



CITY OF DISTRICT HEIGHTS

TUESDAY, APRIL 23, 2024

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## **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. APPROVAL OF AGENDA:**

1. City Meeting Agenda April 23, 2024  
Staff Contact: Starr Jefferson, City Clerk

#### **III. INFORMATION ITEMS:**

2. Ethics Committee Bylaws Review
3. Charter Committee Article III Revisions
4. DH 2024-03 Budget Proposal Public Hearing

#### **IV. PUBLIC PARTICIPATION:**

#### **V. MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:**

#### **VI. 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](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.
- 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 Commission Meeting Title

Tuesday, April 23, 2024

### Information Item 2

**Title:** Ethics Commission Bylaw Submission  
**Staff Contact:** Susan Clark, Ethics Commission, Chair  
**Purpose:** Provide to the Commission proposed bylaws of the Ethics Commission

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**Summary:** The Ethics Commission has prepared bylaws for the review of the City Commission to establish clear guidelines and standards for ethical conduct within the city government. These bylaws are crucial for promoting transparency, accountability, and integrity in all aspects of municipal operations. After undergoing review by the Commission and Attorney, the Ethics Commission requests that the item be brought back as a subsequent Work Session for approval, ensuring that all stakeholders have the opportunity to provide input and that the finalized bylaws reflect the highest ethical standards for the city.

**Fiscal Impact:** There is no fiscal impact to the city.

#### Alternatives

1. The Commission could review submitted bylaws and bring them back for action at subsequent Work Session
2. The Commission could alternatively do nothing –Staff does not recommend this option

#### Attachments

Attachments should be numbered and listed here.

1. Draft Attachment 1 Ethics Bylaws

Incorporated  
City of District Heights  
**ETHICS COMMISSION**

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## BYLAWS

Approved by Ethics Commission March 12, 2024

### § 1. Officers.

- a. The Ethics Commission shall consist of five (5) regular members and one (1) alternate member, as appointed by the Mayor and with the approval of the City Commissioners, for a 3-year term. There shall be no limit on the number of terms any member may serve on the Commission, as appointed by the Mayor and approved by the City Commissioners.
  - (1) The alternate member is not required to attend meetings except when needed to constitute a quorum.
  - (2) The alternate member may attend any meeting of the Commission and shall have full voting rights.
- b. The Ethics Commission shall elect a Chair and Vice Chair from among its members. The terms of the Chair and Vice Chair are one year, and the Chair and Vice Chair may be reelected.
- c. The Vice Chair shall perform the duties of the Chair in the absence, disability or disqualification of the Chair.
- d. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed as Chair for the remainder of the Chair's term. In the event of a vacancy in the office of Vice Chair, the Ethics Commission shall elect a Vice Chair to serve the remainder of the Vice Chair's term.

### § 2. Quorum.

- a. A majority of members (three or more) of the Ethics Commission is a quorum for the transaction of business.
- b. Commissioners may meet for informational purposes as long as the number meeting does not constitute a quorum of three or more nor violates the Open Meetings Act.

§ 3. Staff.

- a. The City Clerk, or other individual designated by the City Manager, shall serve as staff to the Ethics Commission.
- b. Staff to the Ethics Commission shall be responsible for:
  - 1) Ensuring that notice of Ethics Commission meetings is provided to members of the Commission and to the public in accordance with the Maryland Open Meetings Act.
  - 2) Arranging for meeting space for Commission meetings.
  - 3) Recording and transcribing minutes of Commission meetings if requested by the Commission .
  - 4) Maintaining the record of all hearings conducted by the Commission.
  - 5) Disseminating communications from the Commission.
  - 6) Coordinating training for members of the Commission.
  - 8) Arranging for publication of notice of Commission meetings.
  - 9) Disseminating agendas and other meeting materials to members of the Commission.
  - 10) Performing such other duties as directed by the Commission.
- c. The City Clerk shall be the custodian of the Commission's records. The Commission's records shall be kept on file by the City Clerk. Any minutes or records of the Ethics Commission, confidential under the Maryland Public Information Act, shall be maintained separately in a secure manner and not subject to disclosure except as directed by the Commission.

§ 4. Duties.

The Ethics Commission shall have those duties and responsibilities as set forth in the City's Ethics Ordinance set forth in Article 16, Section 1602 (b) Duties and Powers.

- (1) To devise, receive, and maintain all forms generated by this Chapter.
- (2) To provide published advisory opinions to persons subject to this Chapter as to the applicability of the provisions of this Chapter or that may violate this Chapter or any election finance law of the City.



- (3) To investigate, process, and make determinations as to any conduct or violations of this Chapter, complaints filed by any person alleging violations of this Chapter or any election finance law by persons subject to this act.
- (4) To conduct a public information program regarding the purposes and application of this Chapter.
- (5) To adopt regulations to implement this Chapter.
- (6) To act in an official capacity only when a quorum of at least three (3) members are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
- (7) To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.

§ 5. Meetings.

- a. The Ethics Commission shall meet at the call of the Chair, or upon request of a majority of the members of the Commission, subject to the requirements of the Open Meetings Act, after at least 48 hours notice to members of the Commission unless shorter notice is required because of exigent (as defined by the Open Meetings Act) circumstances.
- b. The Ethics Commission shall provide reasonable public notice of the time, place and agenda for the Commission's meetings in accordance with the Open Meetings Act.
- c. Meetings of the Ethics Commission shall be held in the Municipal Center, 2000 Marbury Drive, District Heights, Maryland or at such other public location as the Chair of the Commission determines, in consultation with the City Clerk.
- d. The Chair shall set the agenda, and preside and regulate conduct at all meetings and hearings of the Commission.
- e. Meetings of the Ethics Commission shall be open to the public unless the Commission meets in closed session as authorized by law.
- f. Meetings of the Commission shall be conducted according to the following order, subject to the right of the Commission to modify this order:
  - 1) Roll call and determination of quorum.
  - 2) Approval or revision of meeting agenda.

- 3) Approval of prior meeting minutes.
- 4) Unfinished Business.
- 5) Public Hearings.
- 6) New Business.
- 7) Other business.
- 8) Adjournment.

§ 6. Conflicts of Interest of Commission Members.

- a. An Ethics Commission member who will be unable to render a fair and impartial decision based on the facts presented in a matter due to a financial or personal conflict in a case, or is the subject of a complaint before the Commission, shall not participate in a case prior to becoming involved in a hearing or voting on a case.
- b. If an Ethics Commission member recognizes a conflict, or the appearance of a conflict, the member shall state this conflict before any proceeding and physically remove himself or herself from the room and avoid discussion of the matter until the Commission renders a decision.

§7. Hearings.

The Ethics Commission recognizes that the consideration of a complaint of a violation of Chapter 16 of the City Code against a City employee, personnel information that is confidential under the terms of the Maryland Public Information Act (“PIA”) and the procedures set forth below are intended to protect the employee’s privacy interests and their rights under the PIA to the maximum extent possible. In addition to procedures established by the Ethics Commission for complaints alleging violations of the City’s Ethics Ordinance, hearings before the Commission shall be conducted according to the following:

- a. The Chair shall conduct and regulate the course of the hearing.
- b. The Chair may establish reasonable time limits for the preservation of evidence and testimony.
- c. The Chair shall rule on the admissibility of evidence and other evidentiary questions.
- d. The Chair shall administer oaths to witnesses. Any witness appearing at a hearing before the Commission shall be administered the following oath: “Do you swear or affirm under penalty of perjury that the testimony you shall give will be the truth.”

- e. The Commission is not bound by formal rules of evidence but may apply rules of evidence as to what is admissible in judicial proceedings so that probative evidence may be conveniently brought forth. The Commission may exclude immaterial or unduly repetitious testimony or evidence, and may limit the number of witnesses when testimony is cumulative in nature.
- f. Paper exhibits admitted into evidence shall be folded to a maximum size of nine by fourteen inches (9 inches by 14 inches). An exact duplicate of the exhibit may be mounted and used for presentation.
- g. Order of Presentation.

The order of presentation shall be as set forth below:

- 1) Introduction of the case by the Chair.
- 2) Incorporation of the file and record provided by staff into the record.
- 3) Presentation of allegations and any supporting evidence by Complainant.
- 4) Cross-examination by Respondent.
- 5) Dismissal of Complainant from the hearing room in any case involving testimony or evidence relating to personnel issues concerning a City employee.
- 6) Presentation of Respondent's Case.
- 7) Respondent's summary.

At any time Commission members may address questions to the Complainant, the Respondent, any witnesses or any others present at the hearing as is deemed appropriate.

- h. Communications.

- 1) In General.

The Commission shall not consider any *ex parte* or private communication from any person or organization, whether oral or written, which may relate to the merits of any administrative hearing. Any such communication must be noted in the record of the case and the parties shall be given an opportunity to comment thereon. Respondent shall be given the opportunity to comment thereon.

- 2) City staff.

Nothing contained herein shall preclude the Commission from obtaining any evidence, outside counsel, or assistance from the City staff.

§ 8. Record of Proceedings.

- a. The Ethics Commission shall keep an official record of its proceedings in each case. This record shall include all filings, correspondence, testimony, exhibits, a recording of the proceedings and other matters that the Commission deems necessary. The Commission shall maintain this record for a period of four (4) years after a final decision in a case. A final decision is one in which no further appeal can be taken.
- b. The Ethics Commission shall provide for an audio recording to be made of each hearing. The Ethics Commission may provide for a stenographer or court reporter to record the proceedings of the Commission at the request and expense of a party to a proceeding.
- c. After the filing of a petition for judicial review of a decision of the Commission, the Ethics Commission shall provide a transcript of testimony at a hearing if requested by the Respondent and upon payment, in advance, of the cost of the transcription. In all other situations the Respondent, in a proceeding before the Commission, may review an audio or written transcript of a proceeding at the Municipal Center at a time convenient to the City Clerk and a member of the Ethics Commission, and no copies may be made except in case of a judicial review or otherwise by Court Order.
- d. Members of the Ethics Commission may review an audio recording or a transcript of testimony of a hearing as necessary to perform their duties. For such purposes Commission members may receive a copy of an audio recording or transcript from the City Clerk upon request. Each Commission member shall be responsible for the confidentiality and safekeeping of any such audio recording or transcript, shall not make any further copies of the audio recording or transcript, and shall return all audio recordings and transcripts to the City Clerk promptly after completion of the Commission member's review.

§ 9. Actions of the Commission.

- a. The Ethics Commission may act only on the affirmative vote of at least a majority of its members.
- b. In a matter involving a complaint alleging of a violation of Article 16, a Commission member may not participate in the deliberations and vote on that matter unless the member has attended all hearings relating to that matter, except that where a matter involves multiple days of hearing a Commission member who is absent for one day of the hearings may participate in future hearings, the deliberations and vote on the matter if the member:
  - 1) Attends all other days of hearings;
  - 2) Prior to the next day of hearings, listens to the audio recording (or views

the video recording if available) of the day of the hearing from which the member was absent;

- 3) Prior to the next day of hearings, reviews all exhibits presented at the hearing from which the member was absent; and
  - 4) States on the record, prior to commencement of the next day of hearings, or prior to the commencement of deliberations if hearings have concluded, that the member listened to the audio or video recording and reviewed all exhibits as required by paragraphs 2 and 3.
- c. The Chair shall sign all communications and decisions of the Ethics Commission, except that the Chair may authorize the Vice Chair to sign communications of the Ethics Commission in the name of the Chair.
  - d. Decisions of the Ethics Commission shall be signed by all members of the Commission voting in favor of the decision. A member of the Commission who does not vote in favor of the Commission's decision may issue a dissenting opinion.
  - e. Staff shall disseminate copies of any Commission action or decision to all relevant parties and individuals except that, in the case of an administrative hearing on a complaint, the decision shall be disseminated to the Respondent and otherwise shall be held confidential.

#### § 10. Commission Spokesperson.

The Chair of the Ethics Commission shall act as the Commission's spokesperson.

#### § 11. Appearances before Commission.

- a. The following individuals may appear before the Commission:
  - 1) An individual who appears on his or her own behalf.
  - 2) A member of a partnership who represents the partnership.
  - 3) A duly authorized representative of an individual, corporation, trust, or association who represents the individual, corporation, trust or association.
  - 4) Duly authorized representatives or employees of the City.
- b. Any party in a proceeding may be represented by an attorney admitted to practice law before the Court of Appeals of Maryland. Before the hearing begins, the attorney shall give the Commission his or her name, address, and telephone number, and identify those persons who he or she is representing.

§ 12. General Rules.

a. Except as set forth in subsections (b)-(d) of this section,

- 1) During the pendency of any preliminary inquiry by the Commission or following the filing of a complaint, the proceedings, meetings, and activities of the Commission and its employees in connection with the complaint shall be conducted in a confidential manner.
- 2) Except as set forth in subsections (b)-(d) of this section, the Commission, its staff, the Complainant, and the Respondent may not disclose any information relating to the complaint, including the identity of the Complainant and the Respondent.

b. Exceptions.

- 1) The Commission may release information at any time if the Respondent has agreed in writing to the release.
- 2) The identity of the Complainant shall be disclosed to the Respondent at any time in response to a written request from the Respondent.
- 3) Information may be disclosed by the Commission as necessary to conduct a preliminary inquiry, investigation, or hearing, or to issue subpoenas at the request of the Respondent pursuant to Article 16.
- 4) Confidentiality does not apply to referral or release of information to a prosecuting authority.
- 5) Confidentiality may be waived by the Respondent, and information disclosed accordingly as part of a cure, settlement, or other prehearing resolution of an enforcement proceeding pursuant to these regulations.

c. Information Provided to a Complainant.

The Complainant shall be provided with a copy of a signed order of the Commission dismissing a complaint if:

- 1) After a preliminary hearing, it is determined that the evidence does not merit further proceedings and that dismissal is not contrary to the purposes of Article 16; or
- 2) After a hearing, it is determined that the Respondent has not violated any of the provisions of Article 16.

d. Confidentiality after Hearing.

- 1) The confidentiality requirements apply, as set forth in subsection (a) of this section, to written reports setting forth findings of fact and conclusions of law required after a hearing.
- 2) When there is a finding that there was no violation of Article 16 the requirements of subsection (a) of this section apply, and there may not be disclosure of information.
- 3) When there is a finding of violation as to any allegation of the complaint, the written report, including findings and conclusions of any nonviolations, shall be a public record.

e. Penalties.

In the event that the Commission determines that there has been a breach of this §12, the Commission may, in its discretion, determine whether to recommend that an individual be censured, disciplined, or terminated in the case of a City employee or officer, or whether to dismiss the Complaint

§ 13. Amendments.

The Ethics Commission shall review the Bylaws annually. These Bylaws may be amended by a vote of a majority of the entire membership of the Commission provided that notice of the proposed change is given to each member at least 15 days before the meeting at which the Commission acts on the amendment.

Susan Clark, Chair

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Dianna Mathews, Secretary

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Ronald Waters, Member

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Edwin Green, Member

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Bernice McCullough, Member

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Cynthia Williamson, Alternate

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# CITY OF DISTRICT HEIGHTS

## City Commission Work Session

### Tuesday, April 23, 2024

### Information Item 3

**Title:** Proposed Revisions to the City Charter, Article III, The Commission  
**Staff Contact:** Charter Committee, Chair  
**Purpose:** The introduction of proposed revisions to Article III, The Commission, City Charter  
**Recommendation:** That the Commission review the proposed Article III revisions and instruct the Charter Committee to complete the revisions for final review and approval by the Commission.

