



CITY OF DISTRICT HEIGHTS

MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, March 28, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, March 28th, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Vice Mayor Harcourt called the meeting to order at 7:00 p.m.

ROLL CALL

A calling of the roll was requested by Vice Mayor Harcourt and conducted by City Clerk, Starr Jefferson.

Mayor Cynthia Miller: absent

Vice Mayor Harcourt: present

Commissioner Janifer: present

Commissioner Gomez: present

Commissioner Tilghman: present

QUORUM

A quorum was confirmed by Vice Mayor Harcourt. Staff in attendance: David Street, City Manager, Starr Jefferson –City Clerk, Chris Lawson – Director of HR, Nikesha Pancho – HR Manager, Chief Tarpley – Chief of Police, T’Neisha Turner – Media Coordinator, Angela Barnhill-Love, Building Coordinator, Jeffrey Taylor, Director of Recreation

OPENING PRAYER

Commissioner Gomez

PLEDGE OF ALLEGIANCE

Commissioner Tilghman

AGENDA ACCEPTANCE

Comr. Tilghman moved to accept the agenda for the City Meeting Work Session Tuesday, March 28, 2023. Comr. Janifer seconded the motion which carried a 4-0 vote.

APPROVAL OF MEETING MINUTES

Comr. Gomez moved to approve the March 14, 2023 Work Session Meeting minutes. Comr. Janifer seconded the motion which carried a 4-0 vote.

PUBLIC PARTICIPATION

Mr. Anthony Brooks, Co-Chair of the Fiesta Place Garden Committee presented to the Commission a proposal of events and activities for the current season along with accompanying budgets. The proposal consists of Plan A and Plan B options spanning from March to December. The estimated cost of Plan A is approximately \$5,000. The estimated cost of Plan B is approximately \$2,300.

Commissioner Janifer commented that Plan B was currently within the Fiesta Garden Budget and that she has confidence in the Committee's discretionary spending.

The proposal for Fiesta Place events is attached.

PRESENTATIONS:

Employ Prince George's – Jeffrey Swilley

Mr. Swilley, the Chief of Staff for Employ Prince George's presented to the Commission and the resident of District Heights. Employ PG is the quasi-government 501c3 nonprofit serving as the principal workforce development entity for Prince George's County Government. The agency administers more than 14 workforce development programs as the link between job seekers looking to begin or change careers, and businesses looking for skilled workers to maintain competitiveness in the labor market.

Mr. Swilley shared that there has been progress made towards a membership status with the City of District Heights and American Jobs Network, with Commissioner Tilghman playing an integral role. The city is currently at Tier 2 status.

Commissioner Tilghman and Commissioner Gomez shared sentiments of the need for the presented programs in the city to help mitigate rising crime and criminal activity.

Vice Mayor Harcourt requested that Mr. Swilley also be in contact with the City Manager, David Street to solidify and deepen the relationship with Employ Prince George's and the City of District Heights.

An information flyer is attached.

Tanko Lighting – Alex Wurzel

Tanko Street Lighting is a municipal street light consultant. They assist municipalities purchase streetlights from industrial utilities, like Pepco across the country.

Mr. Wurzel presented to the Commission the opportunity of street light ownership beginning with a feasibility study as a first measure under the new Pepco policy changes regarding street light purchases.

Mr. Wurzel cited several reasons for benefits of the city to own their streetlights, including: reduced energy costs, guaranteed response times, revenue generation and the opportunity for smart cities.

A Financial Summary is attached.

NEW BUSINESS

1. Surplus of (old) Leaf Machine -Angela Barnhill-Love, Public Works Administrative Assistant

Ms. Barnhill-Love presented to the Commission the case to surplus and sell to the highest offer the city's old Leaf Machine. A new Leaf Machine has been acquired by the city with ARPA funds and there is little use and space for the old and limited functioning item.

Document support in agenda packet.

Commissioner Gomez moved to declare the 1994 Vermeer Brush Chipper Serial No. N1003387 surplus and to be sold at the highest offer received.

Commissioner Tilghman seconded the motion which carried a 4-0 vote.

2. BOSE Additional Funds Request – Deborah Turner, Chair of BOSE

Ms. Turner reminded residents of the coming City Election on May 1, 2023 along with impending the deadline to register to vote by March 31, 2023.

Ms. Turner presented to the Commission the available funds remaining in the BOSE Line Item from the previous election along with the invoices for services for the coming election in May, itemizing approximately a \$6,200 shortfall of funds.

Document support in agenda packet.

Commissioner Janifer moved to transfer \$6,500 from Unreserved Funds to the BOSE Line Item.

Commissioner Tilghman seconded the motion, which carried a 4-0 vote.

3. Public Works Director job description – Nikesha Pancho, HR Manager

Ms. Pancho presented to the Commission a job description, scope of work, qualifications and salary range for the open position of Public Works Director.

Document support in agenda packet.

Commissioner Gomez moved to approve the job description for Public Works Director.

