



CITY OF DISTRICT HEIGHTS

THURSDAY, APRIL 4, 2024

## **AGENDA**

### **City Meeting**

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

#### **I. CALL TO ORDER:**

#### **II. OPENING PRAYER:**

#### **III. PLEDGE OF ALLEGIANCE:**

#### **IV. APPROVAL OF AGENDA:**

City Meeting Agenda April 4, 2024  
Staff Contact: Starr Jefferson, City Clerk

#### **V. PRESENTATION:**

1. Oath of Office – Charter Committee
2. FY 2024 Proposed Budget

#### **VI. PUBLIC PARTICIPATION:**

#### **VII. ACTION ITEMS:**

3. \*Approval of Minutes:  
Staff Contact: Starr Jefferson, City Clerk
4. \*Sole Source Contract Award: IT Support Services  
Staff Contact: David Street, City Manager

#### **VIII. DEPARTMENT REPORTS:**

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

**IX. CLOSED SESSION:**

2. Sec. 305(b)(6): Consultation with Legal Counsel  
Staff Contact: David Street, City Manager and Bradley Farrar, City Attorney

**MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:**

**ADJOURNMENT:**

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

## Certificate Of Membership

This certificate is presented to

*Stephanie Holland*

The City of District Heights want to express sincere gratitude for your service for the 2024-2027 term. Your commitment and dedication to providing value to the greater good of The City of District Heights is appreciated.

*Cynthia Miller*

**Cynthia Miller**  
MAYOR



*David Street*

**David Street**  
CITY MANAGER

# CITY OF DISTRICT HEIGHTS CHARTER COMMITTEE

## Certificate Of Membership

This certificate is presented to

*Daniel Hartz*

The City of District Heights want to express sincere gratitude for your service for the 2024-2027 term. Your commitment and dedication to providing value to the greater good of The City of District Heights is appreciated.

*Cynthia Miller*

**Cynthia Miller**  
MAYOR



*David Street*

**David Street**  
CITY MANAGER



# CITY OF DISTRICT HEIGHTS

## City Meeting

Thursday, April 4, 2024

### Item 3

**Title:** FY 2025 Budget Presentation  
**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.

#### **Fig. 1. Proposed Budget Calendar**

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

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

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

#### **Draft Motions:**

I, Commissioner \_\_\_\_\_, move that the City Commission introduce DH-2024-03 FY 2025 Budget Ordinance and forward the FY 2025 Proposed Budget to the April 9 and April 23 Work Session for further deliberation.

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

#### **Attachment:**

1. FY 2025 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:



# CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

## Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on Thursday, April 4, 2024.

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

Lou Williams

Signature or Type Name

Telephone

Lou Williams

Name (Please Print)

District Heights Parkway

Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

CR-01-2023, Se Source contracts--Most City ordinances require 3 bids.

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



# CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

## Public Participation Form

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on \_\_\_\_\_.

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

HARRYETTE IRVING MANAGATO JING  
Signature or Type Name

Telephone \_\_\_\_\_

HARRYETTE IRVING  
Name (Please Print)

ROSLYN AVE  
Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

SC

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





## City Meeting Minutes

Thursday, January 4, 2024, 7pm

In-Person & YouTube Audio/Visual Conference

### **CALL MEETING TO ORDER**

The City Meeting of the City of District Heights was held on Thursday, January 24, 2024, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:01 p.m.

### **OPENING PRAYER**

Vice Mayor Harcourt

### **PLEDGE OF ALLEGIANCE**

Commissioner Janifer

### **QUORUM**

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, and Comr. Tilghman. Also in attendance were David Street – City Manager, Starr Jefferson – City Clerk, Ronald Tarpley – Chief of Police, Nikesha Pancho – Human Resources Manager, Lakeesha Washington – Deputy Director Public Works, Michelle Watkins -Code Enforcement Supervisor, Cecelia Smith-Budd – Staff Accountant, Katrina Emerson – Director of YSB, Teresa Williams – Assistant Director of Recreation, Katrina Polk – Director of Senior Center

### **AGENDA ACCEPTANCE**

Vice Mayor Harcourt moved to approve the agenda for the January 4, 2024, City Meeting and was seconded by Comr. Gomez. The motion passed a 4-0-1 vote (MM abstained).

### **INFORMATION ITEM:**

Assistant Director of Recreation Teresa Williams presented to the Commission the proposed 1<sup>st</sup> Quarter Recreation Calendar of Events.

The Commission was generally pleased with the production of events hosted by the Recreation Department in the absence of Director of Recreation, Jeffrey Taylor.

### **PUBLIC PARTICIPATION:**

Harryette Irving – Rosyln Avenue

Former Commissioner Irving inquired about the City Cable Channels 25 and 71, Comcast and Verizon, respectively. She additionally expressed concerns about the congested streets caused by multiple drivers in one home, work vehicles and heavier traffic.

## **CONSENT AGENDA ACCEPTANCE**

Commissioner Gomez moved to approve the Consent Agenda and was seconded by Vice Mayor Harcourt, which consisted of the following items:

**Item 1:** Approval of contract extension for ARPA Consulting Services of Thomas Michael LLC.

**Item 2:** Approval of Resolution R-24-01, PGDOE request for City to confirm support of tree plantings.

The motion carried a 4-0-1 vote (MM abstained)

## **ACTION ITEMS**

### **3. FY 2025 Budget Development – David Street – City Manager**

City Manager, David Street presented to the Commission a FY 2025 Budget Outlook and Guidance staging. He provided a high-level overview of the historical Real Estate tax rate and the overall

Commissioner Gomez inquired about estimated revenue via Grants.

Mr. Street expressed that evaluating grant funding within the budget may be premature as the Commission makes more decisions on areas of focus.

Commission Tilghman requested a comprehensive report on grants applied for and received.

Mr. Street ensured that a report would be compiled and presented.

Commissioner Janifer moved that the City Commission forward the Budget Guidance Item to the January 9, 2023 Commission Work Session and was seconded by Commissioner Tilghman and carried at 4-0-1 vote (MM abstained).