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**Summary:** The Charter Committee was created in 2018 during former Mayor Eddie Martin's administration. The purpose of the Committee is to maintain and keep current the City Charter. The Charter is the legal document that defines the powers, functions, and procedures of the City government.

The Charter Committee is asking the City Commission and City Attorney to review the Article revisions and report back to the Committee any changes it deems necessary. The Committee asks the City Commission to respond by Monday, May 6, 2024.

#### Alternatives

1. The Commission could approve the Article revisions and instruct the Charter Committee to proceed with its revisions.
2. The Commission could choose not to approve the Article revisions but instruct the Committee how to proceed. Not approving the Article revisions could limit the operations of the City government.

#### Draft Motion

**I Commissioner \_\_\_\_\_, move that the Article III Revisions as provided or amended in Attachment 1 of the April 23, 2024, City Work Session be moved to May 14, 2024, Work Session for approval.**

**I, Commissioner \_\_\_\_\_ second the motion.**

#### Attachments

1. Article III Revisions





OR COMMISSION, FOR ANY REASON, SHALL BE FILLED PURSUANT TO SECTION 515(c), FILLING OF VACANCIES, OF THIS CHARTER.

- (b) THE MAYOR AND COMMISSIONERS SHALL NOT HAVE BEEN ACCUSED OF, OR CONVICTED OF A FELONY, OR BEEN CONVICTED, OR ENTERED A PLEA, LEADING TO A CONVICTION OF A MISDEMEANOR INVOLVING FRAUD, ASSAULT, OR A CRIME OF MORAL TURPITUDE. EACH MEMBER OF THE COMMISSION IS SUBJECT TO AND MUST PASS A CRIMINAL BACKGROUND CHECK OR DRUG TEST.
- (c) DURING HIS/HER TERM THE MAYOR AND COMMISSIONERS ARE PROHIBITED FROM HOLDING ANY OTHER PUBLIC ELECTED OFFICE, THEY ARE PROHIBITED FROM HOLDING MEMBERSHIP OR CHAIRPERSON ON COMMITTEES, APPOINTED BY THE COMMISSION.
- (d) The Mayor and Vice Mayor shall be bonded with a corporate surety in such amount as the Commission may require by ordinance.

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SECTION 303. POWERS AND DUTIES OF THE MAYOR

THE MAYOR SHALL BE RECOGNIZED AS THE HEAD OF THE INCORPORATED CITY OF DISTRICT HEIGHTS GOVERNMENT FOR ALL CEREMONIAL PURPOSES, BY THE COURTS FOR SERVICE AND RECEIPT OF CIVIL PROCESSES AND BY THE STATE'S GOVERNOR FOR MILITARY AND EMERGENCY LAW. THE MAYOR SHALL BE A MEMBER OF THE COMMISSION AND PRESIDES OVER THE COMMISSION MEETINGS. THE MAYOR SHALL HAVE SUCH OTHER POWERS AND PERFORM SUCH OTHER DUTIES AS PRESCRIBED IN THIS CHARTER.

Section ~~304~~ .303. Salary of Commissioners.

Each Commissioner shall receive an annual salary, which shall be as specified from time to time by an ordinance passed by the Commission in the regular course of BUSINESS; provided, however, that the salary specified at the time any Commissioner takes office shall not be changed during the period for which the Commissioner was elected. An ordinance MAKING ANY change in the salary paid to the several Commissioners, either by way of increase or decrease, shall take effect only as to members of the Commission who shall be elected or reelected to office after the passage of such salary change.???

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Section ~~305~~ .304. Salary of the Mayor.

The Mayor shall receive an annual salary as set from time to time by an ordinance passed by the ~~Commission~~ **COMMISSIONERS** in the regular course of business; provided, however, that no change shall be made in the salary for any Mayor during the term for which the Mayor was elected. The ordinance making any change in the salary paid to the Mayor, either by way of increase or decrease, shall be finally ~~ordained~~ prior to the **NEXT** municipal election to elect the next succeeding Mayor. ~~and shall take effect only as to the next succeeding Mayor.???~~

Section ~~306~~ 305. Meetings of the Commission.

THE COMMISSION SHALL HOLD MONTHLY CITY MEETINGS ON THE FIRST THURSDAY OF THE MONTH AND WORK SESSIONS ON THE SECOND AND FOURTH TUESDAY OF THE MONTH. ALL MEETINGS OF THE COMMISSION SHALL BE OPEN TO THE PUBLIC AND MUST COMPLY WITH THE REGULATIONS OF THE MARYLAND OPENING MEETINGS ACT. ALSO, ALL CITY RESIDENTS SHALL HAVE AN OPPORTUNITY TO SPEAK AND BE HEARD AT ANY OPEN MEETING.

*(a) Open Sessions.* The Commission shall have the power to meet and adjourn from time to time, as it shall deem **NECESSARY** ~~proper~~, except that it shall meet at least **TWICE** in every month. ~~and on the first Thursday following an election of Commissioners for the purpose of organization~~

*(b) Special ~~m~~ Meetings.* ~~S~~shall be called by the Mayor or at least three Commissioners. The rules of the Commission shall provide that residents of the City shall have a ~~reasonable~~ **AN** opportunity to be heard **SPEAK** at any meeting **REGARDING** ~~in any municipal question~~ **CITY BUSINESS.**

*c. WORK SESSIONS.* IN ADDITION TO OTHER MEETINGS SPECIFIED IN THIS SECTION, THE COMMISSION SHALL HOLD WORK SESSIONS AT WHICH THE COMMISSION SHALL DISCUSS CITY BUSINESS. THE WORK SESSIONS SHALL INCLUDE A PUBLIC PARTICIPATION PERIOD DURING WHICH RESIDENTS MAY SPEAK TO THE COMMISSION REGARDING CITY BUSINESS.

*(d) ~~(e)~~ Closed Sessions.* The Commission may meet in closed session or adjourn an open session to a closed session to:

(1) Discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom it has jurisdiction or any other personnel matter that affects one or more specific individuals;

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(2) Protect the privacy or reputation of individuals with respect to a matter that is not related to public business;

(3) Consider the acquisition of real property for a public purpose and matters directly related thereto;

(4) Consider the investment of public funds;

(5) Consider the marketing of public securities;

(6) Consult with legal counsel to obtain legal advice;

(7) Consult with staff, consultants or other individuals about pending or potential litigation;

(8) Conduct collective bargaining negotiations or consider matters that relate to the negotiations.

(9) Discuss public security if the council determines that public discussion would constitute a risk to the public or to public security, including the deployment of police services and staff and the development and implementation of emergency plans.[]

(10) Conduct or discuss an investigative proceeding on actual or possible criminal conduct;

(11) Comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

(12) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the council to participate in the competitive bidding or proposal process; or

(13) To discuss any other matter that ~~under State law~~ may law may be discussed in closed session.

(b) *Procedure for Closing Sessions.* Before the Commission meets in closed session, at least three members of the Commission must vote in favor of closing the session. The Commission vote must be conducted and recorded in accordance with State law, and a written statement of the reason for closing the meeting must be made in accordance with State law. The Commission shall limit discussion in closed session to the topic stated as the reason for closing the meeting.

Section ~~307~~ 306. Mayor to Preside and Vote in Commission. OVER MEETINGS

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(a) The Mayor shall preside over ALL the meetings of the Commission and may ~~vote on all questions before the Commission~~ PARTICIPATE IN ALL DISCUSSIONS AND QUESTIONS BEFORE THE COMMISSION BUT SHALL NOT VOTE NOT VOTE EXCEPT IN THE CASE OF A TIE VOTE. THE MAYOR SHALL HAVE NO VETO POWERS. If the Mayor is absent from a meeting of the Commission, the Vice Mayor shall preside over the meeting, THE MAYOR WITH THE COMMISSIONERS' CONFIRMATION SHALL SET THE AGENDA FOR ALL MEETINGS. MEETINGS OF THE COMMISSION SHALL BE OPEN TO THE PUBLIC IN ACCORDANCE WITH THE MARYLAND OPEN MEETING ACT BUT AND SHALL INCLUDE A PUBLIC PARTICIPATION PERIOD DURING WHICH RESIDENTS WILL BE ABLE TO SPEAK TO THE COMMISSION REGARDING CITY BUSINESS. If both the Mayor and Vice Mayor are absent from a meeting, the Commissioner with greatest seniority shall preside.

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(b) VICE MAYOR. The Commission shall ~~elect~~ APPOINT one of its members AS Vice Mayor who shall have the authority to act as Mayor in case of the absence of the Mayor, IF THE MAYOR IS ABSENT FROM A MEETING OF THE COMMISSION, THE VICE MAYOR SHALL PRESIDE OVER THE MEETING AND SHALL EXERCISE ALL POWERS GRANTED THE MAYOR BY THIS CHARTER. IF BOTH THE MAYOR AND VICE MAYOR ARE ABSENT FROM A MEETING, THE COMMISSIONER WITH GREATEST SENIORITY SHALL PRESIDE. THE VICE MAYOR POSITION SHALL ROTATE ON A

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FISCAL YEAR BASIS AMONG THE COMMISSIONERS.

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Section ~~308~~ 307. Quorum.

Three members of the Commission shall constitute a quorum for the transaction of business, but no ordinance OR RESOLUTION shall be approved, nor any other action taken without the favorable votes of at least three members of the Commission.

Section ~~309~~ 308. Procedure of the Commission.

The Commission shall determine its own rules and order of business. THE COMMISSION SHALL HOLD MEETINGS AT 7:00 P.M. ON THE FIRST THURSDAY AND SECOND AND FOURTH TUESDAY OF EVERY MONTH. EXCEPT FOR CLOSED MEETINGS, ALL METINGS OF THE COMMISSION SHALL BE OPEN TO THE PUBLIC.

THE COMMISSION It shall keep a PERMANENT RECORD ~~journal~~ of its proceedings and enter therein the yeas and nays upon final action on any question, resolution, or ordinance, or at any other time if required by any one member OF THE COMMISSION. The PERMANENT RECORD ~~journal~~ shall be open to public inspection. The Commission shall ~~elect~~ APPOINT one of its member Vice Mayor who shall have the authority to act as Mayor in case of the absence

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terms. An emergency ordinance may be ~~enacted~~ ADOPTED WITH  
OR WITHOUT AMENDMENT OR REJECTED at the meeting at which it is introduced and  
shall become effective on the date specified in the ordinance. All emergency ordinances shall  
have a date of termination not to exceed one year after ADOPTION ~~enactment~~.

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Section 312. 311. Notice of Enacted Ordinances/RESOLUTIONS

A notice of each ordinance ~~OR RESOLUTION~~ ~~passed~~ RESOLUTION ~~passed~~ ADOPTED shall be posted  
in a public place or places ~~and a summary~~ summary of the ordinance, shall be published at least  
once in a publication of general circulation in the City, THE CITY WEBSITE, AND OTHER CITY  
MEDIA OUTLETS.

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Section 313 312. File of Enacted Ordinances.

Enacted ordinances OR RESOLUTIONS shall be kept on file in the CITY Clerk's office and shall be  
available for public inspection.

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# CITY OF DISTRICT HEIGHTS

## Public Hearing

Tuesday, April 23, 2024

**Title:** FY 2025 Budget Hearing  
**Staff Contact:** David Street, City Manager  
**Purpose:** To present the FY 2025 operating budget, FY 2025-30 Capital Improvement Program, and to introduce the budget ordinance.

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### Fig. 1. Proposed Budget Calendar

- | <b>April 4</b>   | <b>April 9</b>   | <b>April 23</b>  | <b>May 5</b>  |
|--|--|--|---|
| <ul style="list-style-type: none"><li>• City Manager's Budget Proposal</li><li>• FY 25 Budget Ordinance Introduced</li></ul> | <ul style="list-style-type: none"><li>• Budget Hearing</li><li>• Budget Work Session</li></ul> | <ul style="list-style-type: none"><li>• Budget Hearing</li><li>• Budget Work Session</li></ul> | <ul style="list-style-type: none"><li>• Budget Adoption</li></ul> |

### Fig. 2. Proposed Budget Work Session Schedule

- | <b>April 9</b>  | <b>April 23</b>  |
|---|--|
| <ul style="list-style-type: none"><li>• Capital Improvement Program</li><li>• Public Safety: Police</li><li>• Public Safety: Resident and Business Services</li><li>• ARPA Projects</li></ul> | <ul style="list-style-type: none"><li>• Family and Youth Services</li><li>• General Government</li><li>• Senior Services</li><li>• Recreation and Culture</li><li>• Public Works</li><li>• Wrap-up Questions</li></ul> |



**City of District Heights, Maryland**  
**Ordinance Number DH 2024 - 03**  
**FY 2025 Budget**

AN ORDINANCE of the City of District Heights, Maryland, to establish a budget for the city of District Heights for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

WHEREAS, the Charter of the City of District Heights requires that the annual budget be adopted no later than 30 days prior to the upcoming fiscal year;

WHEREAS, the City Commission approved a Budget Policy in June 2023 that provides direction regarding the City's annual budget process;

WHEREAS, the City Commission passed budget guidance and directed staff to prepare the FY 2025 proposed budget at the estimated tax rate of \$0.692 per \$100 of assessed value;

WHEREAS, the City of District Heights is committed to sound financial management and public transparency;  
BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DISTRICT HEIGHTS, MARYLAND.

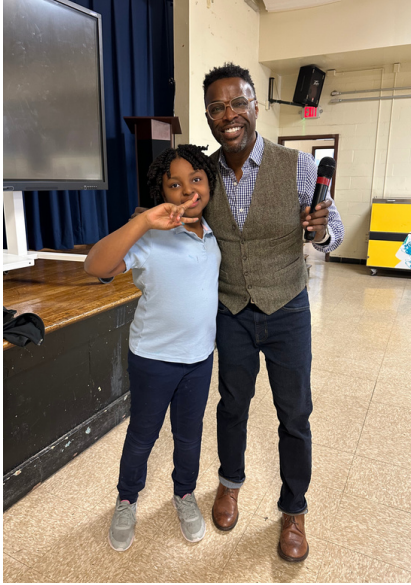
Section 1. That pursuant to the power and authority vested in the City Commission by Article 23, Section 2(b) of the Annotated Code of Maryland and Sections 605 and 606 of the Charter of the City of District Heights, a budget as attached hereto and made a part hereof, and known as the annual budget of the City of District Heights for the Fiscal Year beginning July 1, 2024 and fully ending June 30, 2025 be and the same is hereby enacted.

Section 2. That this Ordinance shall take effect at 12:01 AM on July 1, 2024.

