



CITY OF DISTRICT HEIGHTS

THURSDAY, JUNE 1, 2023

AGENDA
HYBRID City Meeting
7:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Residents must RSVP to attend in person.

Or **Via Zoom:** [Link to join Webinar](#)

<https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Rlc2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

ACTION ITEMS:

- *1. Approval of Meeting Minutes for May 23, 2023
- *2. Adoption of Police Recruitment and Retention Grant
3. FY 2024 Budget Adoption

DEPARTMENT REPORTS:

- Public Works
- Code Enforcement
- Police Department
- Recreation
- Youth Services Bureau
- Senior Center
- Treasurer's
- Human Resources

PUBLIC PARTICIPATION:

MAYOR AND COMMISSION REPORTS:

ADJOURNMENT:

- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.



CITY OF DISTRICT HEIGHTS

MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, May 23, 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, May 23rd, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Vice Mayor Harcourt called the meeting to order at 7:01 p.m.

QUORUM

Vice Mayor Harcourt requested a calling of the roll.

Roll Call by City Clerk, Starr Jefferson: Mayor Miller – Not Present, Vice Mayor Harcourt – Present, Commissioner Gomez – Present, Commissioner Tilghman – Present, Commissioner Janifer – Present,

Also in attendance: David Street – City Manager, Chief Tarpley – Chief of Police, Starr Jefferson – City Clerk

APPROVAL OF AGENDA

Commissioner Gomez moved to approve the agenda for May 23, 2023, Work Session and was seconded by Commissioner Janifer. The agenda was approved 4-0.

CONSENT AGENDA

Commissioner Janifer requested additional details regarding Item 5 on the Consent Agenda.

Commissioner Janifer inquired about the length of time the extension was expected to be needed. David Street detailed the additional billable hours would be approved up to \$70,000.

Commissioner Tilghman requested to remove Item 1 from the Consent Agenda.

Commissioner Tilghman wished to abstain from approving this item as he was present virtually at the related meeting and prohibited from voting.

Commissioner Gomez moved to approve Consent Agenda Items 2-5 for the City Work Session.

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

NEW BUSINESS

1. Approval of Work Session Meeting Minutes from April 25, 2023
Gomez moved to accept the work session meeting minutes from April 25, 2023, and Janifer seconded the motion. Commissioner Tilghman abstained which led to a 3-0 vote.

Items 2-4 Approved under the Consent Agenda approval:

- 2. Approval of Work Session Meeting Minutes from April 25, 2023**
- 3. Approval of City Audit Services**
- 4. Approval of Laserfiche contract**
- 5. Approval of Owner's Rep Consulting Renewal Rate**
- 6. Event Management Discussion – David Street, City Manager**

Mr. Street brought before the Commission the subject of contracting event management services to aid and support the events managed by the Recreation Department. Additionally, Mr. Street acknowledged the longstanding relationship the City has with event planner, Geraldine Marshall.

The Commission agreed that additional support would alleviate the strain on the staff when multiple events converge, and the City's current event planner should remain an integral role in ongoing events regarding style and branding.

7. City Playground Naming Discussion – Jeffrey Taylor, Director of Recreation

Mr. Street opened a discussion about the City's 3 playground renovation projects and the opportunity to dedicate and/or name each location after a resident who has contributed to the city in some fashion.

Vice Mayor Harcourt and Commissioner Gomez both agreed that dedicating benches or seating areas within the playground area may be more appropriate.

Commissioner Tilghman asked about former Commissioner Blake and whether there would a playground be named in her honor. Vice Mayor Harcourt reiterated that he was uncomfortable naming city buildings after elected officials. He added that a commemorative bench would be better suited. Commissioner Gomez agreed with the Vice Mayor's assessment.

8. Zoom/TV Broadcast Discussion –David Street, City Manager

Mr. Street Shared that the updating of computer equipment had been repaired and was ready to begin streaming the meetings live. He inquired the Commissions pleasure on returning to broadcasting of city meetings and work sessions and whether Zoom would remain as the platform for audience participation.

Commissioner Janifer expressed the importance of residents having access to obtain the video recordings, both for City Meetings and Work Sessions.

Commissioner Gomez feels that a live stream link on the website would be beneficial. Additionally, she feels that the live streaming would serve well for City Meetings, but not necessarily Work Sessions.

Commissioner Gomez also expressed concerns about moderating the content for participants.

Vice Mayor Harcourt agreed with Commissioner Gomez utilizing the live stream for the monthly City Meeting and for special events.

9. FY 2024 Proposed Budget: Public Works – Roger Beam Acting Supervisor

Mr. Beam reviewed the FY 2024 Proposed Budget for the Public Works Department.

He noted the increased costs for pest control and increasing costs for gasoline.

Mr. Beam also expressed his desire to provide specialized training for the Public Works staff, including CDL, electrical, plumbing, concrete, paving, light truck repair certifications.