### **4. Senior Center Opening Programming – Dr. Katrina Polk – Senior Center Director**

Dr. Polk presented to the Commission and residents proposed programming for the city's Senior Center which is currently expected to open around January 29<sup>th</sup>

Open Access: Grant accessibility to community space, fitness equipment and classes, and game room on weekdays from 11am – 7pm

Projected start date: January 29th, 2024

Onsite Activities:

- Coffee Social Hours (10 am – 12pm)
- Fitness classes, i.e. yoga and weight training (2xs a week/morning & evening)
- Lunch Option (WellFound Vending Foods)
- Bi-Weekly Technology Learning Drop-in Project (Volunteer led/Contractor)

**Health and Wellness:** Provide programs and service connections to assistance with information on preventive care, workshops on managing ongoing health conditions focused on physical and mental health, opportunities for social connectivity, and access to non-invasive health checks.

Projected start date: March 1st, 2024.

Activities:

- Monthly Health and Wellness & Advocacy Project (AARP 939)
- Monthly Community Art Program/Healthcare & Art (PGC Arts and Humanities)
- Monthly Caregiving/Dementia Care Program (PGC Aging in Place Partners)
- Benefit/Service Counseling—Frequency TBD (Juanita Grant Foundation)
- Monthly Aging Mental Health Group Sessions (Partner with DH YSB)
- Weekly Wellness Clinic (SLK Health Partner and their health organizations)

**Public Safety:** Establish programs that prevent, protect, and support aging in place and related emergencies in the community and at home. It helps identify specific public safety needs so individuals can create or implement an emergency plan, ensuring seniors are well-prepared to respond to various scenarios. Also, aging adults can build a strong support network with law enforcement and include them in emergency planning.

Projected start date: April 1st, 2024.

Activities:

- Bi-Monthly Community Aging Public Safety Meetings (partner with Police Dept)
- Health Wellness Checks Registry—"I am Okay" Placard Project (partner with Police Dept)

**Aging in Place Program:** Collaborate with volunteer groups to support older adults through transformative service projects that help people stay in their homes.

Projected start date: May 1, 2024.

Educational: Offer a rich array of stimulating courses, lectures, and activities, along with opportunities for social interaction twice a year vibrant in an educational and social environment for mature adults as a demonstration project.

Projected start date: July 2024

Activities:

- Weekly Spanish and Arts and Crafts (partnering with PGCCC's Seasoned Adults Growing Educationally (SAGE).

**Economic and Workforce Development:** Offer opportunities to reskill and upskill to participate in the workforce and economic growth, focusing on obtaining jobs and creating wealth for themselves and their families. Also, support entrepreneurship as a fundamental topic for workforce development, building businesses.

Projected start date: July/August 1st, 2024

Activities:

- Weekly workforce development workshops, seminars, and short courses (partner with Recreation Dept., PGCCC and Training Grounds)
- Entrepreneurial development and resources—frequency TBD (PGC Economic Development Corp.)

**Community Lunch Program:** PGC Aging and Disabilities is partnering with District Heights to establish a nutritional lunch program serving residents two days a week. The program will begin July 1, 2024. We anticipate 50 participants each day, and the current meal cost is \$4 (\$16—with a \$12 subsidy from the PGC); the program cost is \$20,800 in 2023. Future allocation of city-based taxes and other philanthropic opportunities will sustain this program. Thome Grant Request: \$26K for County lunch program cost in 2024.

Projected start date: July 2024.

David Street offered to the Commission that they spend time with the in-depth information presented and be prepared for discreet decisions in to include appropriations and allocations. Upon their feedback the Senior Center Director and City Manager will return with edits and appropriate changes.

Mayor Miller inquired about the participant levels of the Focus Groups and the Senior Services Survey. Dr. Polk shared that approximately 26 participated in the Focus Groups and approximately 85 individuals responded to the assessment.

Vice Mayor Harcourt shared that he'd like to see effort to recruit the aging and disabled populations for employment. Additionally, Vice Mayor Harcourt expressed that he'd like to see financial literacy programming included.

Commissioner Janifer inquired about the volunteer programming and where the pool would be solicited. Dr. Polk offered that she would leverage the assistance of HR along with local universities, particularly with individuals in the field of geriatrics.

Commissioner Tilghman addressed the workforce development plan and the inclusion of our veterans in the workforce development is needed. He suggested also incorporating an intergenerational partnership in comparison to the recreation department, in addition the recreation department would like access to the senior center building so both departments can co partner on programs that aren't currently operation because of the lack of space.

Mayor Miller inquired about Salon Services planned for the Senior Center to include District Heights Elementary and Veterans, and suggested a feasibility study may be warranted.

Mayor Miller also suggested additional resource days to be offered in the center along with experts or people who are certified to assist the residents.

Dr. Polk proposed an information day for residents to know they can come to sign up that would take place bi-monthly to have a consistent schedule for residents to participate in additional resources.

Report Submitted.

## **DEPARTMENT REPORTS**

### **Youth Services Bureau "YSB Report"- Ms. Katrina Emerson, Director of YSB**

Katrina Emerson reported to the Commission and residents that the YSB conducted a 3-day clinical certification for trauma behavioral therapy, this will help their department is held to a better standard for the agency.

Ms. Emerson reported additionally that on December 15, 2023 the YSB partnered with the Senior Center for their family engagement activity for families and had 35 attendees for the event where Christmas gifts were provided. Also, the first and third week of the month they conduct a parent support group to provide services to parents and children to increase their healthy attachment.

On January 22,2024 YSB will have a college tour that is first come first served at no cost to the families.

On January 11,2024 PGCPs elementary school counselors will be hosting a meeting in the YSB building to learn about our services and the other youth service bureaus within the county. The Middle School meeting will take place on February 15,2024

Katrina Emerson stated that she is working with other YSB within the state to lobby for more funding.