Introduced: April 4, 2024

Adopted:





**FY 2025  
PROPOSED  
BUDGET**







# CITY OF DISTRICT HEIGHTS

## FY 2025 Proposed Budget

Cynthia Miller, Mayor  
Xander Harcourt, Vice Mayor, Ward 1  
Anthony Tilghman, Commissioner, Ward 1  
Pamela Janifer, Commissioner, Ward 2  
Gyasi Gomez, Commissioner, Ward 2

David Street, City Manager  
Ralph Bazilio, Treasurer

2000 Marbury Drive, District Heights, MD 20747

[www.districtheights.org](http://www.districtheights.org)

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## Executive Summary

### Transmittal Letter

Mayor Miller and City Commissioners,

I am pleased to submit to you the FY 2025 Proposed Budget for the City of District Heights. The FY 2025 Proposed Budget represents the next evolution in financial management, oversight, and public visibility into the City's budget process. Beginning in December 2023, the FY 2025 budget process began with a preliminary economic and revenue outlook, continuing into budget guidance discussion in January and February 2024. Both the outlook and guidance items provided the Commission with new and needed access and insight into the City's budget development process. The process itself has allowed the Commission to carefully consider priorities, revenue scenarios, and needs in a meaningful way. The Proposed Budget itself offers incremental improvements in financial reporting, taxpayer and resident accessibility, and continues the City's strategic focus on performance, accountability, and innovation.

The FY 2025 Proposed Budget was prepared at a real property tax rate of \$0.692 per \$100 of assessed value; a half-penny increase over the FY 2024 real property tax rate of \$0.687. The proposed tax rate yields approximately \$3.7 million of local tax revenue while maintaining a lower rate than those over the prior ten fiscal years. The Proposed Budget also includes \$840 thousand of local permits and fee revenue, \$1.1 million of state and county shared revenue, \$197 thousand of FY 2023 fund balance and \$608 thousand of ARPA revenue replacement transfers into the general fund. The result is a balanced, \$6.7 million operating budget, a proposed \$1.65 million capital projects budget, and a \$1.3 million ARPA budget.

Like the FY 2024 Proposed Budget, the FY 2025 Proposed Budget includes a number of firsts for the City, including the City's first proposed 6-year Capital Improvement Program, the first budgetary incorporation of the City's strategic plan and proposed key performance indicators, the first set of departmental performance measures, and an appendix designed to improve accessibility for the average resident and taxpayer. The FY 2025 Proposed Budget also includes a number of reorganizations, new positions, position conversions, and investment in the foundational aspects of government: finance, technology infrastructure, and service delivery.

As with the prior year, expenditure projects were developed collaboratively with departments and, due to the extended budget development calendar, Commission-liaisons for departments were also able to be incorporated into the conversations around needs and priorities. The result is a budget proposal that I believe meets the expectations of the City Commission and service needs of residents and taxpayers.

Respectfully,



David L. Street  
City Manager

## District Heights

### History

The City of District Heights was incorporated in 1936 as a suburb of Washington, D.C. In 1925, approximately 500 acres was purchased and formed into the District Heights Company, developing outward from Foster, Halleck, and Aztec streets. The City experienced several phases of growth, including a post-war development boom, which accounts for the many cape cod style homes in the community. Later phases of the City were built out in the mid to late-1900s.

District Heights is predominately a residential community with a redeveloping commercial corridor. The City is home to just under 6,000 residents and is home to several churches, civic organizations, and small businesses. Due to the age of the housing stock, the individuals lots are typically large and offer spacious outdoor yard area for homeowner and resident enjoyment. As an “inner-beltway” community, District Heights offers easy access to Metrorail, two major international airports, and the nation’s capital, Washington, D.C.

#### *District Heights at a Glance*

Category	District Heights	Prince George’s County
<b>Population</b>	5,816	946,980
<b>Percentage of People Age 65 and Over</b>	16.3%	15.3%
<b>Veterans (2018-2022)</b>	405, 8.4%	53,003, 5.5%
<b>Owner-occupied Housing Rate</b>	70%	62.4%
<b>Total Households</b>	2,104	341,057
<b>Persons with a Computer</b>	98.4%	96.6%
<b>Persons with a Broadband Internet Connection</b>	92.3%	92%
<b>Median Household Income</b>	\$84,929	\$97,935
<b>Per Capita Income</b>	\$32,090	\$43,833

### Vision and Mission

**Vision:** We strive to provide excellent resident services through cost efficient, evidence-based programming, that are sustainable and accessible. Hallmarks of good governance.

**Mission:** The City of District Heights strives to promote and improve life, enhance a sense of community, preserve our culture and heritage, and create economic opportunities. We support initiatives focusing on the city's priorities, Economic Development, Public Safety, Health and Housing, Recreation, and Sustainable Climate, resulting in welcoming, safe, healthy, and productive municipality. We strive to provide excellence through evidence-based programming and services and responsible and accessible government. We encourage and expect public participation and collaboration from our residents and local businesses. We are committed to fostering respect, innovation, inclusion and progress.

## Strategic Plan

### **Outcome: District Heights is a welcoming municipality.**

Goal: Increase resident engagement with the City government.

- Activity: Create and conduct a survey of residents and incorporate the survey of residents into the City’s ongoing strategic planning process.
- Activity: Focus resident and community interactions with City government to the appropriate agencies.
- Activity: Increase website and social media engagement between March 2023 and March 2024. Set recurring engagement goals for each year thereafter.

### **Outcome: District Heights is a safe municipality**

Goal: Increase residents’ sense of public safety.

- Activity: Evaluate the transition process and fiscal impact for 24-hour police service.
- Activity: Hold two or more “coffee with a cop” style events.
- Activity: Seek creative and proactive solutions to known problem areas.

Goal: Improve the reputation of “the Heights” by seeking community collaboration and focusing on the positivity emanating from the greater District Heights area.

- Activity: Develop a stronger municipal/governmental presence on Marlboro Pike.
- Activity: Actively market positive steps being taken by City government and better communicate community success stories.

### **Outcome: District Heights is a healthy municipality.**

Goal: Foster a climate-resilient community by implementing sustainability programs across the City government.

- Activity: Evaluate the benefits of municipal-provided refuse and recycling collection.
- Activity: Prioritize the transition to an electronic-first government and sustainably-sourced goods.

Goal: Increase resident access to health and wellness services.

- Activity: Provide, partner, and refer to services across the spectrum of age, demographic, and need.
- Activity: Amass and analyze community health and supportive service data to understand requirements and design appropriate programming.

### **Outcome: District Heights is a productive municipality.**

Goal: Establish District Heights as a modern, data-driven, and trustworthy governmental organization.

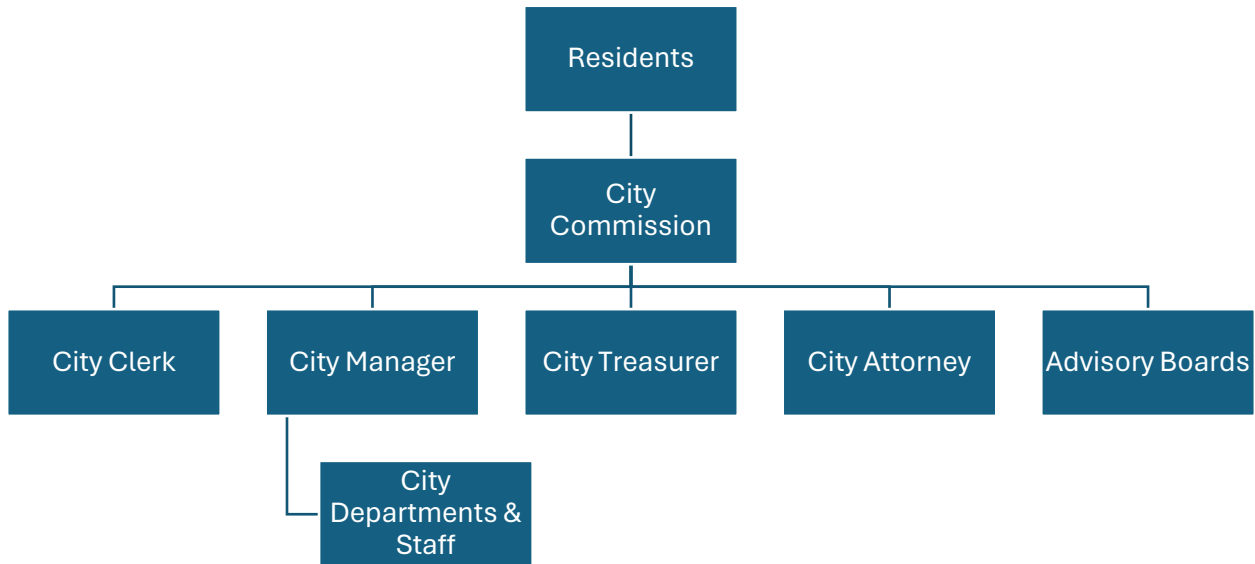
- Activity: Develop department performance metrics and service level benchmarks for the FY 2025 budget cycle.

Goal: Grow the City’s commercial corridor to broaden the commercial tax base and increase the commercial options available to residents.

- Activity: Create an economic development plan and consider the creation of a District Heights-specific community development corporation.
- Activity: Actively participate in local initiatives like the Marlboro Pike Partnership CDC.
- Activity: Create an annexation and expansion plan.

## Organizational and FTE Charts

### Organizational Chart



### FTE Chart<sup>1</sup>

	<b>FY 2022 Estimated</b>	<b>FY 2023 Estimated</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
General Government	6.5	6.5	7.5	7.5
Police Department	10.0	10.0	12.0	12.0
Resident & Business Services	2.5	5.5	6.5	7.5
Youth & Family Services	3.5	4.5	4.5	6.5
Senior Services	-	1.0	2.0	2.0
Recreation & Culture	4.0	3.0	5.5	6.0
Public Works	11.5	11.5	11.5	11.5
<b>FTE</b>	<b>38.0</b>	<b>42.0</b>	<b>49.5</b>	<b>53.0</b>

<sup>1</sup> FTE, or “Full Time Equivalent” refers to approved positions within the City government. 1.0 FTE equates to the IRS definition of full time, which is an employee who works an average of 32-40 hours per week. Anything less than that is reflected in the budget as half of an FTE, or 0.5 FTE.



## FY 2025 Budget Proposals

The FY 2025 Proposed Budget was built following budget guidance from the City Commission to prepare the budget at the 0.692 real property tax rate (“proposed rate”), with an option to reduce to the current FY 2024 real property tax rate of 0.687 (“current rate”. The tables below show budget proposals for the proposed rate and current rate. Both rates have been properly advertised.

### Budget Proposals at the Proposed Rate

The FY 2025 Proposed Budget assumes approximately \$231,805.52 of new revenue at the proposed rate. \$205,728.03 of new revenue is projected to be realized at the current rate, leaving approximately \$26,077.48 available between the real property tax rates under consideration.

	Personnel	Operating and Maintenance	FTE
<b>Mayor and Commission</b>			
Annexation Initiative	-	\$20,000	-
Scholarship Expansion	-	\$3,000	-
<b>General Government</b>			
AV Coordinator to Intern Conversion	(\$6,071)	-	-
Deputy Clerk to Resident Services Assistant Conversion & Transfer	(\$61,576)	-	(1.0)
Communications Director	\$96,885	-	1.0
Unfreeze Finance and Accounting Manager	\$96,885	-	-
<b>Police Department</b>			
Police Auxiliary and Youth Academy	-	\$20,000	-
<b>Resident &amp; Business Services</b>			
Deputy Clerk to Resident Services Assistant Conversion & Transfer	\$51,672	-	1.0
<b>Family and Youth Services</b>			
Convert Part-time Clinical Therapist to Full-time equivalent	\$25,448	-	0.5
Additional Clinical Therapist	\$73,891	-	1.0
<b>Recreation &amp; Culture</b>			
Convert Part-time Recreation Assistant to Full-time Recreation Coordinator	\$25,001	-	0.5
Addition to Citywide Events budget	-	\$20,000	-
	<b>Net New Personnel</b>	<b>Net New O&amp;M</b>	<b>Net New FTE</b>
<b>Total</b>	<b>\$302,135</b>	<b>\$63,000</b>	<b>3.0</b>

### Reduction Options to the Current Rate

There is approximately a \$26,077.48 difference in revenue scenarios between the proposed and current real property tax rate. For reduction purposes, to allow sufficient contingency funding in revenue projections, the following table proposes a minimum of \$40,000 in reductions. The following reductions are recommended from the proposed rate budget proposals to achieve the current tax rate total \$44,076 in reduction and involve reducing the increase to the citywide events budget by

\$5,000; reducing the funding allocation to District Heights Police Department for the Police Auxiliary and Youth Academy initiative by \$5,000; fully eliminating the Deputy Clerk position and by removing the \$61,576 personnel budget and associated 1.0 FTE and converting a part time Resident and Business Services Assistant to full-time for \$27,500 and 0.5 FTE rather than fully transferring the FTE and budget as found in the proposed rate scenario:

	<b>Personnel</b>	<b>Operating and Maintenance</b>	<b>FTE</b>
<b>General Government / Resident and Business Services</b>			
Eliminate Deputy Clerk to Resident and Business Services Assistant PT	(\$61,576)	-	(1.0)
Convert Existing Resident and Business Services Assistant from Part-time to Full-time	\$27,500	-	0.5
<b>Recreation and Culture</b>			
Citywide Events Budget – Reduced Increase	-	(\$5,000)	-
<b>Police Department</b>			
Police Auxiliary and Youth Academy – Reduced Increase	-	(\$5,000)	-
	<b>Reduced Personnel</b>	<b>Reduced O&amp;M</b>	<b>Reduced FTE</b>
<b>Total</b>	<b>(\$34,076)</b>	<b>(\$10,000)</b>	<b>(0.5)</b>

## Appropriations Summary

### General Fund

Revenue Category	Total
Local Taxes	\$3,779,124
State Shared Revenue	\$1,112,197
County Shared Revenue	\$70,608
Local Permits, Fees, and Charges for Services	\$840,000
Operating Grants	\$98,000
FY 2023 Dept. Operating Carryforward	\$196,724
ARPA Revenue Replacement	\$608,314
<b>Total Revenue</b>	<b>\$6,704,966</b>
Expenditure by Department	Total
Mayor and Commission	\$161,728
General Government	\$651,988
Youth Services	\$513,170
Senior Services	\$239,710
Recreation	\$570,625
Police	\$1,044,496
Resident and Business Services	\$488,275
Public Works	\$1,258,915
Non-Departmental	\$1,716,856
<b>Total Expenditures</b>	<b>\$6,704,966</b>

### Capital Projects Fund

Revenue Category	FY 2025 Total
SHA Funding	\$250,000
State Bond Revenue	\$797,000
ARPA Revenue Replacement	\$350,000
<b>Total Revenue</b>	<b>\$1,397,000</b>
Expenditure by Project	FY 2025 Total
Senior Center	\$197,000
<b>Fiesta Place</b>	<b>\$185,000</b>
6114 Marlboro Pike	\$600,000
Streets and Sidewalks	\$250,000
Major Equipment	\$165,000
<b>Total Expenditures</b>	<b>\$1,397,000</b>