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

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

Vice Mayor invited Chief Tarpley to share with the residents welcomed news regarding the disruptive squatters in the Sun Valley Terrace. Chief Tarpley announced that that morning, the City of District Heights Police, working alongside multiple police agencies from Homeland Security, the County and Sheriff's Office conducted a swift and incident free eviction of squatter who took over a townhome in Sun Valley Terrace. The eviction led to the recovery of 3 firearms, 2 stolen vehicles and led to 2 arrests.

Vice Mayor Harcourt thanked Chief Tarpley, Sheriff Carr and Chief Aziz for their leadership and responsiveness within the community. He added that the aforementioned partnerships would become a crucial part of the task force's efforts to quell crime in hotspots within the city.

Commissioner Janifer invited the City Manager, David Street to address the Commission and residents. Mr. Street thanked the Commission for their positive response of the Public Works Director position. Mr. Street announced that there would be additional position revisions that he along with Human Resources wish to present to the Commission and earmarked a coming revision for Recreation.

Commissioner Tilghman announced that Recreation was very close to lifting the capacity restrictions within the gymnasium. The city is awaiting the certification letter from the Fire Marshall.

Commissioner Tilghman also announced that the city was currently updating the rental agreement for facilities rental.

Commissioner Tilghman thanked the participants and supporters of the Red Cross Sickle Cell Blood Drive. 22 people participated which (according to the Red Cross) saved 76 lives.

Commissioner Janifer announced the next Shred Day event would be held on Saturday, April 22nd from 9am – 1pm. She requested that residents ensure their documents are free of paperclips and staples prior to approaching the shredder.

Commissioner Gomez announced Clean-Up Week in the City of District Heights from April 17- April 21. During this time residents can leave all bulk trash on their curb.

Commissioner Gomez also announced the county wide Clean-Up day on April 22nd led by County Executive, Angela Alsobrooks. The clean-up will be from 8am-12pm led by City of District Heights Public Works crews. Please see the website for more information.

Vice Mayor Harcourt encouraged residents to remember to contact Code Enforcement to confirm whether permitting is needed for home improvement projects or if they have received a citation and need additional time to respond or remit payment. Vice Mayor Harcourt encouraged residents to contact Code Enforcement at codeenforcement@districtheights.org before problems are compounded.

Vice Mayor Harcourt announced that Councilwoman Krystal Oriadha would be returning to District Heights for a Question and Answer session with residents on April 22nd.

Vice Mayor Harcourt invited former Commissioner, Ms. Harryette Irving to address the Commission and residents. Ms. Irving requested that the city be mindful to minimize disruption to the scheduled activities with regard to renting the city's facilities.

Vice Mayor Harcourt recognized Ms. Deborah Turner who requested to make an announcement. Ms. Turner announced that Election Judge Training is (also) scheduled for April 22nd from 10am to noon.

ADJOURNMENT

Commissioner Gomez motioned to adjourn the Work Session.

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

The Work Session adjourned at 8:40 pm.

Respectfully submitted,

Starr Jefferson
City Clerk

Mayor Cynthia Miller
2000 Marbury Drive
District Heights, MD 20747

Peace and Blessing

Madame Mayor Cynthia Miller and Commissioners

I want to first thank you, our city Commissioners and staff for re-organizing as well as addressing how District Height is managing our municipality. Additionally, thank you and members of District Heights Community for allowing me to assist with last years changes around Fiesta Place Garden.

As the Fiesta Place Gardens prepares for this season, we look forward to introducing the arts and entertainment at our community garden and public space. Helping our community tap into our Creative energy by using the arts to promote community health and wellness and being active in our communities.

We are proposing and A or B plans to host activities thought out the open season of the community garden. At this time they are low budgeted project with minimal planning and supplies needed. Please refer to the description of activities and budget sheets. On plan A there are 4 projects highlighted in red which are plan B.

My thoughts were if all 9 projects were not approved I propose Plan B. If projects are approved a more descriptive narrative /outline will be provided. I will make myself available for any questions or comments or concerns related to the proposed activities. Some activities will need pre-registration, also coordination with the city and public work. Additionally, set up of tables and chairs and other equipment may be needed. On the event dates, if it rains the activity could be hosted at the municipal building. With the assistance of the city outreach coordinator and staff we can achieve reaching out to the community for successfully.

In The Spirit to Serve
Anthony Brooks
Co-coordinator
Fiesta Place Garden

Fiesta Place Garden 2023 Arts Proposal Programming and Budgets



Celebrating Health and Wellness



OUR VISION IS...

TO USE THE ARTS TO INCREASE

CREATIVITY, ACTIVISM, HEALTH, & WELLNESS

THROUGH INTERACTIVE ARTISTIC EXPRESSIONS.

WHILE USING

VISUAL ARTS, SOUND AND MOVEMENT

ALONG WITH GARDENING AND EDUCATIONAL

ACTIVITIES.

