May 2024	June 2024	July 2024	August 2024	September 2024
Financials	Chart of Accounts						
	General Ledger						
	Requisitions/Accounts Payable						
	Cash Receipts/Accounts Receivable						
	Hypercare & Phase Closure						

2.10. Offer Expiration Date

This offer will expire on April 1, 2024 unless extended by OpenGov in writing.

Appendix A: Engagement Charter

A-1: Communication and Escalation Procedure

Active engagement throughout the implementation process is the foundation of a successful deployment. To help assess progress, address questions, and minimize risk during the course of deployment both parties agree to the following:

- Regular communication aligned to the agreed upon Project Plan and timing.
 - OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, in order to be able to address items when known.
- Executive involvement
 - Executives may be called upon to clarify expectations and/or resolve confusion.
 - Executives may be needed to steer strategic items to maximize the value through the deployment.
- Escalation Process:
 - OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation in the event an escalation is needed to support issues raised.
 1. Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
 2. Customer or OpenGov Project Manager summarizes the problem statement and impasse.
 3. Customer and OpenGov Project Managers jointly will outline solution, acceptance and OpenGov Project Manager will schedule an Executive Review Meeting, if necessary.
 4. Resolution will be documented and signed off following the Executive Review Meeting.
- 5. Phase Sign-Off
 - a. OpenGov requests sign-offs at various stages during the implementation of the project. Once the Customer has signed-off, any additional changes requested by Customer on that stage will require a paid change order for additional hours for OpenGov to complete the requested changes.

A-2: Change Order Process

This SOW and related efforts are based on the information provided and gathered by OpenGov. Customers acknowledge that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a Change Order. No verbal agreement will be binding on OpenGov or Customer.

A *Change Order* is defined as work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date. Changes might include:

- Timeline for completion

- o Sign off process
- o Cost of change and/or Invoice timing
- o Amending the SOW to correct an error.
- o Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- o Change in type of OpenGov resources to support the SOW.

The approval process for change orders is:

1. Identification and documentation of a need for modification of scope of the project as defined in the Statement of Work and any subsequent change orders.
2. A change order is created and Customer and OpenGov review and approve.
3. Change order is incorporated into the Statement of Work and implemented.

A-3: Deliverable Materials Acceptance Procedure

Deliverable Materials, as defined in Section 2.5, will be reviewed and accepted in accordance with the following procedure:

1. The Deliverable Material will be submitted to the Customer's Project Manager.
2. Customer's Project Manager will have decision authority to approve/reject all Project Criteria, Phase Acceptance and Engagement Acceptance.
3. Within five (5) business days of receipt, the Customer's Project Manager will either accept the Deliverable Material or provide OpenGov's Project Manager a written list of requested revisions. If OpenGov receives no response from the Customer's Project Manager within five (5) business days, then the Deliverable Material will be deemed accepted. The process will repeat for the requested revisions until acceptance.
4. All acceptance milestones and associated review periods will be tracked on the Project Plan.
5. Both OpenGov and Customer recognize that failure to complete tasks and respond to open issues may have a negative impact on the Project.
6. For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the Project.
7. Any conflict arising from the Deliverable Materials Acceptance Procedure will be addressed as specified in the Communication and Escalation Procedure set forth in Appendix A-1. As set forth in Section 6.1(e) of the Agreement, if there are extended delays (greater than 10 business days) in Customer's response for requested information or deliverable; OpenGov may opt to put the project on an "On Hold" status. After the Customer has fulfilled its obligations, Professional Services can be resumed and the project will be taken off the "On-Hold" status.
8. Putting a project "on Hold" may have several ramifications including, but not restricted, to the following:
 - o Professional Services to the customer could be stopped;
 - o Delay to any agreed timelines; or
 - o Not having the same Professional Services team assigned.

Appendix B: Implementation Activities

B-1 Financials

Initiate

Provision Financials Instance

- OpenGov will:
 - Provision Customer's OpenGov entity and verify Customer has access to all purchased modules.
- Customer will:
 - Confirm access to entity and modules.

Validate

Validation Workshops

- OpenGov will:
 - Conduct up to seven (7) hours of workshops to validate deliverables for the following:
 - Chart of Accounts
 - General Ledger
 - Accounts Payable
 - Requisitions
 - Accounts Receivable
 - Cash Receipts
 - Bank Reconciliation
- Customer will:
 - Identify relevant participants to attend all sessions.