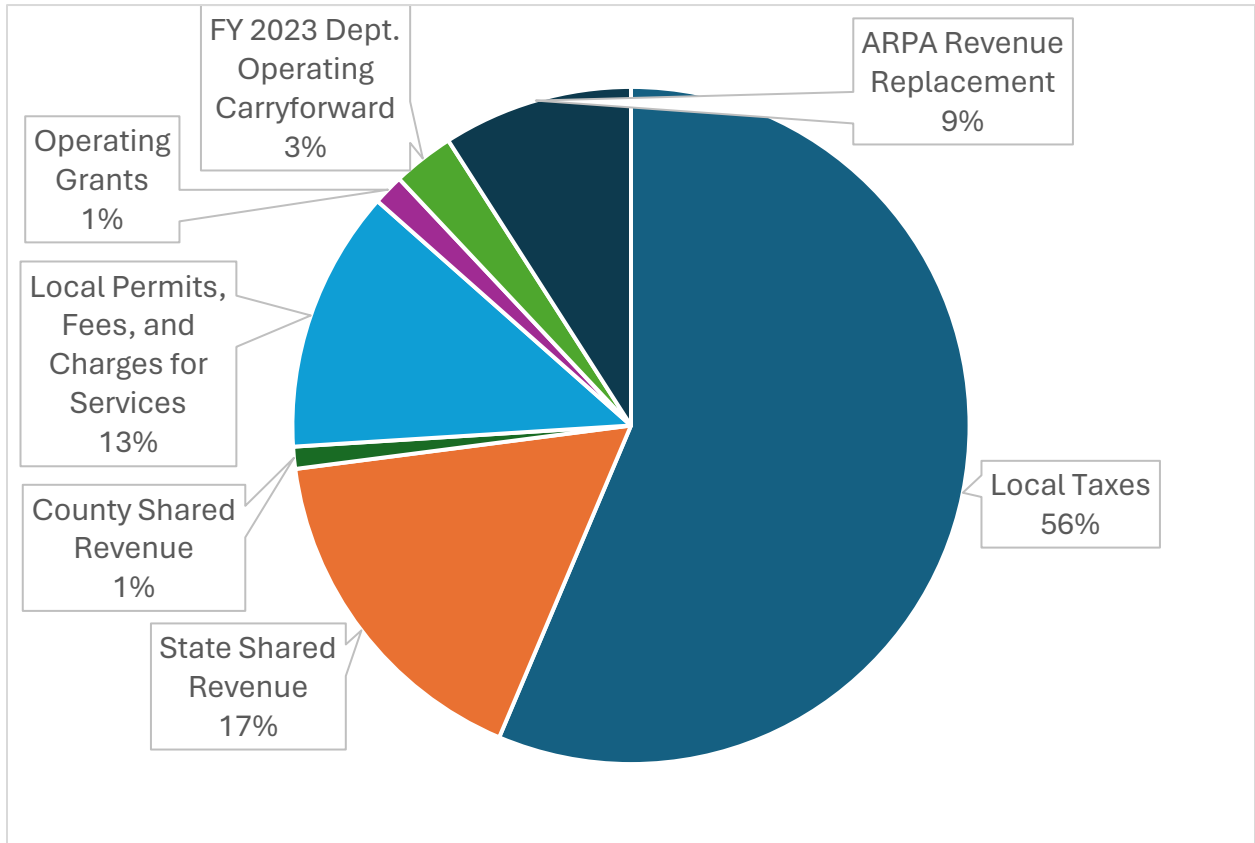
ARPA Projects Fund

Revenue Category	FY 2025 Total
FY 2025 ARPA Allocation	\$1,058,790
<b>Total Revenue</b>	<b>\$1,058,790</b>
Expenditure by Project	FY 2025 Total
Transfer to General Fund – Revenue Replacement	\$608,314
Transfer to Capital Projects Fund – Fiesta Place	\$165,000
Transfer to Capital Projects Fund – Police Vehicles	\$185,000
Unallocated Balance	\$100,476
<b>Total Expenditures</b>	<b>\$1,058,790</b>

# Revenue

## FY 2025 Revenue by Category

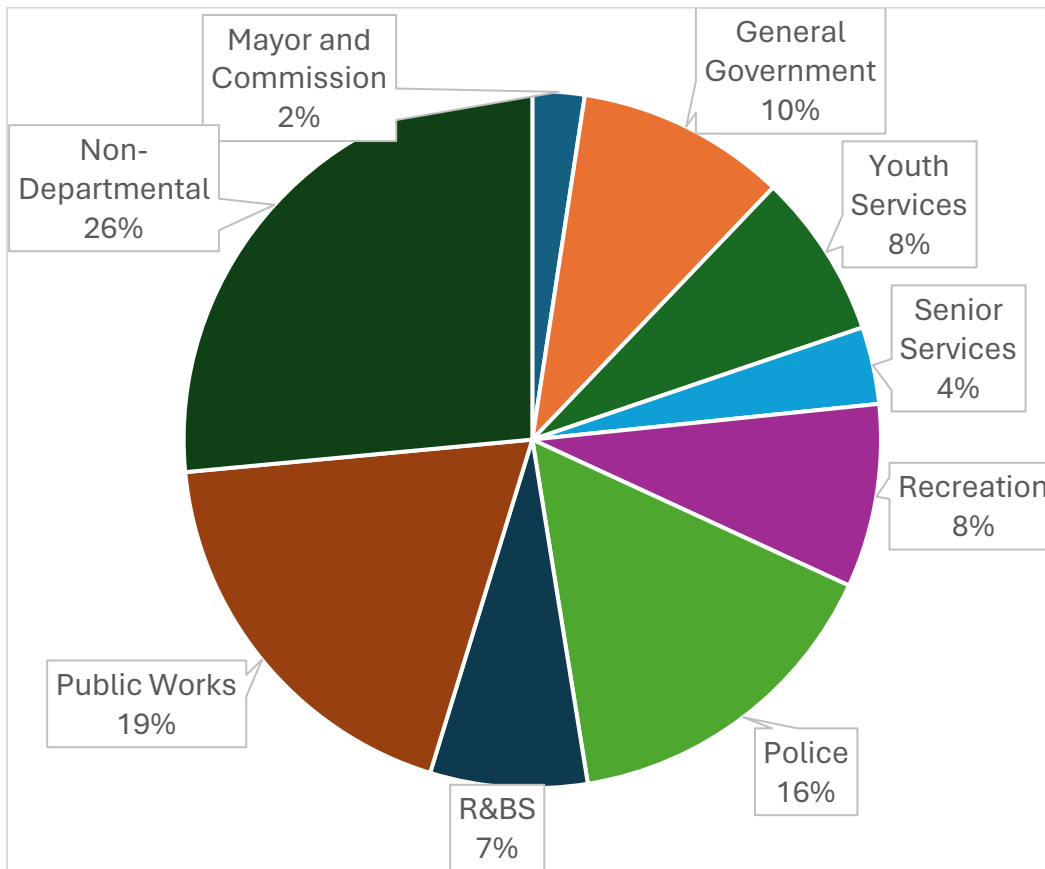
Category	Expenditure
Local Taxes	\$3,779,124
State Shared Revenue	\$1,112,197
County Shared Revenue	\$70,608
Local Permits, Fees, and Charges for Services	\$840,000
Operating Grants	\$98,000
FY 2023 Departmental Operating Carryforward	\$196,724
ARPA Revenue Replacement	\$608,314
<b>Total Revenue</b>	<b>\$6,704,966</b>



## Operating Budget

### FY 2025 Expenditures by Category

Category	Expenditure
Mayor and Commission	\$161,728
General Government	\$651,988
Youth Services	\$513,170
Senior Services	\$239,710
Recreation	\$570,625
Police	\$1,044,496
Resident and Business Services	\$488,275
Public Works	\$1,258,915
Non-Departmental	\$1,776,059
<b>Total Expenditures</b>	<b>\$6,704,966</b>



## Mayor and City Commission

The budget for the Mayor and City Commission is comprised of salaries and payroll taxes for the City’s elected officials, which are \$10,000 for each of the four Commission members and \$14,400 for the Mayor. The operating and maintenance budget accounts for travel, training, education, and constituent services budgets for the Mayor and each Commissioner.

### Mayor and City Commission Budget Proposals

<b>Annexation Initiative</b>	<b>\$20,000</b>	<b>0.0 FTE</b>
The annexation initiative budget proposal added operating and maintenance funding to the City Commission’s corporate budget to funding outreach, events, consultant hours, educational material and other expenses associated with the first year of District Heights’ annexation initiative.		
<b>Addition to Scholarship Program</b>	<b>\$3,000</b>	<b>0.0 FTE</b>
This proposal adds \$3,000 of new funding to the scholarship program, expanding either the amount of individual award or the total number of recipients possible.		

## Proposed Budget

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
<b>Expenditures</b>				
Personnel	\$61,950	\$57,879	\$62,006	\$65,578
Operating and Maintenance	\$38,067	\$66,457	\$38,078	\$96,150
<b>Total Expenditures</b>	<b>\$100,017</b>	<b>\$128,639</b>	<b>\$100,084</b>	<b>\$161,728</b>

### Mayor and Commission

50101 · Salaries - Mayor & Commission	\$57,600
50102 · P/R Taxes - Mayor & Commission	\$7,978

### Personnel

<b>Personnel</b>	<b>\$64,578</b>
Mayor Miller	\$15,750
Vice Mayor Harcourt	\$12,600
Commissioner Gomez	\$12,600
Commissioner Janifer	\$12,600
Commissioner Tilghman	\$12,600

### Ward Budgets

<b>Ward Budgets</b>	<b>\$66,150</b>
City Scholarship	\$5,000
Special Events	\$5,000
Annexation Initiative	\$20,000

### Commission Initiatives

<b>Commission Initiatives</b>	<b>\$30,000</b>
-------------------------------	-----------------

### Total Mayor & Commission

**\$161,728**

## General Government

General Government is responsible for the daily operations of government in addition to the administrative support of the City Commission, public meetings, and provides direct, informational support to residents. General government currently consists of the City Manager, City Clerk, and City Treasurer, who work collaboratively to support the residents, Commission, and organization.

### City Manager

The Office of the City Manager is the chief administrative officer of the City and is responsible for the daily management and supervision of City operations. The City Manager is directly accountable to the Mayor and Commission to provide leadership and strategic direction to departments in alignment with Commission direction and the Commission's strategic plan. The City Manager oversees the implementation of City policies and regulations and is responsible for the regular reporting to the Commission on progress through its initiatives, policies, and programs. There are several divisions within the Office of the City Manager that provide services, including

- Public Information
- Human Resources
- Economic Development
- Information Technology

### City Treasurer

The City Treasurer serves as the chief financial officer of the City. The Treasurer has responsibility for the City's financial transactions, general ledger, annual audit, funds authorization and reporting, and local tax administration. During FY 2023 and FY 2024, the Treasurer function was performed by a contract service provider.

### City Attorney

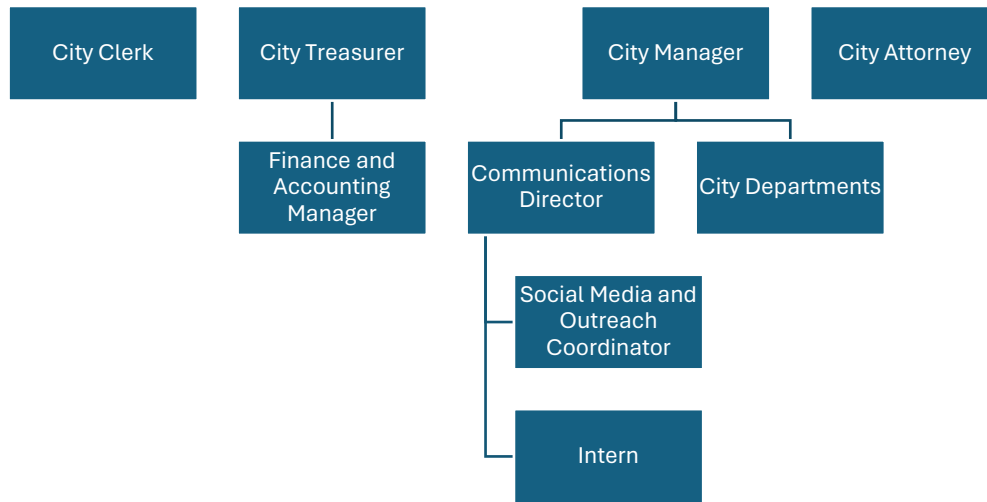
The City Attorney Serves as the City's legal counsel. The City currently retains Shipley Horne, PA to act as the City's legal counsel.

### City Clerk

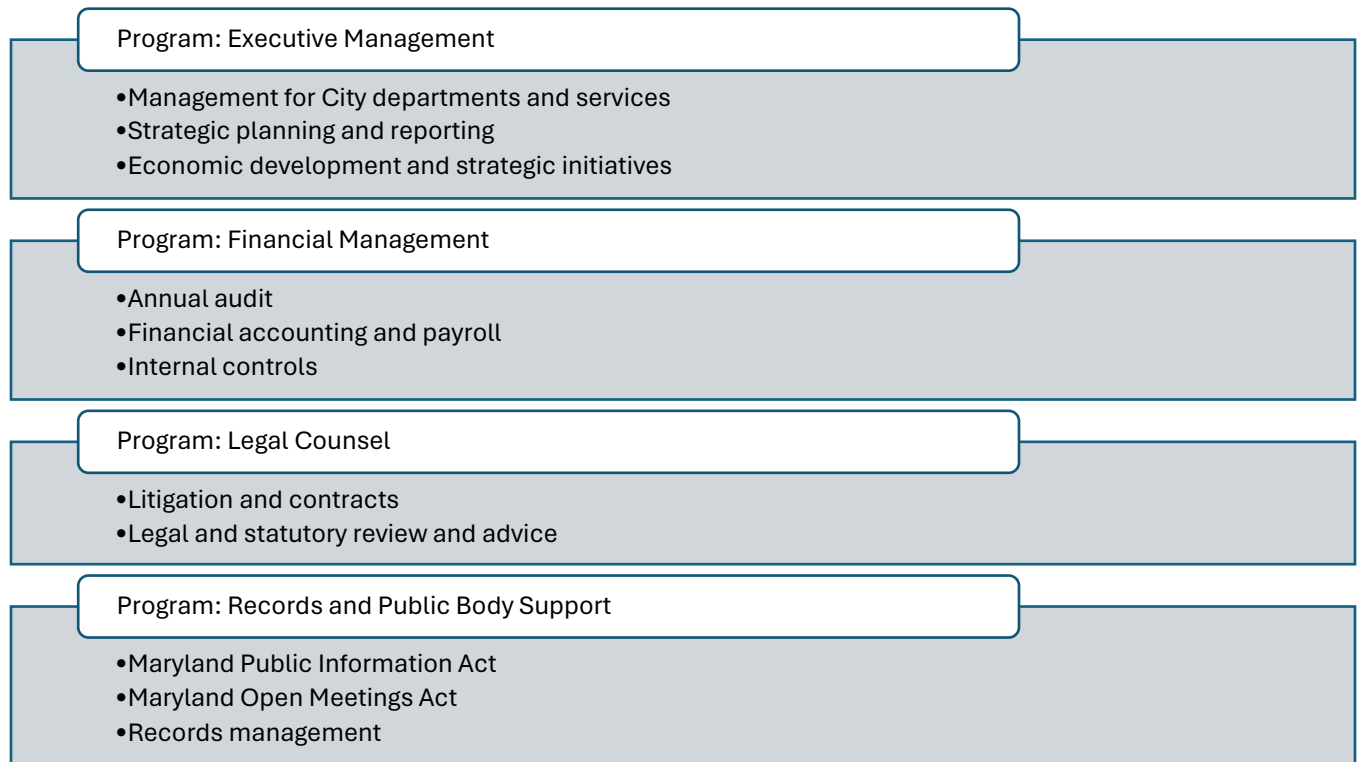
The City Clerk's Office maintains the official records of the City, provides administrative support to the Mayor and Council, and serves as the general point of contact for the public. The City Clerk ensures that the activities of all public bodies are conducted in accordance with the laws of the State of Maryland, the City Code and Charter of the City of District Heights.