BE A PART OF OUR FIESTA PLACE GARDEN AND EVENT SPACE

ALL AGE GROUPS ARE INVITED



Fiesta Place GARDEN

Celebrating Health and Wellness

Months	Projected Participants	Fiesta Place Garden 2023 - Arts Programing and Budget Plan - A Description of Activities	Activities Budget
March		<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. 	
April	25-50	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Spring Fainting Abstract Flower Pots with Letitia & Anthony with Lite Refreshments. 	\$590.00
May	25-35	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Painting with Emerging Artist Jabril Malik in the garden with Lite Refreshments. 	\$590.00
June	25-50	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Come and experience Sound Bowl Meditation with Nazirah owner of Moon & Magnolia. A 1-hour workshop 2 Saturdays in a role. Light refreshment will be served. 	\$400.00
July	25-100	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Mix Media Painting workshop hosted by Anthony Brooks with lite refreshments. Rahmat Shabazz Jazz Trio Live in the garden. Bring your own seats or blankets. Lite refreshments served (Generator Rental) 	\$590.00 \$725.00
August	25- 150	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Community Films screening in the Garden. Lite Refreshments served. Fiesta Place Garden Artist & Vendors Expo. (Generator Rental) 	\$575.00 \$375.00
September	25-35	<ul style="list-style-type: none"> Class room in the garden - Live in The Garden or Internet Zoom Platform. Experience Yoga in Garden with Yoga Instructor Tamora. A 1-hour session. Light Refreshment to be served. 	\$250.00
October	25-50	<ul style="list-style-type: none"> Class room in the garden -Live in The Garden or Internet Zoom Platform. October Fiesta Place Festival Also 10 Event Flyers Design Cost - \$450.00 	\$475.00 \$450.00
November		<ul style="list-style-type: none"> Class room in the garden -Live in The Garden or Internet Zoom Platform. 	
December		<ul style="list-style-type: none"> Class room in the garden -Live in The Garden or Internet Zoom Platform. 	
		Sub Total	\$5,020.00
		*(Generator Rental) required for 3 events. Total	\$5,020.00

Fiesta Place Garden 2023 Proposed Arts Programming and Budget

PLAN - B

Description of Activities

April

- Painting Abstract Flower Pots 1-3 hr. workshop

- Clay pots. Paints, brushes, cups, paper plates, drop cloths \$ 22.00 X 25 participants Fee _____ \$300.00
- Refreshments: Bottle water, juice, apple , orange, bananas _____ \$100.00
- Chair rentals \$1.50 per chair X 25 participants _____ \$40.00
- Guest Facilitators Stipend _____ \$150.00
- Total Cost _____ \$590.00

June

- Rahmatt Shabazz Jazz Trio Live in the garden event space or Zoom Platform 2-3 hrs program

- Generator Rental /Credit card deposit, Pay when returned _____ \$125.00
- Refreshments: Bottle Water, Juice, so _____ \$100.00
- Band Members Stipend _____ \$500.00
- Invite Vender/Food truck _____
- Total Cost _____ \$725.00

July

- Community Film Screening in The garden 2-3 hr event space

- Equipment required: Lap Top, projector, speakers, extension cords, portable screen _____ \$350.00
- Refreshments: Bottle Water, Juice, apples, Oranges, bananas _____ \$100.00
- Generator Rental /Credit card deposit, Pay when returned _____ \$125.00
- Invite Vender/Food truck _____
- Total Cost _____ \$575.00

August/September

- Fiesta Place Garden Artist & Venders POP-- UP 7 hr event set-up time starts at 8:00am

- Vender/Food Truck _____
- 5-10 artist /venders to set-up and display with the ability to sale the arts & Crafts that's displayed _____
- DJ/ Music _____ \$250.00
- Generator Rental /Credit card deposit, Pay when returned _____ \$125.00
- Total Cost _____ \$375.00

Total Budget Cost _____ \$2,265.00

Fiesta Place Garden

March 21, 2023

Peace and Blessings

I pray all is well with Mayor Miller, and staff members.

In volunteering with the Fiesta place garden program I'm schedule to present to the Mayor and Commissioners on 3-28-2023 to propose activities to take place at the Fiesta Place community garden space. On any activity dates that it rains activities could be hosted at the Municipal building with pre-approval.

I have a number of questions around preparing for the activities.

What are the availability and process of requesting Items below

Equipment Needs / Request

- Are there city tables and chairs available for use at community garden activities.
- Access to delivery and pickup of equipment being used at Fiesta Place Garden activities.
- Use of the city generators for event at the garden space on an as needed base.
- Are there any audio/ visual equipment available to assist with film screening at the garden space?

Marketing/Outreach

- Will the city able to assist with marketing and outreach to enroll participant for activities at the garden space. Could Eventbrite be used and tickets sold for various activities on a as needed bases?

Code Enforcement

What are the requirements

- For food truck vendors to be available at some of our activities
- Activities hosting artist and craft vendors selling merchandise.
- What are the parking, safety and security requirements before and during the time of the activities?

Anthony Brooks
Co-Coordinator
Fiesta Place Garden

Painted Clay Pot Samples



INTERNATIONAL JAZZ DAY 2023

Join flute/saxophonist Charles Rahmat Woods with his quartet and guest, performing selections from his latest CD 'Blues For Martyrs', with a special tribute to Pharoah Sanders, Alice Coltrane, and more!