Chart of Accounts

- OpenGov will:
 - Build Customer's Chart of Accounts in OpenGov in accordance with OpenGov technical requirements.
 - Build the Chart of Accounts in Excel format.
 - Provide up to twelve (12) hours of working sessions for Chart of Accounts.
 - Review the Chart of Accounts with the customer.
 - Gather sign off from the Customer on the Chart of Accounts in Excel.
 - Load the Chart of Accounts into OpenGov.
 - Gather sign off from the Customer on the uploaded Chart of Accounts in OpenGov.
- Customer will:
 - Provide current Chart of Accounts and transactional data in CSV or Excel format.
 - Attend all Chart of Accounts working sessions.

- Review and complete Chart of Account mappings.
- Validate and provide sign off on the Chart of Accounts in excel.
- Validate and provide sign off on the Chart of Accounts once it is uploaded to OpenGov.
- Maintain the Chart of Accounts in OpenGov following signoff.
- OpenGov assumptions:
 - OpenGov will load the signed off Chart of Accounts into the Financials Suite one(1) time.

Configure

General Ledger

- OpenGov will:
 - Configure General Ledger settings.
 - Provide up to five (5) hours of working sessions covering:
 - Configuration Review
 - Process Walkthrough(s)
 - User Acceptance Testing support
- Customer will:
 - Provide all current imported Journal Entries.
 - Provide account access details.
 - Validate data.
 - Validate reports.
 - Review, Test, and Sign off on configuration.
 - Attend all working sessions.

Accounts Payable

- OpenGov will:
 - Configure Accounts Payable settings.
 - Configure Consolidated Cash.
 - Import Vendors.
 - Provide up to eight (8) hours of working sessions covering:
 - Configuration Review
 - Process Walkthrough(s)
 - User Acceptance Testing support
- Customer will:
 - Provide a bank account listing.
 - Provide a Vendor listing.
 - Define user access levels and approval workflows.
 - Provide examples of recent invoices.
 - Provide a voided check copy.
 - Provide MICR, ACH, and positive pay specifications from bank name.
 - Test checks, ACH file, and positive pay file with bank name for accuracy.
 - Validate data.
 - Review, Test, and Sign off on configuration.
 - Attend all working sessions.

Requisitions

- OpenGov will:

- Configure Requisition settings.
- Provide up to eight (8) hours of working sessions covering:
 - Configuration Review
 - Process Walkthrough(s)
 - User Acceptance Testing support
- Customer will:
 - Provide a listing of Requisition Approvers.
 - Provide the purchasing policy.
 - Provide examples of recent Purchase Orders.
 - Review, Test, and Sign off on configuration.
 - Attend all working sessions.

Cash Receipts

- OpenGov will:
 - Configure Cash Receipts settings.
 - Provide up to five (5) hours of working sessions covering:
 - Configuration Review
 - Process Walkthrough(s)
 - User Acceptance Testing support
- Customer will:
 - Provide Receipt Categories and Receipt Groups.
 - Provide Tender Types.
 - Provide examples of current receipts.
 - Review, Test, and Sign off on configuration.
 - Attend all working sessions.

Accounts Receivable

- OpenGov will:
 - Configure Accounts Receivable settings.
 - Import Customers
 - Provide up to four (4) hours of working sessions covering:
 - Configuration Review
 - Process Walkthrough(s)
 - User Acceptance Testing support
 - Provide a list of customers.
 - Provide AR accounts with Balances.
 - Review, Test, and Sign off on configuration.
 - Attend all working sessions.

Reporting and Transparency NextGen Reporting

- OpenGov will:
 - Configure "Standard Datasets" in Reporting and Transparency following the go-live of the General Ledger and Accounts Payable modules.
 - Set up (1) view per standard dataset.
 - Configure the following OpenGov Standard Reports:
 - Budget vs. Actuals

- Includes Views for up to three (3) Funds and up to three (3) Departments.
 - Monthly Statement of Revenues & Expenditures
 - Includes Views for up to three (3) Funds and up to three (3) Departments.
 - Balance Sheet
 - Includes Views for up to three (3) Funds.
- Customer will:
 - Set up additional views beyond those listed above.
 - Review, Test, and Sign off on configuration.
- OpenGov Assumptions:
 - OpenGov will configure the reports to account for all funds, departments, and other segments.
 - The Customer is responsible for making any desired adjustments to the reports.