### Proposed Organization Chart



### General Government Program Structure



*General Government Budget Proposals*

<b>Convert AV Coordinator to General Government Intern</b>	<b>(\$6,071)</b>	<b>0.0 FTE</b>
This proposal converts the budget and associated FTE of the AV Coordinator into a rolling intern position.		
<b>Reclassify and Transfer Deputy Clerk</b>	<b>(\$61,576)</b>	<b>(1.0 FTE)</b>
This budget proposal eliminates the Deputy Clerk position in the City Clerk's office and transfers the associated FTE and budget to the Resident and Business Services Division housed in the District Heights Police Department.		
<b>Add Communications Director</b>	<b>\$96,885</b>	<b>1.0 FTE</b>
Adding a Communications Director will provide the City with a more strategic approach and dedicated resources for media relations, communications surrounding strategic initiatives, and a renewed focus on the City's website and other communications platforms. The position further allows the current Media Coordinator to be refocused on social media and outreach.		
<b>Unfreeze Finance and Accounting Manager</b>	<b>\$96,885</b>	<b>0.0 FTE</b>
This budget proposals unfreezes the previously frozen FTE for a finance and accounting manager. This service is currently provided by a consultant and professional services contract.		

**Proposed Budget**

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
Personnel	\$335,189	\$466,102	\$370,803	\$516,738
Operating and Maintenance	\$235,257	\$431,038	\$262,038	\$135,250
<b>Total Expenditures</b>	<b>\$570,446</b>	<b>\$897,140</b>	<b>\$633,841</b>	<b>\$651,988</b>
<b>Total Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$69,143</b>
<b>Net Budget Impact</b>	<b>\$570,446</b>	<b>\$897,140</b>	<b>\$633,841</b>	<b>\$582,845</b>
<b>Department FTE</b>	<b>6.5</b>	<b>6.5</b>	<b>7.5</b>	<b>7.5</b>

**Expenditures**

50301 · Payroll	\$480,017
50302 · Payroll Taxes	\$36,721
60201 · Association & Membership Dues	\$10,000
60202 · Travel Training & Education	\$15,000
60203 · Office Supplies	\$5,000
60204 · Postage Mailing & Bulk Mail	\$14,500
60205 · Conduct of Business	\$2,000
60206 · Printing	\$2,500
60207 · Materials & Supplies	\$3,500
60208 · Marketing & Advertising	\$1,500
60209 · Contractual Services	\$15,000
60210 · Professional Services	\$10,000
60211 · Publications & Books	\$250
60212 · Clothing & Uniforms	\$1,000
60213 · Cell Phones	\$20,000

FY 2025 Proposed Budget  
City of District Heights, Maryland

60214 · Computer Software	\$20,000
60215 · Computer Hardware	\$15,000
<b>Total</b>	<b>\$651,988</b>

### Proposed Performance Metrics

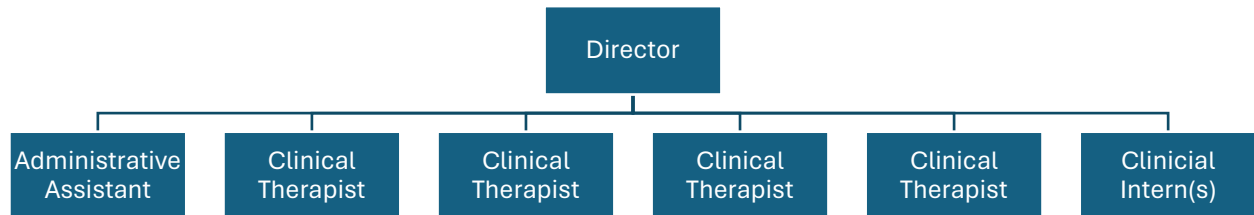
Metric	FY 2024 Estimated	FY 2025 Target
Number of Public Information Act (PIA) Requests Received	280	325
Percent PIA Requests Processed Before Statutory Deadline	83%	99%
Number of Public Meetings Supported (All public bodies)	83	105
Percent of Locally Administered Taxes Collected On-time	97%	99%
Current Debt to Revenue Ratio	1.03	1.05
Annual Turnover Rate	48.7%	30%

## Family and Youth Services

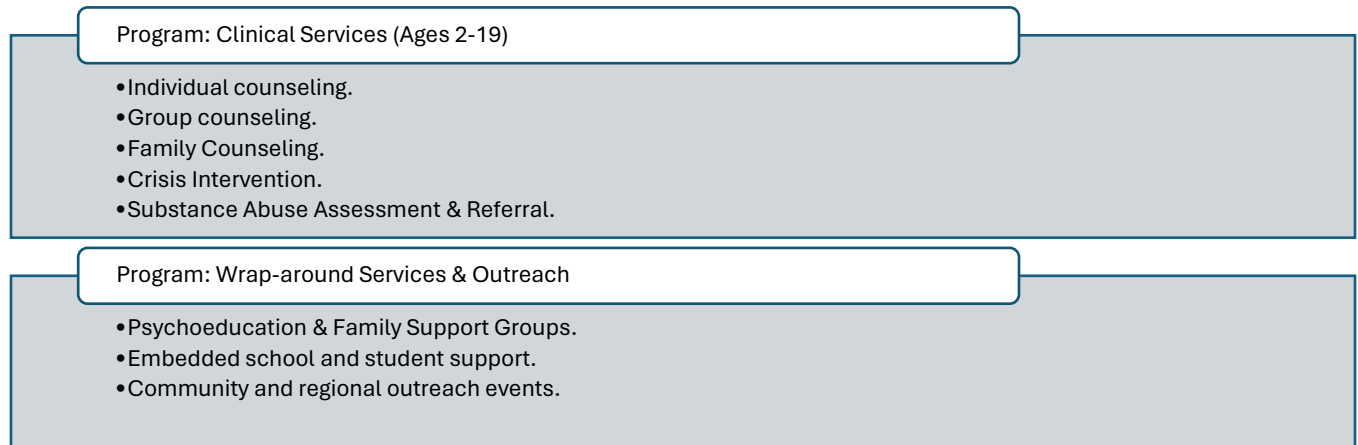
The Department of Family and Youth Services (Youth Services Bureau (“YSB”)) provides clinical services to children and families through individual, group and family mental behavioral health counseling services to the residents of District Heights and Prince George’s County at-large. The YSB also provides ancillary programs beyond counseling – Parent support groups, socio-emotional groups; internship training site for graduate masters and doctoral level students to obtain practical field experience hours to fulfill degree requirements.

The YSB hosts information tables at City and local community events to provide information regarding mental/ behavioral health services within the community and the county and acts as a community resource for referral services – psychologists, psychiatrists, substance abuse services and access to community resources – food banks, supportive programs and positive community engagement.

### Proposed Organization Chart



### Youth and Family Services Program Structure



### Family and Youth Services Budget Proposals

<b>Convert Part-time Clinical Therapist to Full-time</b>	<b>\$25,448</b>	<b>0.5 FTE</b>
This proposal converts an existing part-time Clinical Therapist into a full-time Clinical Therapist.		
<b>Additional Clinical Therapist</b>	<b>\$73,891</b>	<b>1.0 FTE</b>
This proposal adds an additional full-time Clinical Therapist to support increasing caseloads and embed in a District-Heights serving school.		

## Proposed Budget

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
<b>Expenditures</b>				
Personnel	\$227,713	\$200,430	\$227,099	\$472,670
Operating and Maintenance	\$140,234	\$89,352	\$40,323	\$40,500
<b>Total Expenditures</b>	<b>\$367,947</b>	<b>\$289,782</b>	<b>\$267,422</b>	<b>\$513,170</b>
<b>Departmental Revenue</b>	<b>\$211,583</b>	<b>\$117,096</b>	<b>\$155,000</b>	<b>\$216,113</b>
<b>Net Budget Impact</b>	<b>\$156,364</b>	<b>\$172,686</b>	<b>\$112,422</b>	<b>\$297,057</b>
<b>Department FTE</b>	<b>4.5</b>	<b>4.5</b>	<b>5.0</b>	<b>6.5</b>

### Expenditures

50301 · Payroll	\$439,080
50302 · Payroll Taxes	\$33,590
60301 · Association & Membership Dues	\$5,000
60302 · Travel Training & Education	\$8,500
60303 · Office Supplies	\$500
60304 · Postage Mailing & Bulk Mail	\$250
60305 · Conduct of Business	\$250
60307 · Materials & Supplies	\$5,000
60308 · Marketing & Advertising	\$3,500
60309 · Contractual Services	\$12,500
60310 · Professional Services	\$5,000
<b>Total</b>	<b>\$513,170</b>

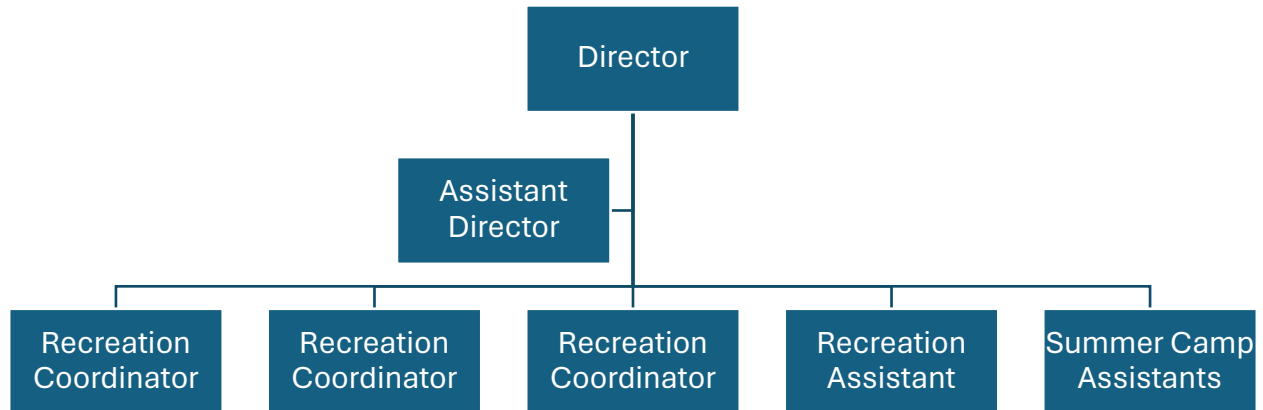
## Proposed Performance Metrics

<b>Metric</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Target</b>
Therapist to client ratio.	1:15	1:10
Average number of prospective clients on waitlist.	15	10
Number of community events supported.	10	12

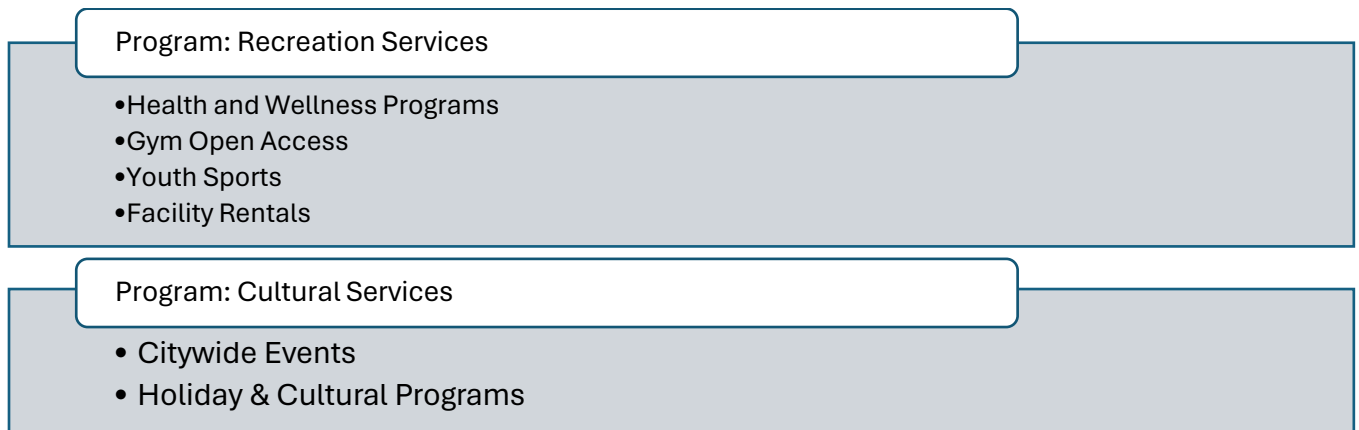
## Recreation and Culture

The Department of Recreation and Culture is responsible for the recreational programming of City facilities. The mission of the Recreation, Parks and Culture Department is to provide comprehensive recreational programs that must meet the needs of a diverse and changing community. The department provides opportunities which reflect the recreation interests of all District Heights residents. Recreation opportunities within the financial ability of all people. Recreation programs for residents with varying degrees of skills and programs for progressive advancement. Occasions for citizens to become involved in recreational planning and to assist in implementing programs.

### Proposed Organization Chart



### Recreation and Culture Program Structure



### Recreation Budget Proposals

<b>PT -&gt; FT Recreation Assistant Conversion</b>	<b>\$25,001</b>	<b>0.5 FTE</b>
This proposal converts an existing part-time Recreation Assistant into a full-time Recreation Coordinator.		
<b>Addition to Events Operating Budget</b>	<b>\$20,000</b>	<b>0.0 FTE</b>
This proposal converts an existing part-time Recreation Assistant into a full-time Recreation Coordinator.		