Report submitted

**Treasurer's Report – Cecelia Smith-Budd, Staff Accountant**

The city has received more tax revenue than projected.

The city has received more revenue in fines and red speed than projected.

The city is under budget for non-departmental by \$164,000, General Government is over budget by \$146,000 due to an increase in contractual services.

1.1 MM has been spent thus far using ARPA funds.

Commissioner Gomez inquired about the status of the audit and whether communication had been made with the state.

City Manager affirmed that Ms. Smith-Budd had been in communication with the Treasurer who was travel and correspondence had been made with the regarding the receipt of audit findings.

Report submitted

**Recreation, Park & Culture Report – Teresa Williams, Director of Recreation**

Thanked Public Works, the Police Department, Ms. Geraldine Marshall, T'Neisha Turner for their support throughout December and the holiday season.

Report Submitted

**General Government – T'Neisha Turner, Media Coordinator**

Commissioner Janifer thanked Ms. Turner for her work with the District Heights Elementary School.

Commissioner Janifer inquired whether the townhomes were included in the Herald mailer.

Mayor Miller suggested that copies of the Herald should be placed in the lobby of the Municipal Building and also the Woodland Springs lobby.

Report Submitted

**Code Enforcement Report- Michelle Watkins – Code Enforcement Supervisor**

A new Code Enforcement Officer is anticipated to fill one of the vacancies within Code Enforcement this month.

Ms. Watkins cautioned that wood must stored 12 inches off the ground to prevent creating harboring environments for rodents.

Commissioner Janifer inquired about an illegal dumping on Halleck Street.

Ms. Watkins shared that her department was aware and in contact with PEPCO, the property owning.

Commissioner Gomez inquired about the intersection between Gateway and Marlboro Pike where the bank location that is now a 24-hour convenience store still has trash on their green space and asked if their department can follow up with them again regarding cleaning up that area. Also, on county road there was a reoccurring residence that still has a plethora of cars parked in their yard space and inquired if there's any update on this issue.

Ms. Watkins' response was inaudible to the Clerk.

Report submitted.

**Police Department Report – Chief Ronald Tarpley – Chief of Police**

Chief Tarpley addressed a typo within the report to include 688 moving violations for a total revenue of \$35,530.34 in December.

Chief Tarpley also shared that all 4 speed cameras were installed and functioning.

Commissioner Gomez inquired about an individual possibly residing in a tent near Rochelle Ave.

Chief Tarpley acknowledged approximately 3 unhoused individuals in and around the City and expounded that services have been offered, but the individuals were not yet receptive.

Commissioner Gomez additionally asked for data related to the unhoused population and crime.

#### January 15<sup>th</sup> MLK Celebration

Announced the hiring of Deputy Chief Ploof

The Police Department has 4 vacancies to fill.

Announced Officer Campbell would return January 20, 2024.

Announced a new Code Enforcement Supervisor will begin on Monday January 8, 2024.

Vice Mayor suggested Active Shooter Training for District Heights Elementary and Bishop McNamara.

Commissioner Janifer inquired about the possibility of obtaining K9's.

Chief Tarpley explained that a K9 purchase ranges about \$40,000, not to include the K9 vehicle, the outfitting of the vehicle and training and suggested that grant funding would be ideal for such an acquisition.

Report submitted.

#### **Human Resources – Nikki Pancho - Human Resource Manager**

Vice Mayor Harcourt inquired about the City's Open Enrollment and whether additional benefit providers would be brought on board.

City Manager David Street expressed that the backend of the Pay Parity as part of the total employment package.

Nikki Pancho announced the onboarding of Director of Public Works Lakeesha Washington.

Report submitted.

#### **Public Works Department Report – LaKeesha Washington –Director of Public Works**

Vice Mayor Harcourt inquired about litter collection within the green spaces.

Vice Mayor Harcourt shared details about potholes on Rochelle that require repair.

Vice Mayor Harcourt expressed his concerns about lighting on District Heights Parkway as well as the safety of sidewalks that need repair.

Report submitted.

#### **MAYOR AND COMMISSION COMMENTS/REPORTS**

Announced the passing of 3 members within the last couple of weeks, Brenda Dickerson, Anne Mason and William Johnson.

The Commission expressed their deep condolences to the families and neighbors.

**ADJOURNMENT**

Vice Mayor Harcourt moved to adjourn the City Meeting. Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

The City Meeting adjourned at 10:21pm.

Respectfully submitted,

Starr Jefferson  
City Clerk

DRAFT



## City Meeting/Work Session Minutes

Tuesday, January 23, 2024, 7:00 pm

In-Person & YouTube Audio/Visual Conference

### **CALL MEETING TO ORDER**

The City Meeting of the City of District Heights was held on Tuesday January 23, 2024, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:04 p.m.

### **QUORUM**

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez and Comr. Tilghman. Also in attendance were David Street – City Manager, Starr Jefferson –City Clerk, Ronald Tarpley – Chief of Police, Lakeesha Washington -PW Deputy Director, Chris Lawson – Director of Human Resources and Nikesha Pancho – Human Resource Manager

### **AGENDA ACCEPTANCE**

Vice Mayor Harcourt asked that the agenda be amended to include a Closed Session to discuss Human Resource matters.

Commissioner Janifer moved to approve the agenda to include Personnel Matters, which was seconded by Commissioner Gomez, which carried at 4-0 vote (MM abstained).

### **PRESENTATIONS:**

Dr. James Dula of the Prince George's County Veteran's Affairs presented to the Commission and City updates for Veterans and Senior Veterans for 2024. Mr. Dula emphatically proclaimed that 'It's a great day to be a Veteran in Prince George's County'.

Shared tips for Senior Veterans:

- Change your passwords
- Do not store credit card information on your computer
- Avoid phishing schemes – don't click on unknown sites or answer questions from un
- Review your financial statements regularly
- Shred your sensitive documents
- 

### **INFORMATION ITEMS:**

1. City Committee Volunteer Group
2. Sustainability Committee Bylaws
3. Fiesta and Edfeldt Lane Boundary Survey Results

Lakeesha Washington, Director of Public Works presented to the Commission the results.