Train

Administrator Training

- OpenGov will:
 - Provide up to twelve (12) hours of Financials system administrator training to enable system administrators on the following topics:
 - Maintaining the Chart of Accounts
 - Creating and posting Journal Entries
 - Running reports and navigating inquiries
 - Importing and exporting data from financials
 - Maintaining Vendor records
 - Maintaining Customer records
 - Requisition workflow
 - Invoice Approval workflow
 - Paying invoices
 - Creating Cash Receipt deposits
 - Adding invoices to Customer accounts
 - Processing Bank Reconciliation for three (3) bank accounts
 - OpenGov's import tools for the purposes of bringing in data from 3rd party systems.
 - Provide up to three (3) hours of Reporting & Transparency Administrator training, to enable system administrators on the following topics:
 - Download and upload data to Reporting & Transparency
 - How to create reports and dashboards
 - Standard Datasets
- Customer will:
 - Identify relevant participants and attend scheduled trainings.
 - Test all relevant use cases as to Customer's processes and Complete User Acceptance Testing according to the project plan.

Launch

OpenGov Financials Data Migration

- OpenGov will:
 - Set up a secure SFTP site for data transfer purposes.
 - Validate the exported data matches the following reports provided by the Customer:
 - General Ledger
 - Trial Balances for FY 2022, 2023, and 2024
 - GL Detail for FY 2025
 - Consolidated Cash by Fund
 - Budget
 - Current YTD budget
 - Accounts Receivable
 - Accounts Receivable customer balance by service code
 - Upload the following data once it has been Crosswalked to the OpenGov Chart of Accounts:
 - General Ledger
 - FY 2022, 2023, and 2024 Ending Balances
 - Fiscal Year 2025 Journal entry detail
 - Current fiscal year budget
 - Accounts Receivable
 - Accounts Receivable service account balances
 - Accounts Receivable Open Invoices
- Customer will:
 - Validate all data and reports prior to providing to OpenGov.
 - Provide exports of Quickbooks data in excel format.
 - Be responsible for crosswalking data to the OpenGov Chart of Accounts before it is loaded to OpenGov.
 - Populate data templates provided by OpenGov with the exported data.
 - Validate the data once it is loaded to OpenGov Financials.
 - Resolve and transform any data errors.
 - Provide sign off confirming agreement with OpenGov that the data is accurate and complete.
- OpenGov assumptions:
 - OpenGov will load cutover data up to two (2) times including:
 - One (1) mock cutover
 - One (1) go live cutover
 - Customer's Trial Balance is in balance by Fund at the start of the implementation.
 - Customer's subsidiary ledgers are reconciled to the general ledger.

Bank Reconciliation

- OpenGov will:

- Configure Bank Reconciliation settings.
- Provide up to six (6) hours of working sessions.
- Customer will:
 - Provide a .pdf version of the Bank Statement used to complete their last reconciliation(s)
 - Provide a bank reconciliation report in excel format showing the last balanced reconciliation(s)
 - Provide a list of outstanding checks in .csv or excel format
 - Review, Test, and Sign off on configuration
 - Attend all working sessions
 - Complete a bank reconciliation in OpenGov within 30 days following go-live.

HyperAdopt

- OpenGov will:
 - Provide up to forty (40) hours over four (4) weeks of support from the OpenGov project team.
 - Assist the customer with up to (1) live check run
 - Assist the customer with up to one (1) bank reconciliation within 30 days following go-live.
- Customer will:
 - Attend all working sessions.
 - Manage ongoing support and questions through Customer Success and Support following each Phase's go-live.

Appendix C: Technical Requirements

C-1: Financials Hardware and Technical Requirements

Computers, tablets or other user devices

- Access to the internet; Google Chrome is the recommended browser for optimal performance.

Printer

- MICR ink compatible

Check Stock

- blank, 8 1/2" x 11", check at the bottom

Cash Drawers

- MMF Cash Drawer - Value Line or MMP Cash Drawer - Advantage

Receipt Printer

- Model options: Ithaca 9000 - Thermal Printer, Epson T20III - Thermal, Thermal/inkjet, Epson TM-H6000IV

Thermal Paper

- Compatible with receipt printer

Scanner (Optional)

- Twain driver scanner

Chart of Accounts

- Flat file
- .csv, .xls, .xlsx with headers
- Active Accounts and Accounts with activity in the years of data being loaded into OpenGov.