## Proposed Budget

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
<b>Expenditures</b>				
Personnel	\$253,926	\$247,355	\$365,625	\$392,625
Operating and Maintenance	\$83,581	\$82,070	\$163,836	\$178,000
<b>Total Expenditures</b>	<b>\$337,507</b>	<b>\$329,425</b>	<b>\$529,461</b>	<b>\$570,625</b>
<b>Departmental Revenue</b>	<b>\$3,483</b>	<b>\$12,617</b>	<b>\$24,908</b>	<b>\$80,000</b>
<b>Net Budget Impact</b>	<b>\$334,024</b>	<b>\$316,809</b>	<b>\$504,553</b>	<b>\$490,625</b>
<b>Department FTE</b>	<b>4.0</b>	<b>3.0</b>	<b>5.5</b>	<b>6.0</b>

### Expenditures

50401 · Payroll	\$344,862
50402 · Payroll Taxes	\$47,763
60401 · Association & Membership Dues	\$2,500
60402 · Travel Training & Education	\$10,000
60403 · Office Supplies	\$1,500
60405 · Conduct of Business	\$500
60407 · Materials & Supplies	\$24,000
60408 · Marketing & Advertising	\$2,000
60409 · Contractual Services	\$30,000
60412 · Clothing & Uniforms	\$2,500
60416 · Event Materials & Equipment	\$100,000
60471 · Recreation Travel	\$5,000
<b>Total</b>	<b>\$570,625</b>

## Proposed Performance Metrics

<b>Metric</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Target</b>
Annual Health and Wellness Class Attendance	1,750	2,500
Number of Open Gym Memberships	New for FY 25	500
Percent of OGMs Held by Non-Residents	New for FY 25	55%
Number of Planned Major City Events	16	16
Number of Actual Major City Events	16	16
Number of Facility Rentals	32	40
Percent of Weeks with at least one Facility Rental	59%	65%

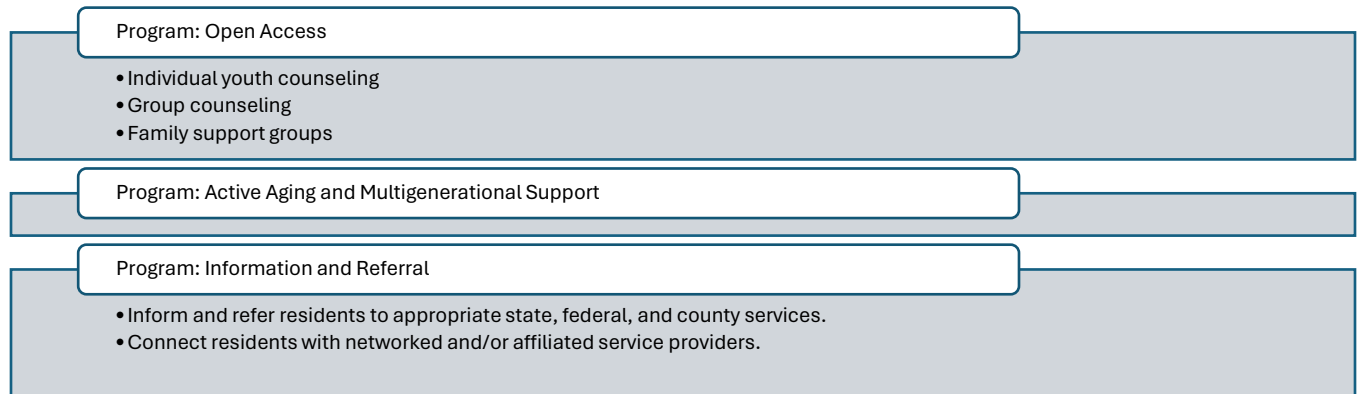
## Senior Services

The District Heights Department of Senior Services focuses services on residents 50 years of age and older and vulnerable populations through evidence-based active aging and intergenerational programming and resource linkages to supportive services that enrich, empower, and enhance the quality of life with aging in place efforts in our city. We also envision an age-friendly City where individuals can grow and thrive with systems, policies, technology, infrastructure, and resources that address their life needs.

### Proposed Organization Chart



### Senior Services Program Structure



### Proposed Budget

	FY 2022 Actual	FY 2023 Actual	FY 2024 Projected	FY 2025 Proposed
<b>Expenditures</b>				
Personnel	-	\$90,404	\$53,996	\$150,710
Operating and Maintenance	-	\$68,707	\$297,138	\$89,000
<b>Total Expenditures</b>	-	<b>\$159,114</b>	<b>\$351,134</b>	<b>\$239,710</b>
<b>Departmental Revenue</b>	-	<b>\$159,114</b>	<b>\$351,134</b>	<b>\$239,710</b>
<b>Net Budget Impact</b>	-	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Department FTE</b>	<b>0.0</b>	<b>1.0</b>	<b>2.0</b>	<b>2.0</b>
<b>Expenditures</b>				



FY 2025 Proposed Budget  
City of District Heights, Maryland

51001 · Payroll	\$140,000
51002 · Payroll Taxes	\$10,710
61001 · Association & Membership Dues	\$2,000
61002 · Travel Training & Education	\$2,000
61003 · Office Supplies	\$2,000
61007 · Materials & Supplies	\$10,000
61008 · Marketing & Advertising	\$3,000
61009 · Contractual Services	\$35,000
61010 · Professional Services	\$35,000
<b>Total</b>	<b>\$513,170</b>

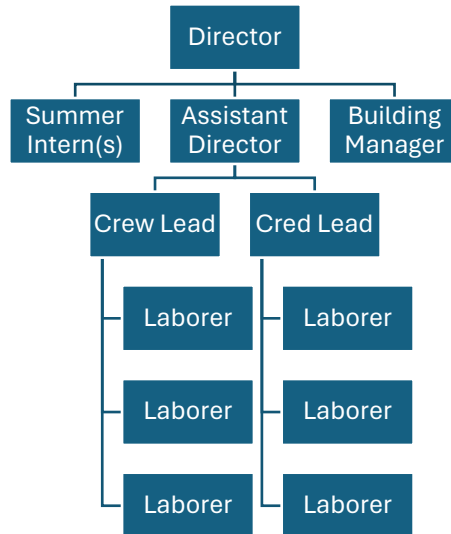
Proposed Performance Metrics

Metric	FY 2024 Estimated	FY 2025 Target
Average daily facility attendance.	35	45
Average class/program attendance.	15	15
Volunteer to staff ratio.	1:2	1:3

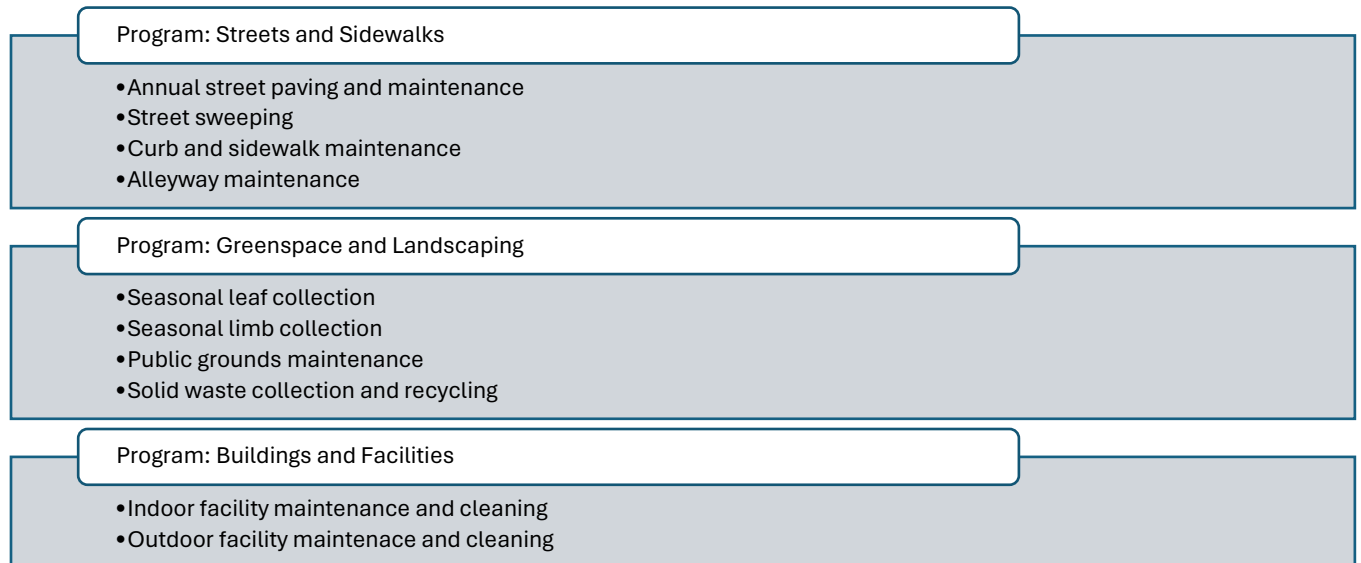
## Public Works

The Department of Public Works is responsible for liaising with the City’s solid waste management contractor, maintaining City streets, sidewalks, and parking lots, maintain the City’s buildings and grounds, maintaining the City’s fleet, managing leaf, yard waste, and other regular/seasonal collections, managing the City’s tree/limb program, and signage.

### Proposed Organization Chart



### Public Works Program Structure



## Proposed Budget

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
<b>Expenditures</b>				
Personnel	\$838,591	\$664,707	\$658,693	\$729,415
Operating and Maintenance	\$699,700	\$714,256	\$439,882	\$529,500
Capital	\$107,708	-	\$13,300	-
<b>Total Expenditures</b>	<b>\$1,645,999</b>	<b>\$1,378,963</b>	<b>\$1,111,875</b>	<b>\$1,258,915</b>
<b>Departmental Revenue<sup>2</sup></b>	<b>\$241,148</b>	<b>\$284,990</b>	<b>\$289,884</b>	<b>\$175,507</b>
<b>Net Budget Impact</b>	<b>\$1,404,851</b>	<b>\$1,093,973</b>	<b>\$821,991</b>	<b>\$1,083,408</b>
<b>Department FTE</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>	<b>11.5</b>

### Expenditures

50701 · Payroll	\$677,580
50702 · Payroll Taxes	\$51,835
60701 · Association & Membership Dues	\$2,500
60702 · Travel Training & Education	\$7,000
60703 · Office Supplies	\$1,500
60705 · Conduct of Business	\$1,500
60707 · Materials & Supplies	\$25,000
60709 · Contractual Services	\$400,000
60710 · Professional Services	\$20,000
60712 · Clothing & Uniforms	\$9,000
60717 · Fees	\$12,500
60786 · Vehicle Maintenance	\$7,500
60787 · Fuel	\$7,500
60788 · Facility Maintenance	\$25,000
60789 · Heavy Equipment Maintenance	\$10,500
<b>Total</b>	<b>\$1,258,915</b>

## Proposed Performance Metrics

<b>Metric</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Target</b>
Number of Work Order Requests Logged	145.3 <sup>3</sup>	387.4
Percent of Work Order Requests Closed within 5 Business Days	10%	18.83%
Percentage of Leaf and Limb Pickups Completed on Scheduled Day	70%	75%
Annual Tonnage of Solid Waste Collected	4,903.13	5,131.61
Complaint Rate for Missed Trash/Recycling Per 1,000 Residents	1.65	1.5

<sup>2</sup> Beginning in FY 2025, 20 percent of SHA funding will be attributed to DPW to offset the cost of street and roadway maintenance; County landfill fee offsets will also be attributed to DPW as a revenue offset.

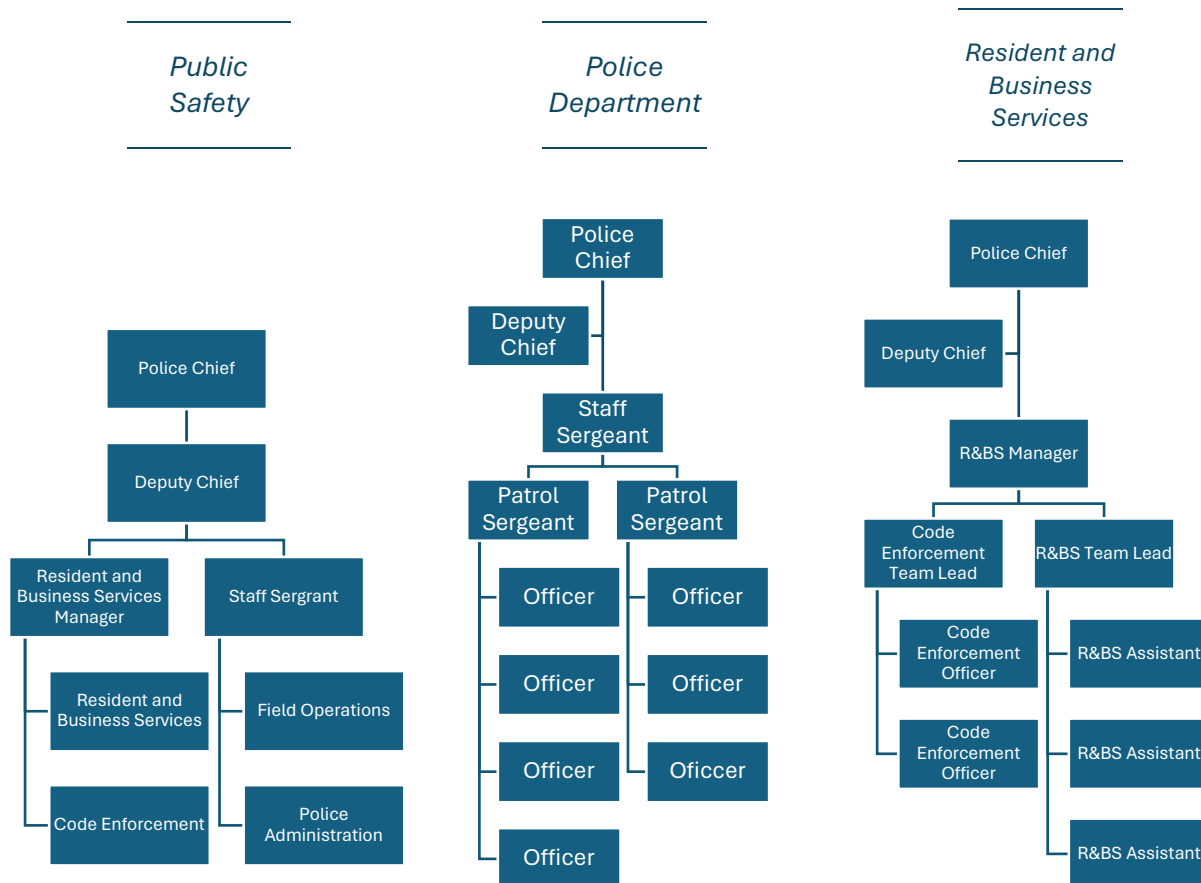
<sup>3</sup> Only includes data from November 2023 to present.

## Public Safety

The District Heights Police Department (DHPD) is the primary law enforcement agency for the City of District Heights. An agreement exists with Prince George’s County Police Department and the Prince George’s County Sheriff’s Office that outlines mutual aid assistance. Assistance is also provided by neighboring municipal agencies. The City of District Heights Police Department also has oversight of the City’s Code Enforcement program. The Code Enforcement program encompasses a number of service areas, including trash, grass, permit and license issuance, housing inspections for apartment and rental homes, and junk vehicles.

The FY 2025 Proposed Budget transforms the former Code Enforcement Division within the District Heights Police Department into the Resident and Business Services Division, which will be responsible for most front-line customer service functions in the City, most all basic business transactions, administrative support, and code enforcement and compliance. This budget initiative changes the City posture from one of reactive enforcement to proactive compliance.

## Proposed Organization Chart



*Police Program Structure*

<p>Program: Community Policing</p> <ul style="list-style-type: none"> <li>•Citywide and community outreach and engagement</li> <li>•Citywide and community public safety events and initiatives</li> <li>•PGCPS/DHES in-facility support / school resource</li> </ul>
<p>Program: Field Operations</p> <ul style="list-style-type: none"> <li>•Patrol</li> <li>•Speed camera</li> <li>•Mutual aide calls for service</li> </ul>
<p>Program: Facility Safety and Security</p>

*Resident and Business Services Program Structure*

<p>Program: Resident, Business, and Taxpayer Customer Services</p> <ul style="list-style-type: none"> <li>•Process resident walkin, email, and phone calls for service and information.</li> <li>•Process basic City business transactions; licenses, applications, public information requests; work order requests.</li> </ul>
<p>Program: Code Enforcement</p> <ul style="list-style-type: none"> <li>•Administer the City's building, professional, and administrative regulatory codes.</li> <li>•Conduct proactive residential and commercial enforcement activity.</li> </ul>
<p>Program: Multi-departmental Administrative Support</p> <ul style="list-style-type: none"> <li>•Provide internal administrative support to Police, Code, Public Works, and General Government.</li> </ul>

*Public Safety Budget Proposals*

<b>Police Auxiliary and Youth Academy</b>	<b>\$20,000</b>	<b>0.0 FTE</b>
This proposal adds \$20,000 of operating and maintenance funding to establish and program the District Heights Police Auxiliary program and the District Heights Youth Police Academy program.		
<b>Resident and Business Services Assistant</b>	<b>\$51,672</b>	<b>1.0 FTE</b>
This proposal transfers 1.0 FTE and \$51,672 from the General Government personnel budget into the Resident and Business Services personnel budget.		