Ms. Washington announced the city does not own the area across from Fiesta Garden at Fiesta Place.

The city does own Edfeldt Lane with some encroachment from private owners.

Commissioner Gomez clarified that the lot across Fiesta Place on Edfeldt Lane could be used as a planned green space.

Commissioner Gomez suggested that it may be plausible to sell them to the homeowner at a fair market price.

Vice Mayor Harcourt agreed with Commissioner Gomez that parceling the plots and offer them for sale.

Commissioner Gomez commented that she agreed that offering the property for sale where there are encroachments.

Ms. Washington explained that an additional survey has been ordered.

Commissioner Janifer also agreed that the Edfeldt Place property should be made available for sale to homeowners who received a fence permit.

Commissioner Gomez clarified again that Edfeldt Lane that an opportunity to negotiate amicably with the homeowners.

## **PUBLIC PARTICIPATION**

NONE

## **ACTION ITEMS:**

### **Action Item 2 – FY 2025 Budget Development**

David Street recapped the Economic Outlook for the Commission.

The Incorporated City of District Heights property owners experienced a 3% increase over last year's valuation.

Mr. Street posed to the Commission 'What real tax rate should be advertised?'

Commissioner Gomez shared concern about the phasing out of the ARPA funds and the need to sustain the current levels of service and manage deferred maintenance.

Building out the translation services for Spanish speaking growing population.

Nikki Pancho shared the Human Resources Department would be working with the City Manager to

Commissioner Tilghman expressed his desire to keep the rate at its current rate.

Commissioner Janifer agreed with Commissioner Tilghman.

Vice Mayor Harcourt reminded the Commission that the city is impacted by inflation, which is currently at 4%. He expressed that it is financially prudent to plan for the cost of increased services. Additionally, Vice Mayer shared his concern regarding deferred maintenance of roads and sidewalks and the municipal building.

The Vice Mayor continued to express that any additional revenues that a half penny increase would be used to maintain the services that are needed to serve the residents. He furthered that taxes have been reduced 3 times since 2020.

Commissioner Gomez shared that the County tax rate is significantly higher than the City's property tax rate.

Commissioner Gomez further asked what 1 penny per \$200 looks like to the average taxpayer in the Incorporated City.

Mayor Miller also shared that the Senior Center will be providing meal services until the County's program takes effect in July 2024.

### **Action Item 3 – Senior Center Programming**

David Street announced the city is prepared to release a brief survey of the Salon and Grooming Survey to Senior Community to determine the targeted user for services.

Proposed programming launch dates have been submitted. Commissioner Janifer asked for an ETA for open date.

Mr. Street explained that they are waiting for a temporary occupancy permit.

Commissioner Tilghman inquired whether local vendors would be connected to the salon opportunities.

Mayor Miller requested that the survey be available for the Valentine's Day luncheon patrons.

Dr. Polk shared that legislation is hopeful that Accessory Dwelling Units (ADU's) will become more viable as Prince George's County is currently out of step with municipalities in DC and Northern Virginia.

Commission Gomez shared her excitement about the transportation loop program that would be a great replacement for the Call-A-Bus that the city had previously.

Vice Mayor Harcourt moved that the Senior Center programming be moved to the February 13, 2024, Work Session for action and was seconded by Commissioner Tilghman, which carried a 4-0 vote (MM abstained)

### **Action Item 4 – Fencing Regulation**

Commissioner Janifer moved to move the Item of Fencing Regulation to the City Meeting on February 1, 2024, and was seconded by Commissioner Tilghman which carried a 4-0 vote (MM abstained).

### **Action Item 5 – Personnel Manual Updates**

Nikki Pancho presented to the Commission the updates to the Personnel Manual which included more concise language regarding Leave Policy and an updated Dress Code flyer.

Ms. Pancho noted that Event Staff should be uniformed.

The Vice Mayor inquired about mandatory ID badges being included in the policy.

Employees, Contract Services and Volunteers are the three (3) categories of City badges.

Vice Mayor Harcourt inquired whether emergency leave was included in the Personnel Manual. Ms. Pancho confirmed that emergency leave is included.

Vice Mayor made a motion to go into closed session to discuss Personnel Matters which was seconded by Commissioner Gomez and carried a 4-0-1 vote (MM abstained)

The Commission went into closed session at 9:31pm

The Commission returned from closed session at 10:34pm.

**MAYOR AND COMMISSION COMMENTS/REPORTS**

Mayor Miller announced that Personnel Matters were discussed in closed session.

**ADJOURNMENT**

Vice Mayor Harcourt motioned to adjourn the meeting which was seconded by Commissioner Tilghman and carried a 4-0-1 vote (MM abstained).

The Work Session ended at 10:34pm.

Respectfully submitted,

Starr Jefferson  
City Clerk

DRAFT



# CITY OF DISTRICT HEIGHTS

## City Meeting

Thursday, April 4, 2024

### Item 5

**Title:** Contract Award: IT Support Services  
**Staff Contact:** David Street, City Manager  
**Purpose:** To amend the ARPA spending plan and award a contract in the 3-year amount not to exceed \$397,296 in recurring costs and \$27,115 one-time start-up costs for a total amount of \$422,716.

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**Summary:** The purpose of this item is to amend the ARPA spending plan and award a sole-source contract to VC3, an IT Support Services provider.

Table 1. Proposed ARPA Spending Plan Amendment

Project	Current Budget	Amended Budget
Municipal Center Restroom Renovation Project	\$250,000	\$50,000
IT Support Services CY 2024	\$0	\$90,000
Unallocated ARPA Balance	\$0	\$110,000

**Alternatives:**

1. The Commission could approve the proposal as provided in Attachment 1.
2. The Commission could not approve the proposal and direct staff how to proceed.

**Draft Motions:**

I, Commissioner \_\_\_\_\_, move that the City Commission amend the adopted FY 2024 ARPA spending plan to reallocate \$90,000 of funding formerly designated for the Municipal Center Restroom Renovation project into the new IT Support Services project.