Vendor Listing

- Flat file
- .csv, .xls, .xlsx with headers

Customer Listing

- Flat file
- .csv, .xls, .xlsx with headers

Trial Balance

- Flat file
- .csv, .xls, .xlsx with headers
- 3-5 Years of Data

Current Budget

- Flat file

- .csv, .xls, .xlsx with headers

Unpaid Invoice Report

- Flat file
- .csv, .xls, .xlsx with headers

Calendar YTD 1099 totals by vendor and tax payment type

- Flat file
- .csv, .xls, .xlsx with headers

Fixed Assets Data

- Flat file
- .csv, .xls, .xlsx with headers

Bank Statement

- .pdf

Bank Reconciliation Report

- Flat file
- .csv, .xls, .xlsx with headers

Outstanding Checks and Deposits List

- Flat file
- .csv, .xls, .xlsx with headers

AR Customer Balance by Service Code

- Flat file
- .csv, .xls, .xlsx with headers

Powering More Effective and Accountable Government

OpenGov Investment, Project Planning and Proposal



OpenGov ERP Cloud | City of District Heights, MD

Annual Software Subscription, Professional Services Implementation, Ongoing Support & Maintenance for OpenGov Cloud ERP Project

OpenGov Investment for District Heights, MD | OpenGov Cloud ERP (Financials and Budgeting & Planning)

Subscription Year	Subscription Dates	Months	Software	Professional Services	Estimated Time & Expense	Total	Monthly Total
Year 1	April 1, 2024 - June 30, 2024	3	\$8,970.00	\$144,450.00	\$15,000.00	\$168,420.00	\$56,140.00
Year 2	July 1, 2024 - June 30, 2025	12	\$35,880.00	\$0.00	\$0.00	\$35,880.00	\$2,990.00
Year 3	July 1, 2025 - June 30, 2026	12	\$60,848.68	\$0.00	\$0.00	\$60,848.68	\$5,070.72
Year 4	July 1, 2026 - June 30, 2027	12	\$63,891.11	\$0.00	\$0.00	\$63,891.11	\$5,324.26
Year 5	July 1, 2027 - June 30, 2028	12	\$67,085.67	\$0.00	\$0.00	\$67,085.67	\$5,590.47
Year 6	July 1, 2028 - June 30, 2029	12	\$70,439.95	\$0.00	\$0.00	\$70,439.95	\$5,870.00

OpenGov Investment Includes:

- Budgeting & Planning | Financials | Reporting & Transparency
- Financials = \$35,880.00
 - Increase in Professional Services for Financials to \$144,450.00 due to the City asking for onsite End-User Training
- Budgeting & Planning = \$23,174.68 addition starting 7/1/25
 - Professional Services will need to be re-scoped close to 7/1/25 but estimated costs will be based on current scope of \$41,850.00
- **Total Contract = \$466,565.42**



CITY OF DISTRICT HEIGHTS

City Meeting

Human Resources Monthly Report

7, March, 2024

Staff Contact: Chris Lawson, Human Resources

Summary: Table 1 provides an overview of current Human Resources operations while table 2 describes important upcoming HR dates and deadlines. Table 3 outline current HR initiatives.

Table 1. Monthly HR Overview

Category	Metric
Current Number of Vacancies	9
Current Number of Positions in Recruitment	9

Table 2. Upcoming Dates and Deadlines

Event	Date
Personnel Manual Dir/Mgr Review	April 2014
Performance Management Dir/Mgr Review	April 2014
Annual Benefits Open Enrollment Planning	May 2024
Annual Benefits Open Enrollment	Tentative for July 2024

Table 3. HR Initiatives

Initiative	Anticipated Completion	Status
Departmental Review	March 12, 2024	Complete
Personnel Manual Review	June 30, 2024	In progress

Table 1. Current Vacancies

1. Administrative Assistant YSB 1
2. Code Enforcement 2
3. Code Enforcement Supervisor 1
4. Communications Director 1
5. Deputy Director Public Works 1
6. Laborer (Landscaping) 1
7. Police Officer 1

8. Senior Center Director 1
9. Aging Activity and Volunteer Manager

Table 2. Trainings

We are continuing our efforts with Leadership & Staff development training, alongside Training By Design and participating in our weekly leadership meetings spearheaded by our City Manager.

March 2024 Agenda:

Project Management, March 14th, 2024 (Core Leadership)

Project Management, March 20th, (Staff)

Small Group Sessions, Project Plan Development

March 21st, (Parks & Recreation, Public Safety, Public Works)

Table 3. HR Initiatives

As part of our commitment to continuous improvement and organizational excellence, we want to provide you with an update on the current initiatives that are underway within our department.

Departmental Reviews:

We have completed the classification review and are now prepared to work with the City Manager and Treasury to update employee salary ranges. Department reviews remain a priority and we seek to consistently work with Department Directors in support of evolving the organization.

Personnel Manual Updates:

Concurrently, we are always monitoring legislative requirements, labor standards and workplace safety and will present and apply solutions within the required timeframe of the law and the organization.