JAZZ | Jazz | JAZZ | JAZZ | JAZZ DAY | Джаз | JAZZ

Sunday, April 30, 2023

5 pm ET / 4 pm CT / 3 pm MT / 2 pm PT / 10 pm GMT

World-wide Livestream Tickets \$ 1500 | Live Audience Tickets \$ 2500
All ticket holders receive link to this concert livestream archive thru May 7, 2023

An Die Musik
409 North Charles Street, Baltimore, MD 21201
410-385-2638
For Tickets Visit:
www.andiemusiklive.com

Rahmat Shabazz Trio



RAHMAT SHABAZZ, also known as Charles Rahmat Woods, has performed on flute or saxophone with Roy Haynes, Helen Humes, Don Cherry, Tarika Blue, Conjunto Peligro, Jean Paul Bourelly, Odlean Pope's Saxophone Choir, Ria Cassidy, Little Helena, Klassic Kids of DC, Poetry in Motion, Jazz-E, The Peace on Earth Ensemble, DC Jazz Festival's Jazz for Healthier Generations, and others.

Born in Buffalo, NY and a longtime resident of the state of Maryland, Rahmat has appeared with his own ensembles on radio and television broadcast, and at a number of distinguished performance spaces. His theme music has been used for the syndicated Native American cable TV show "Four Winds". His song "Look What You Done to Me" was used in the major feature film "Something New" starring Samac Labban. His song "Eleven Fifty Nine" was featured in the critically acclaimed Carvin Fison documentary film "Dram Major For Justice". Rahmat's recordings include: "Blues For Martyrs" (2022), "Tarika Blue Notebook" (2020), "Rahmat Shabazz Trio Plus" (2016), "More Than a Dream: 10-10-15" (2015), "The Language of Birds" (2013), "Live at Johnny's Half Shell (2010), "DC Love Orchestra" (2005), "Rahmat Shabazz Original Jazz" (2003), and "Modern Music Therapy: the music of Roy Haynes" (1999). Visit his website at: www.rahmatshabazz.com

THE BRIDGE BETWEEN JOBSEEKERS & BUSINESSES



Our Mission

The mission of EPG is to improve the local economy by creating a demand-driven workforce system in Prince George's County, and workforce development programs that deliver qualified workers to businesses, improve the productivity of businesses and provides job seekers with opportunities for careers in high demand/high growth industries.

Job Seeker Services

Access to over 10,000 jobs and 14 workforce programs offering one-on-one counseling, tuition assistance, career pathway planning, and so much more.

Youth Services

Programs that prepare youth and young adults, 18-24, for postsecondary educational opportunities or employment along a career pathway.

Business Services

Customized services that provide businesses with free job posting, recruitment, new hire training, tax credits, incentives, and funding to train and develop staff.

Industry & Population Specific Programming 14 Workforce Development Programs

Capital Area
Healthcare Alliance



Professional Services
Institute



Hospitality and
Accommodation
Institute



Youth Career
Connections



Educational
Partnership for I.T.
Careers



Construction Works
Program



Career Pathways
For All



Encore Experienced
Workers Program



COVID-19 Workforce
Development
Recovery Program



Pathways to Success



Veterans Career
Connection



Knowledge Equals
Youth Success
(K.E.Y.S.)



Transportation and
Logistics Consortium



Apprenticeship
Innovation Program



Employ Prince George's
1801 McCormick Drive, Suite 400,
Largo, Maryland 20774

301.618.8400

#WeAreEPG



www.EmployPG.org

Financial Summary | District Heights, MD

Project Overview	
Total Cost (Ownership + Conversion)	\$415,620
20 Year Savings	\$1,244,653
Payback Period (Energy Savings Only)	5.06 years
Payback Period (Energy + Maintenance Savings)	6.27 years

Project Costs	
Utility Asset Purchase Cost (estimated cost of utility streetlight purchase)	\$96,150
Tanko Fees	
Ownership Support Fees (Audit, Utility Negotiation, Final Asset Transfer, etc.)	\$93,845
LED Conversion Fees (Material, Installation, Construction Management)	\$225,625
Bonds	\$0
Contingency	\$0
Rebate Incentive	Not Applicable
Additional Rebates/Grants	\$0
Net Project Cost (Rebate included)	\$415,620

Year 1 Analysis	Existing	New	Savings
Energy Usage [kWh]	329,542	89,073	240,469
Utility Bill Cost	\$91,124	\$10,689	\$80,436
Maintenance Cost	Included in current Utility Bill Costs		(\$15,384)
Total	\$91,124	\$26,073	\$65,052



**City of District Heights, Maryland
PROCLAMATION**

In Celebration of World Autism Day

WHEREAS, Autism Spectrum Disorder, the fastest growing developmental disability in the United States, affecting 1-in-36 children, is an urgent public health crisis that demands a national response; and

WHEREAS, Autism Speaks, is an organization dedicated to promoting solutions, across the spectrum and throughout the life span, for the needs of individuals with autism and their families. They do this through advocacy and support; increasing understanding and acceptance of people with autism; and advancing research into causes and better interventions for autism spectrum disorder and related conditions; and

WHEREAS, In the light of the growing impact of Autism Spectrum Disorder and the need for greater awareness, Autism Speaks holds their "Kindness Campaign" Autism Speaks Kindness for the month of April. The Campaign encourages acceptance, understanding and inclusion with daily acts of kindness. The Kindness Campaign is a great way to celebrate World Autism Month or World Autism Day in April; and

WHEREAS, the City of District Heights is honored to take part in the annual observance of Autism Acceptance Month and World Autism Awareness Day in the hope that it will lead to better understanding of the disorder.