I further move that the City Commission waive the competitive bid requirements and approve a contract award to VC3 in an amount not to exceed \$422,716 and direct the City Manager to finalize and execute the contract as provided in attachment 1.

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

**Attachment:**

1. Summary of Services



# VC3 Manage + Shield + Backups

**City of District Heights, MD**

2000 Marbury Drive  
District Heights, Maryland 20747  
United States

**VC3**

1301 Gervais St.  
Suite 1800  
Columbia, SC 29201  
United States

**David Street**

streetd@districtheights.org  
3013361402

**Prepared by: Kyle Foster**

Senior Account Executive  
kyle.foster@vc3.com  
(339) 793-4868

Reference: 20240228-163951594

Quote created: February 28, 2024

Quote expires: May 28, 2024

## Products & Services

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
VC3 Manage - Full User 24x7x365 Remote & Onsite Support: Users, Servers, Network Foundational Protection Components: EDR Including 24x7x365 SOC, M365 Protection & Backups Proactive Monitoring, Maintenance & Patching: Workstations, Servers, Network Strategic IT Planning: Alignment with IT Best Practices, IT Budgeting, Technology Roadmap M365 License Management Vendor Co-Ordination Hardware, Software, Domain and License Procurement / Renewals	45	\$150.00 / month	\$6,750.00 / month for 3 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
<p>VC3 Manage - Shared User            24x7x365 Remote &amp; Onsite Support: Users using a shared workstation.            Foundational Protection Components: EDR Including 24x7x365 SOC, M365 Protection &amp; Backups            Proactive Monitoring, Maintenance &amp; Patching: Shared Workstations.</p>	3	\$50.00 / month	\$150.00 / month for 3 years
<p>VC3 Manage - Email Only User            Support for email only users includes troubleshooting send/ receive issues and access issue to email platform.            M365 &amp; Email Protection &amp; Backups Included</p>	16	\$25.00 / month	\$400.00 / month for 3 years
<p>SharePoint / OneDrive Hosting            Files hosted in SharePoint / OneDrive            Users connected to domain via Azure Active Directory            Hosted files accessible via Windows Explorer.</p>	45	\$5.00 / month	\$225.00 / month for 3 years
Enterprise Application Migration	1	\$2,500.00	\$2,500.00
VC3 Managed Services Onboarding & Cloud Migration	1	\$22,920.00	\$22,920.00
Data Recovery - Server Backup	3	\$32.00 / month	\$96.00 / month for 3 years
Data Recovery - Workstation Backups	1	\$19.00 / month	\$19.00 / month for 3 years
Data Recovery - Cloud Storage (Per GB)	7,014	\$0.05 / month	\$350.70 / month for 3 years

PRODUCTS & SERVICES	QUANTITY	UNIT PRICE	PRICE
Protect Shield (Add On) Cyber Aware Essentials - Cyber Security Training & Simulated Phishing Tests Dark Web Credential Monitoring Web Protection & Content Filtering Email Protection & Spam Filtering VC3 Security Team	48	\$21.99 / month	\$1,055.52 / month for 3 years
Protect Shield M365 Only User Cyber Aware Essentials - Cyber Security Training & Simulated Phishing Tests Dark Web Credential Monitoring Email Protection & Spam Filtering M365 Monitoring & Protection VC3 Security Team	15	\$10.50 / month	\$157.50 / month for 3 years
Protect Shield Email Protect Archiving Upgrade Email Archiving for up to 10 years.	63	\$2.00 / month	\$126.00 / month for 3 years
Protect Shield Cyber Aware Complete Upgrade Upgrades training catalog & simulated phishing tests.	63	\$2.00 / month	\$126.00 / month for 3 years
Microsoft Entra ID P1	0	\$6.00 / month	\$0.00 / month for 1 year
Exchange Online (Plan 1) NCE Annual Subscription	0	\$4.00 / month	\$0.00 / month for 1 year
Microsoft 365 F3 GCC	10	\$8.00 / month	\$80.00 / month for 1 year
Office 365 G3 GCC & Enterprise Mobility + Security G3 GCC	46	\$32.63 / month	\$1,500.98 / month for 1 year
Investing Where We Serve Promotion - 7 Laptops, NO Whiteboard	1	\$0.00	\$0.00

**SUMMARY**

Monthly subtotal	\$11,036.70
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One-time subtotal	\$25,420.00
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**Comments**

Client renewed MS O365 in January 2024 under business tenant. Migration to G3 GCC will be performed towards expiration of current O365 contract. The migration project minus tool license is covered in the One-time VC3 Managed Services On-boarding.





**CITY OF DISTRICT HEIGHTS  
PARKS and RECREATION DEPARTMENT**

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

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TELEPHONE: (301) 336-5633

**April 2024 City Report**

**RECREATION, CLASSES, ACTIVITIES AND EVENTS UPDATE:**

**MARCH – SPRING BREAK ACTIVITIES**

- **Bike Ride Spring Break/Basketball Tournament – Monday, March 25, 2024**
- **Paint & Sip – Tuesday, March 26, 2024**
- **Middle School Movie Day – Wednesday, March 27, 2024**
- **Community Soccer in gymnasium – Thursday, March 28, 2024**
- **Teen Movie/Pizza Night – Friday, March 29, 2024**

**MARCH FACILITIES RENTALS**

- **Saturday, March 9, 2024**
- **Thursday, March 14, 2024**
- **Saturday, March 16, 2024**
- **Wednesday, March 20, 2024**
- **Friday, March 22, 2024**
- **Saturday, March 23, 2024**

**Respectfully submitted,  
Parks and Recreation Department**



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

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**TELEPHONE: (301) 336-5633**