## Proposed Budget - Police

	<b>FY 2022 Actual<sup>4</sup></b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
Personnel	\$637,530	\$536,789	\$690,610	\$899,496
Operating and Maintenance	\$205,069	\$301,109	\$123,355	\$145,000
Capital	\$75,070	\$12,406	\$17,723	-
<b>Total Expenditures</b>	<b>\$917,667</b>	<b>\$850,304</b>	<b>\$831,688</b>	<b>\$1,044,496</b>
<b>Revenue</b>	<b>\$241,943</b>	<b>\$280,238</b>	<b>\$400,706</b>	<b>\$596,130</b>
<b>Net Budget Impact</b>	<b>\$675,724</b>	<b>\$570,066</b>	<b>\$430,982</b>	<b>\$458,996</b>
<b>Department FTE</b>	<b>10.0</b>	<b>10.0</b>	<b>12.0</b>	<b>12.0</b>

### Police Expenditures

50801 · Payroll	\$835,575
50802 · Payroll Taxes	\$63,921
60801 · Association & Membership Dues	\$4,500
60802 · Travel Training & Education	\$10,000
60803 · Office Supplies	\$2,500
60805 · Conduct of Business	\$2,500
60807 · Materials & Supplies	\$25,000
60808 · Marketing & Advertising	\$500
60809 · Contractual Services	\$15,000
60810 · Professional Services	\$7,500
60812 · Clothing and Uniforms	\$17,500
60816 · Event Materials & Equipment	\$15,000
60886 · Vehicle Maintenance	\$25,000
60887 · Fuel	\$20,000
<b>Total</b>	<b>\$1,044,496</b>

## Proposed Performance Metrics - Police

<b>Metric</b>	<b>FY 2024 Estimated</b>	<b>FY 2025 Target</b>
Total Calls for Service	6,575	6,550
All Calls Average Response Time*	8:38	7:30

\* Includes combined City and County response time.

<sup>4</sup> FY 2022 data includes code enforcement.

## Proposed Budget – Resident and Business Services

	FY 2022 Actual <sup>5</sup>	FY 2023 Actual <sup>6</sup>	FY 2024 Projected	FY 2025 Proposed
<b>Expenditures</b>				
Personnel		\$162,577	\$176,033	\$475,275
Operating and Maintenance		\$4,187	\$20,018	\$13,000
<b>Total Expenditures</b>		<b>\$166,764</b>	<b>\$196,051</b>	<b>\$488,275</b>
<b>Revenue</b>		<b>\$83,615</b>	<b>\$42,601</b>	<b>\$123,500</b>
<b>Net Budget Impact</b>		<b>\$83,149</b>	<b>\$153,450</b>	<b>\$364,775</b>
<b>Department FTE</b>		<b>5.5</b>	<b>6.5</b>	<b>7.5</b>

### Police Expenditures

50501 · Payroll	\$441,500
50502 · Payroll Taxes	\$33,775
60501 · Association & Membership Dues	\$1,000.00
60502 · Travel Training & Education	\$2,500.00
60503 · Office Supplies	\$1,000.00
60504 · Postage Mailing & Bulk Mail	\$5,000.00
60507 · Materials & Supplies	\$1,500.00
60587 · Fuel	\$2,000.00
<b>Total</b>	<b>\$488,274.75</b>

## Proposed Performance Metrics

Metric	FY 2024 Estimated	FY 2025 Target
Total Number of Customer Service Calls	19,205	20,000
Average Number of Calls Per Day	58	60
Customer Service Call Answer Rate	33%	80%
Number of License and Permit Applications Processed	Revised for FY 25	105
Percent of Licenses/Permits Reviewed within 5 Business Days	Revised for FY 25	90%

<sup>5</sup> FY 2022 data is combined with Police.

<sup>6</sup> FY 2023 data is derived from the former Code Enforcement Division.

## Non-departmental Expenditures

Non-departmental expenditures are centralized, organization-wide expenditures that do not have a direct correlation to a given department’s operating budget. The table below describes the budget for non-departmental expenditures and provides an explanation as to what each budgeted item is dedicated to. FY 2024 was the first fiscal year to make use of a non-departmental group of expenditures.

### Proposed Budget

	FY 2024 Adopted	FY 2024 Projected	FY 2025 Proposed
<b>Total Expenditures</b>	<b>\$1,714,715</b>	<b>\$1,438,693</b>	<b>\$1,776,059</b>

#### Non-departmental Expenditures

**50003 · Health Insurance** **\$203,000**

This line item is the central budget for the employer portion of organization-wide employee health insurance costs.

**50004 · Retirement Contributions** **\$284,000**

This line item is the central budget for organization-wide employee retirement contributions.

**50005 · Life Insurance** **\$4,500**

This line item is the central budget for the employer portion of employee life insurance costs.

**50097 · Employee Awards** **\$5,000**

Employee awards and recognition events, bonuses, and other incentives are centrally budgeted in this line item.

**50098 · COLA Increase** **\$98,000**

This line item is the central budget for the 3 percent cost of living adjustment.

**60088 - Central Printing** **\$15,000**

This line represents the City’s printing budget for office printers, centralized for the first time in FY 2025.

**60087 - Contractual Services** **\$40,000**

Central budget for non-departmental contractual services, including potential building renovations.

**60018 · Insurance** **\$154,000**

This line item is the centralized line for insurance coverages that the City must hold.

**60079 · Building Utilities** **\$155,000**

Central budget for payments to utilities such as Comcast, Verizon, Pepco, WGL Energy, etc. will be budgeted centrally.

**60080 · Contribution to Local Nonprofits & Civic Orgs** **\$10,000**

This line item includes donations to 501(c)3 organizations and similar institutions that provide a public benefit or service to residents.

**60096 · Annual Audit** **\$24,000**

This line item is the central budget for the City’s contracted annual audit.

**60097 · Legal Counsel** **\$40,000**



This line item is the central budget for the City's contractual legal counsel.

**60098 · Lobbyist** **\$24,000**

This line item is the central budget for the City's lobbying firm.

**60095 Grants Consultant** **\$24,000**

This line item is the central budget for the City's grants consultant.

**60094 Economic Development Consultant** **\$24,000**

This line item is the central budget for the City's economic development consultant.

**60099 · Addition to Fund Balance** **\$1,559**

This line adds to the City's balance of funds and is used as a balancing tool.

**80001 · Debt Service** **\$420,000**

This line represents the central budget for the City's debt service payments.

**70099 Xfer to Capital Projects Fund** **\$250,000**

The FY 2025 budget separates operating and capital planning expenditures. This line transfers funding between the general fund and the capital project fund.

## FY 2025-2030 Capital Improvement Program

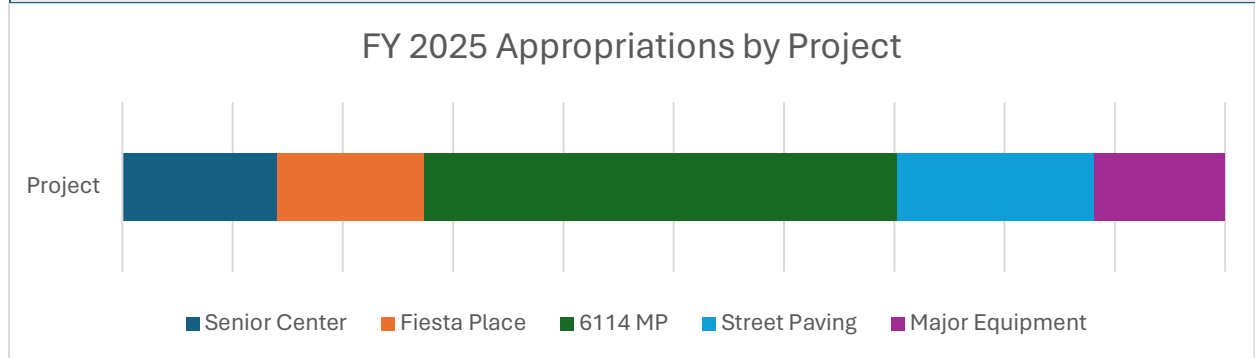
### Capital Budgeting

The Capital Improvement Program (CIP) is the City’s guide the future construction and maintenance projects, facility needs, and asset preservation programs. The CIP provides a six-year forecast of the City’s capital projects and a financing plan for each project. Potential projects are evaluated and presented within the context of City Commission priority the City’s ability to finance and/or pay.

The CIP is developed biennially with the six-year period moving out an additional two years every other fiscal year. The FY 2025 -2030 CIP represents the first CIP for District Heights and FY 2025 is the first year of the FY 25-26 biennium; FY 2026 will represent an amendment year and FY 27-28 will represent the next biennium of the CIP. The CIP is a multi-year plan that does not constitute or require an appropriation of funds beyond those for the adopted fiscal year. Final authority to expend funds is accomplished through the Commission’s adoption of the budget ordinance. The inaugural FY 2025-30 CIP includes *three* construction projects and two capital asset replacement and preservation projects.

### FY 2025-30 CIP Appropriations Table

<i>Figures in 1,000s</i>	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
ARPA	\$350	-	-	-	-	-	\$350
Local Funding	-	\$75	\$35	\$114	\$205	\$85	\$514
State Bond	\$797	\$300	\$100	\$2,000	\$2,000	\$500	\$5,697
Other Debt Financing	-	-	\$1,000	\$1,000	\$1,000	-	\$3,000
Fund Balance	-	-	-	-	\$30	\$15	\$45
SHA Funding	\$250	\$275	\$310	\$316	\$320	\$325	\$1,796
<b>Total</b>	<b>\$1,397</b>	<b>\$650</b>	<b>\$1,445</b>	<b>\$3,430</b>	<b>\$3,555</b>	<b>\$925</b>	<b>\$11,402</b>
<b>Expenditures</b>							
Construction	\$982	\$350	\$1,100	\$3,080	\$3,150	\$550	\$9,212
Asset Preservation	\$415	\$300	\$345	\$350	\$405	\$375	\$2,190
<b>Total</b>	<b>\$1,397</b>	<b>\$650</b>	<b>\$1,445</b>	<b>\$3,430</b>	<b>\$3,555</b>	<b>\$925</b>	<b>\$11,402</b>



## Capital Construction Projects

### District Heights Senior Center

**Project Number:** C0001  
**Location:** 2000 Marbury Drive  
**Project Phase:** Construction



#### Project Summary

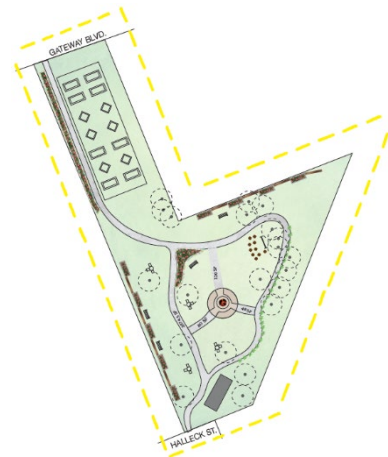
This project provides funding to finalize construction and closeout of the District Heights Senior Center located at 2000 Marbury Drive. The project has reached substantial completion and temporary occupancy. The project is pending final closeout.

#### Project Budget

Figures in 1,000s	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
State Bond	\$197	-	-	-	-	-	\$197
<b>Total – Funding</b>	<b>\$197</b>	-	-	-	-	-	<b>\$197</b>
<b>Expenditures</b>							
Construction	\$197	-	-	-	-	-	\$197
<b>Total – Exp.</b>	<b>\$197</b>	-	-	-	-	-	<b>\$197</b>

### Fiesta Place Phase II

**Project Number:** C0002  
**Location:** 6717 Gateway Blvd.  
**Project Phase:** Construction



#### Project Summary

This project provides funding for the design build contract for phase II of the development of Fiesta Place Garden. The project adds site improvements, a gathering space, walking paths, and other features to the site and creates a new park within District Heights.

#### Project Budget

Figures in 1,000s	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
ARPA Funds	\$185	-	-	-	-	-	\$185
<b>Total – Funding</b>	<b>\$185</b>	-	-	-	-	-	<b>\$185</b>
<b>Expenditures</b>							
Construction	\$185	-	-	-	-	-	\$185
<b>Total – Exp.</b>	<b>\$185</b>	-	-	-	-	-	<b>\$185</b>

## 6114 Marlboro Pike

**Project Number:** C0003  
**Location:** 6114 Marlboro Pike  
**Project Phase:** Planning

### Project Summary

This project provides funding to acquire, develop, and construct office space for municipal use on Marlboro Pike. The purpose of this project is to locate some or all government administrative and public safety services on Marlboro Pike. Property acquisition and preliminary site planning began in FY 2024; the project is anticipated to be completed in FY 2030.



### Project Budget

Figures in 1,000s	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
State Bond	\$600	\$300	\$100	\$2,000	\$2,000	-	\$5,000
State Bond – Reprog.	-	-	-	-	-	\$500	\$5,00
Other Debt Fin.	-	-	\$1,000	\$1,000	\$1,000	-	\$3,000
Local Funding	-	\$50	-	\$80	\$150	\$50	\$330
<b>Total – Funding</b>	<b>\$600</b>	<b>\$350</b>	<b>\$1,100</b>	<b>\$3,080</b>	<b>\$3,150</b>	<b>\$550</b>	<b>\$8,830</b>
<b>Expenditures</b>							
Site Surveys	\$150	\$50	-	-	-	\$25	\$225
Site Engineering	\$200	\$150	\$50	\$20	\$20	\$25	\$465
Architectural Design	\$250	\$150	\$50	\$20	\$20	-	\$490
Construction	-	-	\$1,000	\$3,040	\$3,110	\$500	\$7,650
<b>Total – Exp.</b>	<b>\$600</b>	<b>\$350</b>	<b>\$1,100</b>	<b>\$3,080</b>	<b>\$3,150</b>	<b>\$550</b>	<b>\$8,830</b>

## Capital Maintenance and Asset Preservation Projects

### Street & Sidewalk Paving Program

**Project Number:** A0001  
**Location:** Citywide

#### Project Summary

This recurring project provides funding to maintain, repave, and reseal the City’s streets, roads, and alleys. District Heights is responsible for maintaining the City’s roadways and impervious surfaces.