NOW, THEREFORE, BE IT PROCLAIMED that Cynthia Miller, Mayor of the City of District Heights, hereby recognizes April 2, 2023 as World Autism Day and recognizes April 2023 as Autism Acceptance Month in the State of Maryland to raise public awareness of Autism Spectrum Disorder and the myriad of issues surrounding autism, as well as to increase knowledge of the programs that have been and are being developed to support autistic individuals and their families.

_____*Cynthia Miller*_____

The Honorable Cynthia Miller, Mayor

District Heights Senior Center

The District Heights Senior Center is still in progress. The General Contractor, D&A Contractors, is slowly progressing towards the end of the project. With the current pace of progress, we would anticipate the Substantial Completion to occur April 30, 2023 +/- (slipped from March 1, 2023 as stated on 1/3/23)

Contract Milestone Dates

- Contract Signed 3/29/20
- Kick-Off Meeting 4/22/20
- Notice to Proceed 5/6/20
- Original Contract Completion 10/25/21 (currently anticipated to complete about 17 months late)

Completed major components:

- Elevator passed State inspection (March 13, 2023)

Activities currently underway:

- Ornamental railing along Stair #1 and second floor openings (estimated completion 4/21/23, slipped from estimated 2/1/23 completion)
- Balcony

Large Change Orders underway:

- None

Activities of concern:

- Communication with General Contractor – Contractor does not follow instructions and protocol as required in the contract
- Claims from General Contractor – Contractor has threatened to submit claims for various topics (none submitted to date)

Major deficient items that need to be addressed:

- Ponding in asphalt pavement
- Main entrance concrete steps holding water

Upon Substantial Completion, we will compile the punch list (that we feel will be extensive), press for the Operations and Maintenance Manuals, Warranties and close-out documentation required per the Contract.



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

March 2023

Highlights:

- **Wednesday, March 1:** Trash run, some employees had a training class in the chambers.
- **Friday, March 3:** Trash run, leveled the shed in the community garden, cleaned the damage signs that were spray painted along Marbury Dr.
- **Tuesday, March 7:** Cleaned the spray-painted signs along Kipling Pkwy & Council Dr., Rochelle Ave., District Heights Pkwy, removed furniture from City Manager's office.
- **Friday, March 10:** Trash run, picked up new 2022 Chevy truck from dealer ship, refence the creek bank along Marbury Dr., picked up 6 new tires for the ranger, painted the City Manager's office door, ordered 4 District Heights Decals from VH Signs.
- **Wednesday, March 15:** Checked oil in all the city trucks, cleaned limbs that fell from the wind throughout the city, filled the portable light with diesel fuel, cleaned the shop, cleaned the sign at Veteran's Park that was spray painted.
- **Tuesday, March 21:** Mid Atlantic came to switch buckets on the Backhoe & return the bigger bucket, filled potholes on Brenton St.
- **Thursday, March 23:** Installed NO Dumping signs at various locations throughout the city.

ONGOING PROJECTS:

- **Beltway Paving,** Submitted Bid specification deadline was March 31, 2023 at 12noon, no Bids were submitted by deadline.
- **Parking lot lights** will be installed soon as Noba electric finish with their installation of the new light pole.
- **Stage lights,** the stage lighting has been installed except for one light that came in the box broken so they are waiting on the replacement.
- **Restrooms renovation,** John Corkill, is working on the designs.
- **Noba Electric,** they have installed the base for the new light pole which it has to set before they put the pole up.

Finished Projects:

- None currently

UPCOMING

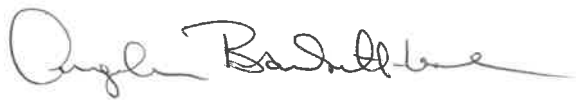
- **SPRING CLEAN-UP 2023, APRIL 17-21, 2023**
- **SHRED DAY, APRIL 22, 2023 10-1pm**

COMPLETED:

- **Wednesday, March 1:** Trash run, some employees had a training class in the chambers.
- **Thursday, March 2:** Trash run, set-up chambers for city meeting.
- **Friday, March 3:** Trash run, leveled the shed in the community garden, cleaned the damage signs that were spray painted along Marbury Dr.
- **Monday, March 6:** Trash run, Cleaned the building, reinstalled the damaged signs along Marbury Dr.
- **Tuesday, March 7:** Cleaned the spray painted signs along Kipling Pkwy & Council Dr., Rochelle Ave., District Heights Pkwy, removed furniture from City Manager's office..
- **Wednesday, March 8:** Cleaned up the bulk trash on the side of the Municipal building, removed the construction sign in front of the Senior Center, started painting the City Manager's office.
- **Thursday, March 9:** Finished painting the City Manager's office, also planted grass seeds around the side of the building.
- **Friday, March 10:** Trash run, picked up new 2022 Chevy truck from dealer ship, refence the creek bank along Marbury Dr., picked up 6 new tires for the ranger, painted the City Manager's office door, ordered 4 District Heights Decals from VH Signs.
- **Saturday, March 11:** Four Public works staff painted all the doors in the upstairs hallway, Modern carpet installed the new floor in the City Manager office.
- **Monday, March 13:** Trash run, removed old desk from City Manager office and installed a new desk.
- **Tuesday, March 14:** Collected limbs throughout the city, installed a 50' TV in the City Manager office, set-up new desk in Public Works.
- **Wednesday, March 15:** Checked oil in all the city trucks, cleaned limbs that fell from the wind throughout the city, filled the portable light with diesel fuel, cleaned the shop, cleaned the sign at Veteran's Park that was spray painted.
- **Thursday, March 16:** Installed Street signs along, Elmhurst St. & County Rd., set -up tables and chairs in the gym for Blood Drive tomorrow, picked-up City seal from VH Signs for new truck, cleaned up bulk trash in the alley along Scot Key Dr.
- **Friday, March 17:** Took office furniture to District Heights Elementary School, trash run. Took three trucks through emissions, put two chairs together for City Manager's office, two Public Works employee worked late to help take down the tables and chairs after the Blood Drive.

- **Saturday, March 18:** One Public Works employee worked with the Police Department at an event.
- **Monday, March 20:** Trash run, installed two shelves in City Managers office, installed TV bracket in HR office, took donated material to North Forestville Elementary School.
- **Tuesday, March 21:** Mid Atlantic came to switch buckets on the Backhoe & return the bigger bucket, filled potholes on Brenton St.
- **Wednesday, March 22:** Cleaned shop up on both sides, finished power washing the sidewalk and under car pavilion.
- **Thursday, March 23:** Installed NO Dumping signs at various locations throughout the city.
- **Friday, March 24:** Trash run, cleaned up bulk trash from the side of the Municipal Building.
- **Monday, March 27:** Trash run, prepared all equipment in the afternoon for cutting and trimming the city grass, repaired the Kubota tire.
- **Tuesday, March 28:** Pulled up all the Covid-19 signs throughout the city, started cutting & trimming grass throughout the city.
- **Wednesday, March 29:** Finish cutting and trimming the grass throughout the city.
- **Thursday, March 30:** Cut and trimmed the grass around the Municipal Building.
- **Friday, March 31:** Trash run, cleaned up the limbs along the trail & Jack C Sims Park Trail.

Respectfully submitted,



Angela Barnhill-Love

Building Coordinator/ Administrative Assistant

CODE ENFORCEMENT REPORT

March 2023

SECTION 413 - ABANDONED VEHICLES

Feb	March	
18	5	Vehicles identified as Abandoned, Unregistered, and Under Repair
16	5	15 Days stickers have been posted(Private Property)
3	0	Vehicles towed - <u>Citations Issued</u>
3	2	Vehicles removed by owners
0	0	Vehicles had new tags affixed
7	1	Correction date of next month
3	0	Requested Extension
18	23	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

44	45	Notices posted to private homes for violations
11	9	Notices mailed to private homes reference city violations and notifications
5	8	Stop Work Orders issued
8	18	Building permit - posted/email
19	23	License applications received and processed

MANDATORY INSPECTIONS

6620 Kipling Parkway - Rental - Initial/Final - Passed
6307 District Heights Parkway - Rental - Initial/Final - Passed
7513 Kipling Parkway - Rental - Initial/Final - Passed
6512 Kipling Parkway - Rental - Initial/Final - Passed
7306 Glendora Court - Rental - Initial/Final - Passed
2114 Glendora Drive - Rental - Initial/Final - Passed
6308 Marlboro Pike - Commercial - Initial/Final - Passed
6108 Old Silver Hill Road - Commercial - Initial
6332 Marlboro Pike - Commercial - Initial
6106 Old Silver Hill Road - Commercial - Initial
6112 Marlboro Pike - Commercial - Initial

CODE ENFORCEMENT REPORT

March 2023

6224 Marlboro Pike - Commercial - Initial
2311 Roslyn Avenue - Rental - Initial
7213 Mason Street - Rental - Re-Inspection - Final Passed
6027 Marlboro Pike - Commercial - Initial
7129 Halleck Street - Rental - Re-inspection
6330 Marlboro Pike - Commercial Inspection - Initial/Hold
6307 Elmhurst Street - Rental - Initial
6342 Marlboro Pike - Commercial - Initial
7021 Marbury Court - Rental - Initial
2210 Roslyn Avenue - Rental - Initial
6514 Halleck Street - Re-inspection
6216 Marlboro Pike - Commercial - Initial
6310 Marlboro Pike - Commercial - Initial
6723 Gateway Boulevard - Rental - Initial

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	22	\$5,705.00
Rental License	1	\$ 100.00
Building Permits	18	\$ 1,633.38
U&O	1	\$ 10.00
Alarm	2	\$ 70.00
Handicap Sign	1	\$ 100.00
Total	45	\$ 7,618.38

JOURNAL

Performed construction inspection on building permits

Performed housing or commercial inspections requested by property owners or renters on vacant properties only

Attended meeting with City Public Work and the new PGC Public Work & Transportation Associate Director