**March 2024 City Report**

**PARKS, RECREATION AND CULTURE DEPARTMENT**

**RECREATION - SERVICE AND RETENTION UPDATE:**

<b>CLASS/ PROGRAM/ ACTIVITY</b>	<b>NUMBER OF VISITORS</b>
• Chair Aerobics -	70
• Line Dance -	34
• Open Gym	345
• Fitness Room	25
• TOPS	38
• District Heights Step Team	34
• AARP	10

Total: 556

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



# CITY OF DISTRICT HEIGHTS

MARYLAND

## Balance Sheet As of February 29, 2024

### ASSETS

#### Current Assets

##### Checking/Savings

10000 · Truist - Checking - 1460	1,582,785
10005 · Trust - Payroll - 5731	15,930
10010 · Truist - Forfeiture - 6119	14,838
10015 · Industrial Bank - CD 2165	6,792
10020 · Truist - Mayor's Youth Council	3,402
10040 · MLGIP - PNC	3,097,101
1072 · Bill.com Money Out	546,841

Total Checking/Savings 5,267,687

##### Other Current Assets

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

Total Other Current Assets 1,589,922

Total Current Assets 6,857,609

#### Fixed Assets

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

Total Fixed Assets 643,265

#### Other Assets

1420 · Amts to be Prov for Auto Lease	76,818
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Total Other Assets 76,818

**TOTAL ASSETS 7,577,692**



CITY OF  
DISTRICT HEIGHTS  
MARYLAND

**Balance Sheet**  
**As of February 29, 2024**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 65,273

Total Accounts Payable 65,273

Other Current Liabilities

2005 · Accounts Payable - Accrual 46,125

2010 · Security Deposits 2,550

2020 · Deferred Property Taxes 57,539

2021 · Deferred Revenue ARPA Funds 2,883,945

2031 · Auto Leases 76,818

2100 · Payroll Current Liabilities 46,526

2111 · Direct Deposit Liabilities 1,584

2176 · Colonial 11

2410 · Accrued Comp S/T 18,379

2420 · Accrued Comp - L/T 193,518

Total Other Current Liabilities 3,326,994

Total Current Liabilities 3,392,267

Long Term Liabilities

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

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

2311 · 2016 CDA Bonds Payable 3,130,000

2312 · 2020 CDA Bonds Payable 1,766,000

2314 · Premium on Bonds Payable 2020 334,225

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

Total Long Term Liabilities -193,518

Total Liabilities 3,198,749

Equity

30000 · Opening Balance Equity 4,484,646

32000 · Retained Earnings -13,900

Net Income -91,804

Total Equity 4,378,943

TOTAL LIABILITIES & EQUITY 7,577,692



**Budget vs. Actual**  
**February 2024**

	<b>Feb 24</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
<b>Income</b>					
I · Local Taxes	169,407	3,413,423	2,351,545	1,061,878	3,527,318
II · State Shared Taxes	127,315	674,114	608,589	65,524	912,884
III · License & Permit - City/County	61,052	127,115	169,872	-42,757	254,808
IV · Youth Service Bureau	41,255	80,948	164,000	-83,052	246,000
V · Recreation Revenues	4,696	21,572	24,000	-2,428	36,000
VI · Fines & Vehicles Releases	44,700	233,613	198,333	35,280	297,500
VII · Miscellaneous	2,760	593,324	0	593,324	
VIII · Use of Fund Balance	0	0	366,667	-366,667	550,000
VIII · Grants/Other/Misc.	0	0	2,733	-2,733	4,100
<b>Total Income</b>	<b>451,185</b>	<b>5,144,109</b>	<b>3,885,740</b>	<b>1,258,369</b>	<b>5,828,610</b>
<b>Expense</b>					
00 · Non-Departmental	95,747	816,114	1,143,143	-327,029	1,714,715
01 · Mayor and Commission	7,497	65,879	94,485	-28,606	141,728
02 · General Government	42,156	547,384	412,498	134,886	618,747
03 · Youth Services Bureau	20,582	177,241	243,355	-66,115	365,033
04 · Parks Rec Culture	29,392	347,663	342,206	5,457	513,309
05 · Code	36,239	140,780	126,647	14,133	189,970
07 · Public Works	73,251	851,193	951,053	-99,860	1,426,579
08 · Police	68,006	749,041	572,353	176,689	858,529
09 · American Rescue Plan	12,505	1,519,832		1,519,832	
50009 · Contractual Services	0	85		85	
5953 · Construction Managers	0	20,700		20,700	
<b>Total Expense</b>	<b>385,374</b>	<b>5,235,913</b>	<b>3,885,740</b>	<b>1,350,173</b>	<b>5,828,610</b>
<b>Net Income</b>	<b>65,811</b>	<b>-91,804</b>	<b>0</b>	<b>-91,804</b>	<b>0</b>



## CITY OF DISTRICT HEIGHTS FAMILY & YOUTH SERVICES BUREAU

6421 Atwood Street ★ District Heights, Maryland 20747

Phone: (301) 336-7600 ★ Fax: (301) 499-2121

Email: [ysb@districtheights.org](mailto:ysb@districtheights.org)

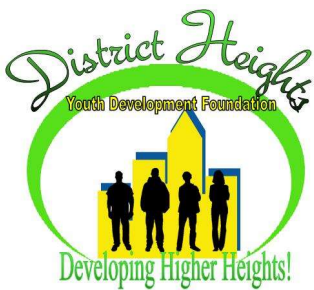
### March 2024

#### STRATEGIC FOCUS

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

#### COMPLETED

- **Monday, March 4th:** The YSB director attended and provided testimony in support of proposed budget and support of the ENOUGH and to speak about the continued work of the YSBs.
- **Thursday, March 7th :** The YSB director attended the third provider meeting hosted by Department of Family Services. YSB director attended the and provided testimony for the house appropriations committee in support of House Bill 1136 to reinstate funding for Youth Service Bureaus. The YSB also hosted the bi-monthly parent support group for parents and their children.
- **Thursday, March 14<sup>th</sup>:** The YSB director attended the monthly MAYSB meeting to debrief efforts of the agencies in support of HB1136 for Youth Service Bureaus, the ENOUGH act and other bills to support services for youth and families.
- **Friday, March 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of February 29th: 0 new formals; 32 carryover formals; 1 formal closed and 0 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 4 clinicians over this time period.
- **Wednesday, March 20th:** The YSB director attended project management training hosted by Training By Design for city staff and leadership.
- **Thursday, March 21<sup>st</sup>:** The YSB hosted the bi-monthly parent support group for parents and their children.
- **Friday, March 22nd:** The YSB director attended career day for students at Longfield's Elementary School in Forestville, MD.
- **Monday - Friday, March 25<sup>th</sup>-29th:** The YSB clinical staff hosted Kindness Matters Workshop. This anger management workshop focused on alternatives to managing anger by providing attendees with skills and tools to manage negative/unhelpful thoughts, feelings and emotions.