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 2024

STRATEGIC FOCUS

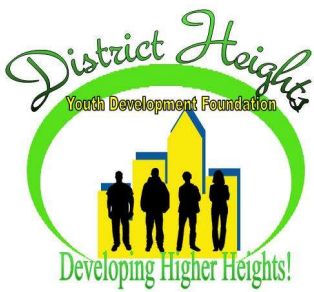
- Crucial to the Youth Service Bureau's (YSB) sustainability in providing licensed, professional mental/ behavioral health services is having a strong team of clinicians to provide support to the residents of District Heights and surrounding communities. The YSB is actively seeking support to recruit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

COMPLETED

- **Thursday, February 1st:** The YSB attended the "Annual Day" at the Maryland State House to discuss initiatives and programming of the YSB; introduce the YSBs to newly elected delegates and thank them for their continued support of the YSBs. The YSB hosted the bimonthly parent support group from 6-8pm.
- **Friday, February 9th:** The YSB hosted their quarterly family engagement event – Family Vision Board with an emphasis on cultural traditions for families to carry through during the new year.
- **Thursday, February 15th:** The YSB director attended the District Heights Elementary School's first Steering Committee Meeting with community partners and stakeholders hosted by Mrs. Casarrubias, community school support personnel.
- **Thursday, February 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of January 31st: 4 new formals; 30 carryover formals; 0 formal closed 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 4 clinicians over this time period.
- **Friday, February 16th:** The YSB hosted Prince George's County School Counselors for their Secondary chair training. The PG County Youth Service Bureaus presented on the services offered by each agency and how schools can refer students and their families in need of services. 70 middle and high school counselors were in attendance.
- **Tuesday, February 27th:** The YSB director attended the press conference with Lt. Gov. Aruna Miller as she discussed the ENOUGH Act and the potential impact on child poverty.
- **Thursday, February 29th:** The YSB director attended the 2nd leadership training hosted at the municipal building.



UPCOMING

- **March 25th – 29th: KINDNESS MATTERS WORKSHOP 10AM – 3PM**



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"

February 2024

-  The YDF continues to engage in its partnership with the Hope In Action Antiviolence Collective within Prince George's County.
-  For more information, please email at ydf@dhydf.org.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katrina Emerson".

Katrina Emerson, Director

District Heights Family & Youth Services Bureau



CITY OF DISTRICT HEIGHTS

MARYLAND

Balance Sheet As of January 31, 2024

ASSETS

Current Assets

Checking/Savings

10000 · Truist - Checking - 1460	1,748,361
10005 · Trust - Payroll - 5731	6,094
10010 · Truist - Forfeiture - 6119	14,837
10015 · Industrial Bank - CD 2165	6,792
10020 · Truist - Mayor's Youth Council	3,402
10040 · MLGIP - PNC	3,097,101
1072 · Bill.com Money Out	325,455

Total Checking/Savings 5,202,041

Other Current Assets

1010 · Cash - Petty Cash	700
1046 · Cash 2020 CDA Bonds	1,572,644
1055 · Accrued Interest Receivable	2,134
1065 · Personal Prop Tax Receivable	14,444

Total Other Current Assets 1,589,922

Total Current Assets 6,791,963

Fixed Assets

1500 · Municipal Buildings	66,386
1510 · Land Improvements	2,043,670
1520 · Parking Lot	54,000
1530 · Equipment	790,962
1540 · Automobile & Truck	852,509
1550 · Municipal Center	1,723,349
1560 · Parks & Playground	1,306,849
1570 · Infrastructure	112,939
1580 · Investment if GFA	-6,419,896
70002 · Furniture & Fixtures	112,498

Total Fixed Assets 643,265

Other Assets

1420 · Amts to be Prov for Auto Lease	76,818
---------------------------------------	--------