Conducted virtual meeting for permit application request - Crown Castle permit for Work within the City of District Heights R/W

Participated in 5K employee walk

Attended 38th Annual Women's History Month Lunch

Violation concentrated on: Section 402 - Housing Code

POLICE DEPARTMENT	January	February	March
CALLS FOR SERVICE			
Total CFS Received	660	613	563
HOMICIDE	0	1	1
SEXUAL ASSAULT	0	0	0
ROBBERY AND ATTEMPT	0	1	2
ASSAULT	1	1	1
BURGLARY	0	2	2
AUTO THEFTS	4	5	8
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	3	1	1
THEFTS	0	1	2
DOMESTIC CFS	13	20	15
TOTAL (MOST SERIOUS)	21	32	32
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	4	5	
ACCIDENT HIT & RUN	3	0	3
IMPOUNDS	18	23	21
RECOVERED STOLEN AUTOS	1	1	5
MISSING PERSON	0	1	1
TOTAL	26	30	30
ARREST			
ADULTS	3	3	4
Summons in Lieu/Criminal Citation	0	0	0
J-2 / JUVENILES	0	0	0
Warrant Service	1	2	0
TOTAL	4	5	4
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED			
MOVING VIOLATIONS ISSUED	223	159	156
WARNINGS ISSUED	172	106	38
OTHER MOVING VIOLATIONS	38	41	117
RADAR/SPEEDING	7	7	3
STOP SIGNS	5	19	10
SEAT BELTS	0	0	0
EQUIPMENT REPAIR ORDER (ERO)	6	8	4
DUI/DWI - ALCOHOL	6	1	0
PARKING CITATIONS/NOTICES		77	14
TOTAL Violations Issued	234	259	186
REVENUE			
CRASH/INCIDENT REPORTS	\$30.00	\$30.00	\$20.00
PARKING CITATIONS	\$100.00	\$300.00	\$440.00
SPEED CAMERA CITATIONS	\$18,274.48	\$13,941.06	\$15,812.19
VEHICLE RELEASES	\$750.00	\$1,125.00	\$1,050.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00
TOTAL	\$19,154.48	\$15,396.06	\$17,322.19



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

March 2023

STRATEGIC FOCUS

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

COMPLETED

- **Wednesday, March 1st:** The YSB Director attended the Critical Thinking Skills staff training.
- **Wednesday, March 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of February 28th: 1 new formal; 17 carryover formals and 2 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Thursday, March 16th:** The YSB director and other YSB Directors within Prince George's County, conducted a presentation the Prince George's County Health Human Services and Public Safety Subcommittee regarding the YSBs, their core services and ancillary programming and support within the community. Our clinician, S. Leonard attended the Psychotherapy Networker Symposium to learn new strategies and techniques to assist clients receiving services at the bureau.
- **Friday, March 24th:** The YSB director pre-recorded audio with T. Turner and G. Williams to provide mental health tips for the cable channels and social media pages and website. YSB director started weekly meetings with the new City Manager.
- **Wednesday, March 29th – April 1st:** The YSB Director, Katrina Emerson, attended the annual American Counseling Association Conference for professional development and learn about the continued vision and advocacy for counselors serving in various capacities.

ONGOING

Therapeutic, Psycho-education and Nutrition & Gardening Groups

- Weekly Woodland Springs Psycho-education & Play Therapy (Currently receiving permission slips)
- Weekly Woodland Springs tutoring group visits the WS Garden (postponed until the Spring growing season)
- The YSB is hosting our monthly on-going parent support group. The parenting group is meeting bi-weekly until June 30th. Please contact the YSB for more information or to register at (301) 336-7600 or via email ysb@districtheights.org.



The District Heights Youth Development Foundation
2000 Marbury Drive * District Heights MD 20747
301-336-7600 * fax 301-499-2121
www.developinghigherheights.org
"Developing Higher Heights"

UPCOMING

March 2023

 The YDF is currently receiving applications for Board Members.

 For more information, please email ydf@youthdevelopment.foundation.

Respectfully Submitted,

Katrina Emerson, Director

District Heights Family & Youth Services Bureau



CITY OF DISTRICT HEIGHTS

Recreation/Cultural Department
2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

MARCH 2023 City Report

RECREATION PARKS AND CULTURE DEPARTMENT

VISION STATEMENT:

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

MISSION STATEMENT:

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

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

COMPLETED ACTIVITIES AND EVENTS FOR MARCH 2023

ACTIVITY/ EVENT	NUMBER OF VISITORS
• Chair Aerobics -	117
• Line Dance -	68
• Youth Open Gym	325
• Adult Open Gym	95
• Fitness Room	35
• TOPS	43
• Pushing4Greatness	7
• Square Fitness	52
• Morning Walk	6

- District Heights Step Team 68
- Tribute to Women of Motown 20
- American Red Cross Blood Drive 49

TOTAL

885 Visitors Served

- Cleaned and sanitized fitness room
- A Moment of HER-STORY Outreach/ partnership with IDEAL

ONGOING PROJECTS

- Dividers for gymnasium
- American Job Center Community Network Agreement
- Municipal Playgrounds