**The District Heights Youth Development Foundation**  
**2000 Marbury Drive \* District Heights MD 20747**  
**301-336-7600 \* fax 301-499-2121**  
**[www.developinghigherheights.org](http://www.developinghigherheights.org)**  
*"Developing Higher Heights"*

- 📅 **Saturday, March 30<sup>th</sup>:** The YSB director hosted an information table at the Community Block Party hosted by First Baptist Church of District Heights.

## **March 2024**

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

Respectfully Submitted,

Katrina Emerson, Director

District Heights Family & Youth Services Bureau



# CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

*Mayor*  
Cynthia Miller

*Vice Mayor*  
Xander Harcourt

*Commissioner*  
Pamela Janifer

*Commissioner*  
Gyasi Gomez

*Commissioner*  
Anthony Tilghman

## **City of District Heights Department of Public Works Monthly Report**

Reporting Period: March 1<sup>st</sup> – March 31

1. The Fiestas Garden Project, led by Lead Engineer Design Green in collaboration with the Neighborhood Design Center, underwent a timeline adjustment to ensure project continuity. Starting with the Design Kick-off in February 10, the project progressed to the current phase of "Existing Conditions & Base Mapping" from March 22 to April 12. The subsequent phase, spanning from April 12 to May 31, focuses on Engineering Concept - 60% Design. Updates will be provided as the project advances to the Engineering Concept - 90% Design to Permit Ready phase, followed by Construction. Each phase has designated timeframes to ensure a smooth progression despite potential weather-related delays.
2. Veteran Park has been added to the community maintenance plan, with drafting expected completion in April, demonstrating DPW's commitment to maintaining and beautifying community spaces.
3. The Maryland Municipal Parks and Recreation Public Works Association Meeting took place on March 14-15, with DPW staff enjoying a local tour of Mt. Airy, MD, which straddles Carroll and Frederick Counties. On March 14, the itinerary included visits to Rails to Trails, Linganore Wine cellars, and Frey's Brewery, providing insights into local attractions and initiatives. The evening concluded with a return to downtown Mt. Airy, where participants could explore local eateries. The March 15 agenda at Town Hall included reports and updates from various committees and organizations, along with officer nominations for MMLPRA. An optional post-meeting walking tour of downtown Mt. Airy was also offered.
4. In another collaborative effort, Commissioner Gomez, DPW Director Lakeesha Washington, Crew Lead Roger, and Cordell Team member collaborated with the District Heights Sustainability Committee and Green Works for an Invasive Species Tour. This tour aimed to identify target areas for an upcoming initiative on April 20th to remove invasive species and preserve the city's green spaces.
5. In March, DPW initiated a Monthly News Flash to inform residents of service updates. The new street sweeper schedule, operating on Tuesdays and Fridays, was announced, along with bulk trash disposal now by appointment only on Wednesdays. A regular schedule for trash, yard waste, recycling, and limb pick-up was outlined. Spring Clean-Up was scheduled for April 15-19, 2024, with a reminder about prohibited items. A quick tip was shared for hassle-free disposal during Spring Clean-Up. Residents can find the schedule of services on the District Heights website.
6. DPW Director attended the National League of Cities Congressional City Conference in Washington DC. During this event, she participated in various activities including meetings with directors from FUSE, which partners with local governments to create projects that narrow racial disparities. Additionally, she attended events like NBC-LEO, Women in Municipal Government Luncheon, Hill Day, Retail as Catalyst for Economic Development, and NLC 100th Anniversary Spring Celebration, showcasing DPW's engagement with national initiatives and networks.
7. American Bloom generously donated 100 Petit Knockout rose bushes, and potential spots for planting were identified in collaboration with the Fiesta Garden Community Garden Committee. These spots include Clock the DH Parkway and Benton Street, or at the intersection of Rochelle and DH Parkway, as well as at the welcome sign at Point on Council Drive and DH Parkway. Teri Speight, a Master Gardener, is actively involved in this beautification project.
8. DPW conducted a city-wide pothole assessment and encouraged residents to report concerns To [Publicworks@districtheight.org](mailto:Publicworks@districtheight.org) This proactive approach ensures timely maintenance of roads and infrastructure, contributing to overall community well-being.



9. Utilizing the "Monday.com" application, DPW efficiently managed 40 work order requests in March, showcasing the diverse nature of services provided, including assessments, maintenance, installations, transportation, and waste management. With 36 requests completed and 3 in progress, DPW continues to demonstrate its commitment to efficient workflow and excellent service delivery, appreciating the collaboration and support of residents and governing bodies alike.