Total Other Assets 76,818

TOTAL ASSETS 7,512,046



CITY OF DISTRICT HEIGHTS

MARYLAND

Balance Sheet

As of January 31, 2024

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 27,616

Total Accounts Payable 27,616

Other Current Liabilities

2005 · Accounts Payable - Accrual 46,125

2010 · Security Deposits 2,550

2020 · Deferred Property Taxes 57,539

2021 · Deferred Revenue ARPA Funds 2,883,945

2031 · Auto Leases 76,818

2100 · Payroll Current Liabilities 47,034

2111 · Direct Deposit Liabilities 1,584

2176 · Colonial 11

2410 · Accrued Comp S/T 18,379

2420 · Accrued Comp - L/T 193,518

Total Other Current Liabilities 3,327,502

Total Current Liabilities 3,355,117

Long Term Liabilities

2300 · Amts to be Prov for GLTD 2016 -193,518

2302 · Amts to be Prov for GLTD 2020 -2,100,225

2311 · 2016 CDA Bonds Payable 3,130,000

2312 · 2020 CDA Bonds Payable 1,766,000

2314 · Premium on Bonds Payable 2020 334,225

2401 · Amts to be Prov for GLTD 2016 B -3,130,000

Total Long Term Liabilities -193,518

Total Liabilities 3,161,599

Equity

30000 · Opening Balance Equity 4,484,646

32000 · Retained Earnings -13,878

Net Income -120,322

Total Equity 4,350,447

TOTAL LIABILITIES & EQUITY 7,512,046



CITY OF DISTRICT HEIGHTS

MARYLAND

Budget vs. Actual January 2024

	Jan 24	YTD Actual	YTD Budget	Variance	Budget
Income					
I · Local Taxes	1,128,269	3,244,016	2,057,602	1,186,414	3,527,318
II · State Shared Taxes	71,600	546,799	532,516	14,283	912,884
III · License & Permit - City/County	4,455	66,063	148,638	-82,575	254,808
IV · Youth Service Bureau	0	41,944	143,500	-101,557	246,000
V · Recreation Revenues	0	16,876	21,000	-4,124	36,000
VI · Fines & Vehicles Releases	36,495	188,913	173,542	15,372	297,500
VII · Miscellaneous	15,032	590,564	0		
VIII · Use of Fund Balance	0	0	320,833	-320,833	550,000
VIII · Grants/Other/Misc.	0	0	2,392	-2,392	4,100
Total Income	1,255,851	4,695,174	3,400,023	1,295,152	5,828,610
Expense					
00 · Non-Departmental	52,826	661,222	1,000,250	-339,029	1,714,715
01 · Mayor and Commission	8,260	58,382	82,675	-24,292	141,728
02 · General Government	44,330	511,944	360,936	151,009	618,747
03 · Youth Services Bureau	19,555	155,996	212,936	-56,939	365,033
04 · Parks Rec Culture	37,785	313,344	299,430	13,914	513,309
05 · Code	26,473	114,363	110,816	3,547	189,970
06 · Senior Center	0	1,095	0		
07 · Public Works	65,350	648,594	832,171	-183,577	1,426,579
08 · Police	67,599	600,109	500,809	99,300	858,529
09 · American Rescue Plan	11,005	1,204,075	0		
50009 · Contractual Services	0	85	0		
5953 · Construction Managers	0	20,700	0		
61000 · Prior Year Expenses	0	525,586	0		
Total Expense	333,183	4,815,496	3,400,023	1,415,473	5,828,610
Net Income	922,668	-120,322	0	-120,322	0



CITY OF DISTRICT HEIGHTS
PARKS and RECREATION DEPARTMENT

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

March 2024 City Report

RECREATION, CLASSES, ACTIVITIES AND EVENTS UPDATE:

FEBRUARY

- **Recreation CPR Training – February 6, 2024**
- **Senior Trip Publick Playhouse- Black History In Motion, February 9, 2024, 11:00 am**
- **Senior Trip Golden Corral Buffet & Grill – February 9, 2024**
- **Youth Black History Talent Show- February 10, 2024, 12:00 pm – 2:00 pm**
- **Valentine’s Day Party- February 14, 2024, 12:00 pm - 3:00 pm**
- **District Heights Elementary Black History Program – February 22, 2024, 5:30 pm – 7:30 pm**

FEBRUARY RENTALS

- **Alzheimer’s Health Screening Event- February 16-18, 2024, 9:00 am-5:00 pm**
- **Private Rental- February 24, 2024**

Respectfully submitted,
Parks and Recreation Department



CITY OF DISTRICT HEIGHTS
PARKS and RECREATION DEPARTMENT
2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633
March 2024 City Report

PARKS, RECREATION AND CULTURE DEPARTMENT

RECREATION - SERVICE AND RETENTION UPDATE:

CLASS/ PROGRAM/ ACTIVITY	NUMBER OF VISITORS February 2024
• Chair Aerobics -	85
• Line Dance -	67
• Open Gym	145
• Fitness Room	102
• TOPS	27
• District Heights Step Team	51
• AARP	7