UPCOMING ACTIVITIES AND UPDATES

Spring Break Activities:

- April 3rd Co-ed Flag Football
- April 4th Dodgeball
- April 5th Game Bus
- April 6th Family and Friends Kickball, 6pm to 8pm
- April 7th Youth Open Gym Free Play 12pm to 8pm
- April 10th Easter Monday Funday/ Egg Hunt 12pm to 2pm

Youth Activities: TBD

- Lego Family Challenge
- Girls Mentoring
- Karaoke and Game Night
- Poetry Word shops
- Cooking “Prep” Classes
- Dance Classes
- Tutoring

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



CITY OF DISTRICT HEIGHTS

Budget vs Actual February 2023

	Feb 23	YTD Actual	YTD Budget	Variance	Annual Budget
Income					
I - Local Taxes	301,686	3,358,404	2,357,379	-1,001,025	3,536,068
II - State Shared Taxes	150,616	500,236	650,849	150,612	976,273
III - License & Permit - City	44,296	146,885	170,257	23,372	255,385
IV - County Shared Taxes	0	10,304	13,740	3,436	20,610
V - Youth Service Bureau	0	62,814	134,280	71,466	201,420
VI - Recreation Revenues	552	8,155	16,640	8,485	24,960
VII - Fines & Vehicle Releases	19,974	173,871	184,667	10,796	277,000
VIII - Bonds/Other Revenue	23,744	1,348,110	1,346,033	-2,077	2,019,050
XI - Revitalization & Grants	0	2,950,103	2,093,148	-856,955	3,139,722
XII - ARPA Fund Balance FY22	0	0	1,879,415	1,879,415	2,819,122
XII - Fund Balance Unreserved	0	0	1,405,270	1,405,270	2,107,905
Total Income	540,869	8,558,882	10,251,677	1,692,795	15,377,515
	540,869	8,558,882	10,251,677	1,692,795	15,377,515
Expense					
General Government	182,843	2,877,810	5,557,755	2,679,945	8,336,633
Mayor & Commission	11,782	92,776	94,733	1,957	142,100
Municipal Building Expense	20,853	150,525	150,495	-30	225,742
Public Safety	62,879	404,799	538,933	134,134	808,400
Public Works	84,968	900,279	949,042	48,763	1,423,563
Public Works - Code Enforcement	11,664	107,865	111,429	3,564	167,144
Recreation	20,949	210,570	266,647	56,077	399,970
RF Unappropriated Fund Balance	0	0	1,249,309	1,249,309	1,873,963
Senior Center Construction	83,180	956,129	1,333,333	377,204	2,000,000
YSB Construction Project	0	440		-440	
Total Expense	479,118	5,701,193	10,251,677	4,550,483	15,377,515
	61,750	2,857,688	0	-2,857,688	0



CITY OF DISTRICT HEIGHTS

Balance Sheet As of February 28, 2023

ASSETS

Current Assets

Checking/Savings

1000 - Truist- Control	1,366,937
1005 - Truist- Payroll	20,473
1046 - Cash 2020 CDA Bonds	1,572,644

Total Checking/Savings	2,960,053
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Other Current Assets

1010 - Cash - Petty Cash	700
1015 - Cash - Industrial Bank	6,790
1020 - Cash - Forfeitures	14,836
1035 - Cash - Mayor's Youth Council	3,402
1040 - Cash - MLGIP	5,823,666
1055 - Accounts Receivable - Accrual	19,035
1056 - Accrued Interest Receivable	2,134
1060 - Real Estate Tax Receivable	59,660
1065 - Personal Prop. Tax Receivable	14,656
1070 - Prepaid Insurance	76,728
1075 - Prepaid Expenses	1,279

Total Other Current Assets	6,022,887
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Total Current Assets	8,982,940
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Fixed Assets

1500 - Municipal Buildings	66,386
1510 - Land Improvements	1,512,903
1520 - Parking Lot	54,000
1530 - Equipment	790,962
1540 - Automobile & Truck	852,509
1550 - Municipal Building	1,723,349
1560 - Parks & Playground	1,306,849
1570 - Infrastructure	112,939
1580 - Investment In GFA	-6,419,896

Total Fixed Assets	0
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Other Assets

1420 - Amts. to be Prov. for Auto Leas	76,818
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Total Other Assets	76,818
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TOTAL ASSETS	9,059,758
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable	158,937
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Total Accounts Payable	158,937
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CITY OF DISTRICT HEIGHTS

Balance Sheet As of February 28, 2023

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 Liabilities	-17,473 ¹
2111 · Direct Deposit Liabilities	1,584
2410 · Accrued Comp. Absences - S/T	18,379
2420 · Accrued Comp. Absences - L/T	193,518
Total Other Current Liabilities	3,262,985
Total Current Liabilities	3,421,921
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. GLTD 2016 Bond	-3,130,000
Total Long Term Liabilities	-193,518
Total Liabilities	3,228,403
Equity	
3000 · Fund Balance - -Unreserved	367,615
32000 · Retained Earnings	2,606,051
Net Income	2,857,688
Total Equity	5,831,355
TOTAL LIABILITIES & EQUITY	9,059,758

¹ Adjustment pending Paylocity integration