### **Upcoming Initiatives**

1. **Spring Cleaning Initiative:** In collaboration with Prince George's County, District Heights has developed a tentative Spring-Cleaning Plan to maintain city cleanliness. The plan outlines pickup dates (April 15-19) and permitted items, with specific sections assigned for each day. Special instructions include curbside placement of items and contact information for residents requiring assistance. Safety measures ensure staff and resident safety. Additionally, the plan emphasizes community cooperation to prevent illegal dumping. Pending final confirmation, the plan reaffirms District Heights' commitment to cleanliness and community well-being. Residents are encouraged to visit the District Heights website and refer to the City Harold for section details. Tips for effective spring cleaning include coordinating with neighbors for community clean-up days, recycling, disposing of hazardous waste responsibly, and securing loose items to prevent littering. Residents are urged to document their efforts with before-and-after photos to inspire others.
2. **Prince George's County Urban Tree Program:** The City of District Heights is partnering with the Prince George's County Department of the Environment (DoE) for the Urban Tree Program. DoE and its contractors will identify potential tree planting locations in the City Right of Way, record existing street tree locations, and identify potential planting sites in other City-owned properties. Residents can opt out or make inquiries by calling 301-336-7417 or emailing [PublicWorks@districtheights.org](mailto:PublicWorks@districtheights.org).
3. **Mosquito Larvae Spraying Program:** Starting from May 26, 2024, through September 30, 2024, the County will be conducting mosquito larvae spraying in District Heights. Residents are urged to report any mosquito-related complaints promptly, providing details such as name, address, problem area, and time of day when mosquitoes are at their worst. Complaints can be submitted via fax, email, or phone to Public Works. Collaboration is key to keeping District Heights mosquito-free and enjoyable for all residents.
4. **Community Services Reminder:** A friendly reminder is given regarding the schedule for community services such as street sweeping, trash collection, yard waste, recycling, and limb pick-up. The schedule can be found on the city's website, in The Harold, and via email through Constant Contact. Residents are encouraged to keep their surroundings clean and beautiful by adhering to this schedule.
5. **Infrastructure Improvement Projects:** Collaborating with the City Manager, several infrastructure improvement projects are underway, including addressing recurring potholes in Section II, bathroom renovations, street and paving plans, and assessing basic site plans for the Annex.

### **Upcoming Community Efforts:**

- 4/15-19: DH City Spring Clean-up
- 4/20: Invasive Species Removal partnering with Sierra Club/GreenWorks, 9 am - 12 pm
- 4/23: Grand Opening of America Job Center Community & Network Resource Lab
- 4/27: Rising Green Prince George's County with Pride, 8 am - 12 pm
- 5/26-9/30: Mosquito Control Spraying Efforts

**Volunteers Needed:** To volunteer, please contact [PublicWorks@districtheights.org](mailto:PublicWorks@districtheights.org) with the subject line 'Volunteer,' and include your contact information. Availability options will be provided.

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

*Lakeesha Washington*

**Lakeesha Washington, Director of Public Works**

# DISTRICT HEIGHTS POLICE DEPARTMENT

	Dec-23	Jan-24	Feb-24	Mar-24
<b>REPORTS FILED</b>				
<b>Total Calls for Service</b>	<b>523</b>	<b>591</b>	<b>441</b>	<b>495</b>
Homicides	0	0	0	0
Sexual Assaults	1	0	0	0
Robberies / Attempts	1	1	1	0
Assaults	3	4	2	0
Burglaries	2	1	0	0
Auto Thefts	5	2	0	1
Auto Thefts Attempted	0	0	0	0
Vandalisms	3	2	0	2
Thefts	2	4	3	1
Domestic	29	19	9	4
Vehicle Crashes	2	3	7	3
Hit & Runs	4	0	4	0
Vehicle Impounds	64	60	56	18
Auto Theft Recoveries	0	1	2	1
Missing Persons	1	0	1	0
<b>TOTAL</b>	<b>117</b>	<b>97</b>	<b>85</b>	<b>30</b>
<b>ARRESTS</b>				
Adult Arrests	8	7	7	3
Criminal Citations	0	0	0	0
Juvenile Arrests	0	1	2	1
Warrant Services	4	5	2	0
<b>TOTAL</b>	<b>12</b>	<b>13</b>	<b>11</b>	<b>4</b>
<b>TRAFFIC ENFORCEMENT</b>				
Radar Speed Violations	0	0	1	0
Stop Sign Violations	83	83	101	45
Seat Belt Violations	4	0	3	5
DUI/DWI	0	0	0	0

Other Moving Violations	602	659	570	382
Speed Camera Citations	4,041	4,291	2,860	3,708
Reserved				
Parking Tickets	24	26	15	16
Repair Orders Issued	6	27	12	4
Warnings Issued	284	363	312	215
Citations Issued	399	352	351	213
<b>TOTAL</b>	<b>4754</b>	<b>5059</b>	<b>3550</b>	<b>4156</b>
<b>POLICE RECEIPTS</b>				
Case Report Fees	\$10.00	\$30.00	\$20.00	\$140.00
Parking Tickets Fines	\$500.00	\$200.00	\$0.00	\$150.00
Speed Camera Fines	\$32,245.45	\$41,099.97	\$58,160.00	\$58,600.00
Vehicle Impound Fees	\$3,375.00	\$3,150.00	\$3,300.00	\$2,250.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Surplussed Property	\$0.00	\$0.00	\$0.00	\$0.00
Refunded Charges	\$0.00	\$171.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$36,380.45</b>	<b>\$44,850.97</b>	<b>\$61,480.00</b>	<b>\$61,140.00</b>
<b>LICENSING AND PERMITTING</b>				
Commercial Licenses	1	6	3	3
Rental Licenses	2	13	4	3
Building Permits	4	6	14	14
Sign Permits	0	2	0	1
Alarm Permits	1	4	0	1
<b>TOTAL</b>	<b>8</b>	<b>31</b>	<b>21</b>	<b>22</b>
<b>CODE RECIEPTS</b>				
Commercial License Fees	\$235.00	\$1,530.00	\$1,750.00	\$1,910.00
Rental License Fees	\$200.00	\$28,865.00	\$400.00	\$300.00
Building Permits Fees	\$1,321.62	\$1,717.52	\$1,990.58	\$1,837.70
Sign Permits	\$0.00	\$0.00	\$0.00	\$25.00
Alarm Permits Fees	\$20.00	\$170.00	\$0.00	\$20.00
<b>TOTAL</b>	<b>\$1,776.62</b>	<b>\$32,282.52</b>	<b>\$4,140.58</b>	<b>\$4,092.70</b>