Total: 484

Respectfully submitted,
Parks and Recreation Department



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

Mayor
Cynthia Miller

Vice Mayor
Xander Harcourt

Commissioner
Pamela Janifer

Commissioner
Gyasi Gomez

Commissioner
Anthony Tilghman

City of District Heights Department of Public Works Monthly Report

Reporting Period: February 1st – February 29

****Highlights****

1. February 5-9 Kyle Thompson and Derrick Ford recently completed the TYMCO Service School training, earning Street Sweeper certification. This comprehensive program covered essential aspects such as the Regenerative Air System, servicing components like the blower, dust separator, and pick-up head, reviews of hydraulic, electrical, and water systems, and the rebuilding of small parts. Additionally, they gained proficiency in the BlueLogic Control System and deepened their understanding of the manufacturing process through a facility tour. Both participants were awarded Certificates of Completion, showcasing their commitment to staying at the forefront of industry knowledge. Excited to leverage these enhanced skills in our upcoming projects. *"Attending the TYMCO street sweeper class has been incredibly beneficial as I've gained valuable insights into the mechanics of street sweepers, their environmental impact, and the importance of proper maintenance."* - Kyle Thompson
2. In February, our community saw notable advancements in street maintenance with the delivery of the TYMCO Model 435 Street Sweeper on February 23. This state-of-the-art equipment promises enhanced efficiency in street cleaning. Concurrently, on February 29, we swiftly implemented our comprehensive Street Sweeper Plan, reflecting our commitment to a systematic and thorough approach to maintaining clean and inviting community streets. The TYMCO Model 435, now a valuable addition to our fleet, is expected to play a pivotal role in elevating the standards of our street maintenance initiatives. MCO Model 435 Street Sweeper was delivered February 23, February 29 Implemented Street Sweeper Plan.
3. On February 24, we conducted a hands-on assessment of the speed bump at the 7200 block of Kipling, providing us with the opportunity to personally meet with Mrs. G, a resident, alongside Roger Beam and Tony. During the assessment, we identified an issue of vibration attributed to downshifting. In response, we have taken immediate action by relocating the sign to enhance visibility and have plans in motion for repainting, ensuring not only the functionality but also the visual appeal of the speed bump.
4. Indoor Solutions conducted an assessment on February 26 and identified visible mold in the men's and women's bathrooms. The mold is notably present on ceramic surfaces, drywall, framing, shower walls, and flooring. Urgent action for hazardous disposal and mold remediation is required. The report emphasizes the necessity of identifying the source, likely linked to high humidity levels. The recommended measures for remediation include estimating costs for the installation and rebuilding of materials such as ceramic, walk-in showers, and both bathrooms with two showers.
5. Utilizing the "Monday.com" application, we handled 33 Work Order Requests in February. These requests, coming from DPW Operations (69.7%), Parks and Recreation (33%), Residents (33%), The Commission (33%) and Youth Services (3%), demonstrate the diverse nature of our service. Of these, 31 have been completed and 2 in progress. Our agile response highlights our commitment to efficient workflow and excellent service delivery. We appreciate your continued collaboration and support.

6. On February 24, Angela Barnhill-Love, Roger Beam, and Tony Parrot from our team performed a comprehensive walk-through assessment of Veterans' Memorial Park. Their objective was to address any concerns within the park, and during this assessment, they also gathered a soil sample with the aim of enhancing our ongoing landscaping efforts. This proactive approach aligns with our commitment to maintaining and improving the quality of Veterans' Memorial Park for the benefit of the community.

****Upcoming Initiatives****

1. *Spring Cleaning:* Resident initiative April 15-19 Grounds initiative April 22-23 Tips for Spring Cleaning Edition! Residents, as we gear up for spring cleaning, remember to call Bates Trash in advance for a hassle-free pickup of 3-4 heavy items like furniture or appliances. Consider donating items in good condition to local charities and coordinate with neighbors for a community clean-up day to foster camaraderie. Sort items for recycling and dispose of hazardous waste responsibly. Secure loose items to prevent littering and use eco-friendly cleaning products for a greener clean. Document your efforts with before-and-after photos, inspiring others to join in the neighborhood's clutter-free spring delight!
2. *Prince George's County Urban Tree Program:* The City of District Heights is partnering with the Prince George's County Department of the Environment (DoE) for the Urban Tree Program. DoE and its contractors will identify potential tree planting locations in the City Right of Way, record existing street tree locations, and identify potential planting sites in other City-owned properties. To opt out or for inquiries, please call 301 336-7417 or send email with your contact information to PublicWorks@districtheights.org
3. *Chesapeake Storm water grant:* Partnering with Design Green to aid us with securing grant submission. Funds projects promoting food security through regenerative agriculture and sustainable gardening practices. It supports the creation and expansion of community gardens, emphasizing changes in land cover, growth of fresh produce, conversion to native plants, soil health improvement, community engagement, and overall community resilience. Due Date 8 weeks prior to project starts date.
4. *Friendly Reminder:* Stay in the loop with our community services! New street sweeping takes place on Tuesdays and Fridays, regular trash is collected on Mondays and Thursdays, yard waste on Mondays, and recycling on Thursdays. Limb pick-up is on the 2nd Tuesday monthly. Remember, you can always find this schedule on our website www.districtheights.org, in The Harold, and via email through Constant Contact. Keep your surroundings clean and beautiful!
5. *Infrastructure Improvement Projects* (in collaboration with the City Manager):
 - Section II Reoccurring potholes due to Heavy Trash Truck.
 - Bathroom Renovations and Removal of Mildew and Mold.
 - Street and Paving Plan
 - Assessing Basic Site Plans for the Annex (6114 Marlboro Pike, 2355 Scott Key Drive & Parcel 241); currently reviewing option plans received from ADTEK.