#### Project Budget

Figures in 1,000s	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
SHA Funding	\$250	\$275	\$310	\$316	\$320	\$325	\$1,796
Local Funding	-	\$5	\$10	\$4	\$10	-	\$29
<b>Total – Funding</b>	<b>\$250</b>	<b>\$280</b>	<b>\$320</b>	<b>\$320</b>	<b>\$332</b>	<b>\$325</b>	<b>\$1,825</b>
<b>Expenditures</b>							
Condition Surveys	\$150	-	\$50	-	\$50	-	\$150
Construction & Paving	\$100	\$280	\$270	\$320	\$280	\$325	\$1,575
<b>Total – Exp.</b>	<b>\$250</b>	<b>\$280</b>	<b>\$320</b>	<b>\$320</b>	<b>\$330</b>	<b>\$325</b>	<b>\$1,825</b>

### Major Equipment Replacement Program

**Project Number:** A0002  
**Location:** Citywide

#### Project Summary

This recurring project provides funding to maintain and replace the City’s vehicles, heavy machinery, and major equipment. The City’s fleet is comparatively young, thanks to investments made through the ARPA program; staff anticipates that a multi-year contract for vehicle purchases will be awarded in FY 2027 for the FY 2027-31 CIP in an amount of approximately \$300,000.



*Project Budget*

<i>Figures in 1,000s</i>	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	Total
<b>Funding Sources</b>							
Local Funding	-	\$20	\$25	\$30	\$45	\$35	\$145
ARPA	\$165	-	-	-	-	-	\$165
Use of PY FB	-	-	-	-	\$30	\$15	\$45
<b>Total – Funding</b>	<b>\$165</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>	<b>\$75</b>	<b>\$50</b>	<b>\$355</b>
<b>Expenditures</b>							
Vehicle Purchase	\$120	-	-	-	\$65	-	\$185
Vehicle Upfit	\$40	-	-	-	\$10	-	\$50
Equipment and Machinery	\$5	-	-	-	-	\$50	\$55
Add to CY FB	-	\$20	\$25	\$30	-	-	\$75
<b>Total – Exp.</b>	<b>\$165</b>	<b>\$20</b>	<b>\$25</b>	<b>\$30</b>	<b>\$65</b>	<b>\$50</b>	<b>\$355</b>

## ARPA Projects Fund

### FY 2025 ARPA Project Expenditures

FY 2024 ARPA expenditures are comprised of a combination of planned FY 2025 projects and rollover of FY 2023. The District Height Senior Center operating expenditures are currently funded with ARPA funds.

### Proposed Budget

	<b>FY 2022 Actual</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Projected</b>	<b>FY 2025 Proposed</b>
Allocated ARPA Revenue	\$5,895,793	\$5,831,841	\$3,783,288	\$1,058,790
Expenditures	\$63,952	\$2,048,554	\$2,724,497	\$1,058,790
Balance Allocated for Future Fiscal Year	\$5,831,841	\$3,783,288	\$1,058,790	\$0

#### Proposed FY 2025 ARPA Expenditures

**Transfer to the General Fund – FY 2025 Revenue Replacement \$608,314**

This line transfers \$531,440 to the general fund to offset department operating expenditures, broken down as follows: Senior Center \$239,710; Youth and Family Services \$59,113; Police \$81,808; Resident and Business Services \$41,338; Public Works \$73,202; General Government \$69,143; Recreation \$44,000. The purpose of this transfer is to use FY 2025, the final year of ARPA funding, to reduce the organization’s operating reliance on the funding source. Prior to FY 2024, several positions, one department, and some operating expenses were fully offset by ARPA funds. In addition to offsetting some pay increases, this funding will also offset some operating expenditures for each department.

**Transfer to CIP - Police Vehicles – FY 2025 Planned Purchases \$165,000**

Adjusts the planned purchase of police vehicles from the originally adopted \$110,000 in FY 2025 to \$165,000 to account for the unexpected surplus of one cruiser.

**Transfer to CIP – Fiesta Place Capital Project \$185,000**

Transfers the remaining, designated ARPA funding to the Fiesta Place Capital Project.

**Unallocated Balance \$100,476**

Estimated ARPA Funds available for reprogramming due to the rescoping of the Municipal Center Restroom project. This balance will be allocated during the budget development process.

### Completed Projects

FY 2022	
Project Title	Actual Expenditure
Gift Card Program	\$20,902
Vaccination Event	\$1,072
Codification of City Code of Ordinances	\$3,130
ARPA Consultant	\$15,000
Community Garden Improvements	\$3,698
Building Cleaning and Sanitation	\$3,800
Municipal Building Security System	\$16,350



FY 2023	
Project Title	Actual Expenditure
ARPA Consultant	\$25,000
Municipal Building Security System	\$33,450
Police Vehicles	\$210,763
Senior Center - Operating Costs	\$153,921
Fiesta Garden Capital Project	\$1,438
Public Works Backhoe and Wood Chipper	\$206,693
Public Works Vehicles	\$134,801
Homeowners Assistance Program	\$853,750
City Employee Premium Pay	\$143,588
Marbury Court Tree Removal	\$6,991
District Heights Elementary School Community Garden, including ADA compliance	\$200
Gymnasium - Retractable Divider	\$9,623
Street Repaving Project	\$241,805
Bathroom Renovation Design	\$8,832
City Buildings - Remove and Replace Asbestos Floor (Police Station, Computer Room)	\$12,900
RingCentral One-time Expenditures	\$4,800

FY 2024		
Project Title	Expenditure	Status
Playground Equipment Replacement	\$290,958	Completed
Police Vehicles	\$206,930	Completed
Senior Center - Operating Costs	\$308,212	Completed
Speed Bumps	\$45,967	Completed
Street Repaving Project	\$433,323	Completed
Bathroom Renovation Design	\$3,940	Completed
One-time Software Expenditures (RingCentral and Laserfiche)	\$42,618	Completed
6114 Marlboro Pike	\$389,964	Completed
Street Sweeper	\$216,788	Completed
Psychotherapy Supplies (YSB)	\$7,338	Completed
Turf Tank (field striper)	\$8,700	Completed
Commission Chamber Update	\$40,409	Completed
Public Works Vehicles	\$124,260	Completed
ARPA Consultant	\$25,000	Estimated – In progress
ERP System Pre-pay	\$250,147	Estimated – In progress
Fiesta Place	\$140,000	Estimated – In progress
IT Support Vendor	\$90,000	Estimated
Bathroom Renovation	\$52,402	Estimated
Food Distribution	\$30,000	Estimated
Youth Reading Programs	\$10,000	Estimated



## Appendix

### Budget Policy

Adopted June 13, 2023

**Purpose:** The City of District Heights' budgeting practices are governed by applicable federal, state, and local laws, the City Charter, and Generally Accepted Accounting Principles. These policies and practices will be used to help ensure that the financial resources of the City are managed in a manner consistent with the City's mission and vision. The City's Budget Policy should be reviewed periodically to address potential policy gaps and to revise the policy as needed to reflect changes in applicable law and industry best practices.

**Basis of Budgeting:** Governmental Funds, like the General Fund, must be prepared on a modified accrual basis utilizing encumbrance accounting. Under this approach, encumbrances are used to indicate the City's intent to purchase goods or services and revenues are recognized when measurable and available. Proprietary Funds, when used, must be budgeted on a full accrual basis. As such, expenses are recognized when incurred and revenues are recognized when they are obligated to the City.

**Budgetary Control:** Budgetary control is maintained at the fund and department level. The department level of control is the highest level in which management may reassign resources without City Commission approval. Expenditures shall not exceed budget appropriations at the department level. Budget accountability rests primarily with the operating departments of the City, with oversight by the City Manager. All appropriations that have not been expended, encumbered, or appropriated to ongoing capital improvement projects shall lapse at the end of the fiscal year.

**Balanced Budget:** A structurally sound balanced budget means that recurring resources must equal recurring expenditures. Section 605 of the City Charter requires that the City's total anticipated revenues equal or exceed to total of proposed expenditures.

- Excess, unrestricted fund balance may be used for one-time expenditures. Fund balance may not be used as a long-term approach to balancing the budget.
- New programs should not be budgeted or implemented until the full annual cost and the financial impact can be reasonably projected. New or expanded services appropriations should be implemented simultaneously with an associated off-setting new revenue source, an existing revenue source increase and/ or other expenditure reduction.
- The tax rate shall be adequate to produce sufficient revenues to cover City services approved by the City Commission.

**Budget Proposal and Adoption:** The City's annual budget is prepared for the fiscal year beginning July 1 and ending June 30 of the following year. The operating budget represents the final plan for the City and serves as a policy document for the distribution of city resources in alignment with the vision and mission of the Mayor and Commission

As a policy document, the budget document must, at minimum, provide an understandable statement of the City's strategic goals and strategies. As a financial plan, the budget document must

include a summary of major revenues and expenditures and financing sources and uses. The budget document should include and explain the City's long-range financial plans.

As an operational document, the budget document must include an organization wide chart; summary table of authorized positions; describe activities, services, or functions carried out by organizational units; and include goals and objectives of the organizational units.

In general, the City's budget processes should proceed as follows:

1. In or around January, the City Commission provides budget guidance to the City Manager.
2. The City Manager, with the Treasurer, prepares the proposed budget based on budget guidance.
3. In or around March, the City Manager proposes the budget.
4. The City Manager advertises potential tax rates and schedules a budget public hearing.
5. In or around April, the City Commission holds budget work sessions to consider, debate, and
6. amend the proposed budget.
7. In or around May, the City Commission adopts the budget.
8. The fiscal year opens July 1.

**Budget Amendments:**

Section 608 of the City Charter defines the process for budget amendments. Section 608 (a) states, "any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective." For the purposes of this policy, "major appropriations" means transfers in the amount over \$10,000 and "different purposes" means transfers between different departments.

**Administrative Transfers:** Administrative budget transfers include transfers from one line item to another within a department's operating budget. Budget transfer requests of \$5,000 or less require approval by the department head and authorization by the City Manager.

**Commission Approved Amendments:** Budget amendments requiring City Commission approval are those amendments which result in a change to the total appropriations of a department or fund and/ or exceed the City Manager's approval threshold. The City Commission must approve budget amendments:

- All budget transfers over \$10,000;
- The acceptance and appropriation of a grant award;
- The appropriation of additional funding if expenditures are projected to exceed budgeted amounts;
- Adjustments to reflect unanticipated revenues or receipts; and
- Transfers of appropriation from one department or fund to another.

## Glossary

501c3 / Civic Organization	Exempt tax designation afforded to nonprofit organizations that meet certain requirements.
Actual(s)	Revenues and expenditures that occur in a prior fiscal year. Actuals differ from budgeted figures in that they represent the real disbursements and/or collections that take place subsequent to budget adoption.
Adopted Budget	A plan of financial operations approved by the City Commission highlighting major changes made to the Proposed Budget.
Appropriation	A legal authorization granted by the City Commission to a specified organization to make expenditures and to incur obligations for specific purposes.
ARPA, ARPA Fund	American Rescue Plan Act, American Rescue Plan Act Funds where ARPA Projects are budgeted.
Assess	To place a value on property for taxation.
Assessed Value	The appraised value of a property for purposes of taxation.
Audit	A formal examination of an organization's accounts or financial situation.
Balanced Budget	A financial plan in which total expenditures equal total revenue and/or fund balance.
Budget Calendar	Schedule of key dates which a government follows in the preparation and adoption of the budget.
Budget Ordinance	The ordinance advertised and adopted by the City Commission enacting the annual budget.
Capital Improvement Program	The 6-year plan for current and future capital project expenditures.
Capital Projects Fund	The fund in which capital projects are budgeted in.
Carryover	Unexpended funds from the previous fiscal year.
Codified Ordinances	The Codified Ordinances of the city of District Heights.
COLA, COLA Increase	Cost of Living Adjustment, increases in base pay due to a calculation based on the average cost of living.
Constant Yield Tax Rate	The real property tax rate at which current/future fiscal year revenues approximate prior year revenues.
Debt	An obligation resulting from the borrowing of money.
Department	Organizational unit of City government.
Division	Significant subunit of a department.
Expenditure(s)	Decreases in financial resources.
Fiscal Year	The period used by the City for budgeting and accounting purposes. The City's fiscal year is July 1 to June 30.
FTE	Full-Time Equivalent, considering all full-time and part-time staff positions. Each full-time position working 2,080 hours per year is counted as one FTE.
Fund	A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, or balances and changes therein. Funds are segregated for the

	purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.
Fund Balance	The amount of money or other resources remaining unspent or unencumbered in a fund at a specific point in time.
General Fund	The primary location of all financial activity associated with the ordinary operations of government.
Liabilities	Obligations incurred in past or current transactions requiring present or future settlement.
Long-term Debt	Debt with a maturity of more than one year after the date of issuance.
Obligation	A future expenditure.
Performance Measure(s)	Data collected to assess a program's progress toward achieving established objectives and goals.
Personal Property	A category of property other than real estate, identified for purposes of taxation, including personally owned items, corporate property, and business equipment.
Program	This is a plan or unit under which action may be taken towards meeting an individual or set of goal(s) in the provision of a particular service.
Proposed Budget	A plan of financial operations submitted by the City Manager and Treasurer to the City Commission.
Real Property	Real estate, including land and improvements.
Revenue(s)	An increase in assets or financial resources.
Short-term Debt	Debt with a maturity of less than one year after the date of issuance.
Step Increase	An increase in base salary from the dollar amount of one step to the dollar amount of the next higher step on a grade and step pay plan.
Tax Base	The aggregate value of taxed items. The base of the City's real property tax is the market value of all real estate in the City.

## FY 2025 Tax Notification

### CITY OF DISTRICT HEIGHTS NOTICE OF A PROPOSED REAL PROPERTY TAX RATE INCREASE

For the taxable year beginning July 1, 2024, the City of District Heights, Maryland proposes to increase real property tax rates from \$0.687 per \$100 of assessment to \$0.692 per \$100 of assessment. A public hearing on the proposed real property tax rate increase will be held at 7:00 PM on April 9, 2024 and April 23, 2024 at 2000 Marbury Drive, District Heights, Maryland, 20747. The hearing is open to the public, and public testimony is encouraged. Persons with questions regarding this hearing may call 301-336-1402 or visit [www.districtheights.org](http://www.districtheights.org) for further information.

## FY 2025 Proposed Budget Ordinance

### City of District Heights, Maryland

#### Ordinance Number DH 2024 - 03

#### FY 2025 Budget

AN ORDINANCE of the City of District Heights, Maryland, to establish a budget for the city of District Heights for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

WHEREAS, the Charter of the City of District Heights requires that the annual budget be adopted no later than 30 days prior to the upcoming fiscal year;

WHEREAS, the City Commission approved a Budget Policy in June 2023 that provides direction regarding the City's annual budget process;

WHEREAS, the City Commission passed budget guidance and directed staff to prepare the FY 2025 proposed budget at the estimated tax rate of \$0.692 per \$100 of assessed value;

WHEREAS, the City of District Heights is committed to sound financial management and public transparency;

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DISTRICT HEIGHTS, MARYLAND.

Section 1. That pursuant to the power and authority vested in the City Commission by Article 23, Section 2(b) of the Annotated Code of Maryland and Sections 605 and 606 of the Charter of the City of District Heights, a budget as attached hereto and made a part hereof, and known as the annual budget of the City of District Heights for the Fiscal Year beginning July 1, 2024 and fully ending June 30, 2025 be and the same is hereby enacted.

Section 2. That this Ordinance shall take effect at 12:01 AM on July 1, 2024.

Introduced: April 4, 2024

Adopted:





**2000 Marbury Drive,  
District Heights, MD 20772**



**301-336-1402**



**[www.districtheights.org](http://www.districtheights.org)**