This update reaffirms our commitment to handling a wide range of requests with accuracy and efficiency, guaranteeing a smooth experience for both our residents and stakeholders in the City of District Heights. We sincerely value the collaboration and support extended, contributing to the continuous maintenance of the highest standards of service.

Submitted by:



Lakeesha Washington, Director of Public Works

DISTRICT HEIGHTS POLICE DEPARTMENT

	Nov-23	Dec-23	Jan-24	Feb-24
CALLS FOR SERVICE				
Total Calls for Service	472	523	591	441
Homicides	1	0	0	0
Sexual Assaults	1	1	0	0
Robberies / Attempts	1	1	1	1
Assaults	2	3	4	2
Burglaries	1	2	1	0
Auto Thefts	1	5	2	0
Auto Thefts Attempted	0	0	0	0
Vandalisms	1	3	2	0
Thefts	1	2	4	3
Domestic CFS	12	29	19	9
TOTAL	21	46	33	15
REPORTS WRITTEN				
Vehicle Crashes	8	2	3	7
Hit & Runs	4	4	0	4
Vehicle Impounds	16	64	60	56
Auto Theft Recoveries	1	0	1	2
Missing Persons	0	1	0	1
TOTAL	29	71	64	70
ARRESTS				
Adult Arrests	3	8	7	7
Criminal Citations	0	0	0	0
Juvenile Arrests	0	0	1	2
Warrant Services	2	4	5	2
TOTAL	5	12	13	11
TRAFFIC/PARKING ENFORCEMENT				
Speed Camera Citations	2,787	4,041	4,291	2,860
Traffic Violations	169	714	730	777

Traffic Violation Warnings	101	284	365	320
Other Moving Violations	52	102	252	426
Radar Speed Violations	0	0	0	1
Stop Sign Violations	25	83	83	18
Seat Belt Violations	0	0	0	0
Equipment Repair Orders	4	4	30	12
DUI/DWI	0	0	0	0
Parking Tickets	15	24	26	15
TOTAL	197	497	756	792
MONTHLY RECEIPTS				
Case Report Fees	\$0.00	\$10.00	\$30.00	\$20.00
Parking Tickets Fines	\$50.00	\$500.00	\$200.00	\$0.00
Speed Camera Fines	\$24,690.00	\$32,245.45	\$41,099.97	\$58,160.00
Vehicle Impound Fees	\$600.00	\$3,375.00	\$3,150.00	\$3,300.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Surplussed Property	\$0.00	\$0.00	\$0.00	\$0.00
Refunded Charges	\$0.00	\$0.00	\$171.00	\$0.00
TOTAL	\$25,340.00	\$36,380.45	\$44,850.97	\$61,480.00
LICENSE AND PERMITS				
Commercial Licenses	0	1	6	3
Rental Licenses	2	2	13	4
Building Permits	9	4	6	14
Use & Occupany Permits	0	0	2	0
Alarm Permits	0	1	4	0
TOTAL	11	8	31	21
LICENSE AND PERMIT FEES				
Commercial License Fees	\$0.00	\$235.00	\$1,530.00	\$1,750.00
Rental License Fees	\$200.00	\$200.00	\$28,865.00	\$400.00
Building Permits Fees	\$1,597.32	\$1,321.62	\$1,717.52	\$1,990.58
Use and Occupany Fees	\$0.00	\$0.00	\$20.00	\$0.00
Alarm Permits Fees	\$0.00	\$20.00	\$170.00	\$0.00
TOTAL	\$1,797.32	\$1,776.62	\$32,302.52	\$4,140.58