Vice Mayor Harcourt would like to include a commitment of employment that goes along with the discussed training to ensure retention.

Commissioner Tilghman added that the Workforce Development program slated to begin in the next couple of months would be very beneficial for Public Works staff and other departments as well.

Vice Mayor Harcourt suggested that there should be some offset on gas expenses as there are no longer take-home vehicles available to staff.

Mayor Miller arrived at 7:44

Vice Mayor Harcourt acknowledged Mayor's arrival and the gavel was passed to Mayor Miller.

YSB Budget FY 2024 – Katrina Emerson, Director of YSB

Katrina Emerson discussed the budget for FY 2024 for YSB with a particular focus on Training and Salaries. Ms. Emerson explained that the intern program has been particularly helpful with staffing needs at YSB.

The challenge to fill the position of a licensed clinician is ongoing and alternative methods of funding to support the YSB are ongoing. Ms. Emerson thanked the Mayor and Commission for the recent award of \$50,000 to the YSB Operating Expenses budget provided by Senator Melanie Griffith.

Recreation, Parks, and Culture Budget FY 2024 – Jeffrey Taylor, Director Recreation

David Steet opened the discussion of the Recreation Department's budget noting 2 significant changes compared to previous years. First, the proposed budget provides a line item for Revenue generated by Recreation and secondly, the balance of cultural events hosted by the city is now included in the budget for Recreation.

Jeffrey Taylor discussed the additional programming goals for Recreation to include classes, personal training, and facility rentals.

Currently the Recreation Department is only able use the space of the gymnasium due to continued Senior Center construction, which impacts revenue.

He also expressed concerns about exceeding the budget on the current District Heights Day.

Mayor Miller added Juneteenth as an important focus for the city and expressed her goal to re-engage the 4th of July festivities.

Commissioner Gomez moved that the City Commission direct the City Manager to reprogram \$5,000 from non-departmental line 60099 to a new line in the General Government operating budget for contributions to local non-profit and public organizations.

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

Commissioner Gomez moved that the City Commission direct the City Manager to reprogram \$3,150 from non-departmental line 60099 to lines 5310, 5316, 5318, 5339, and 5306 for a 5 percent increase to the travel and expense budget for the Mayor and each City Commissioner.

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

Commissioner Tilghman brought the concern of the budgeted item for Postage being unnecessary for the Recreation Department.

Commissioner Tilghman moved that \$2,000 from line 60404 · Postage Mailing and Bulk Mail be reprogrammed to line 60402 – Travel Training and Education for a total amount of \$9,500 and further, to extinguish the line item for postage/ mailing and bulk mail.

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

Commissioner Tilghman also wanted to address the increase in cultural events that the Recreation Department would be taking on would require additional funding beyond \$80,000 to include 1-time purchases such as the City's Christmas tree. Mr. Street will provide the necessary motion language and return to the Commission with appropriate motion language.

PUBLIC PARTICIPATION

Johnnie Andrews wanted to acknowledge the great job done by the Recreation Department on the Mother's Day Tea and the Senior Center Ribbon cutting ceremony.

Dallah Herman wanted to thank the Commission for all the hard work and looking forward to the return of a Fireworks celebration.

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS

Mayor Miller reminded the residents about Monday's (May 29) Memorial Day celebration and invited all residents to attend. The festivities begin at 11am.

Commissioner Janifer reiterated that the Memorial Day event will occur rain or shine.

If inclement weather does occur, the event will be moved into the municipal building's gymnasium.

Commissioner Tilghman wished Katrina Polk, a very happy birthday.

Vice Mayor Harcourt wanted to remind the residents about noise and litter pollution as the temperature increases, to be considerate of neighbors.

ADJOURNMENT

Gomez moved to adjourn. Comr. Janifer seconded the motion which carried a 4-0 vote. The City Meeting adjourned at 9:02pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday June 1, 2023

Title: FY 2024 Budget

Staff Contact: David Street, City Manager

Purpose: To consider adoption of the FY 2024 budget.

Summary: The purpose of this item is to describe the amendments made to the FY 2024 Proposed budget during the May 16, 2023 Budget Public Hearing and May 23, 2023 City Work Session and to propose amendments to line 60416 Event Materials and Supplies. Table 1 documents amendments made to the FY 2024 budget by the City Commission and table 2 documents the City Manager’s recommendations regarding increasing line 60416 Event Materials and Supplies from \$80,000 to \$95,000.

Table 1. Commission Amendments to Date

	Amendment	Revised Budget
Police Department		
Remove line 70801 Capital Equipment and Machinery	-\$11,500	\$0
Add funding for 2% increase to 50801	+\$11,500	\$626,765
Non-departmental		
Reprogram line 50099 from merit increase to base increase.	\$0	\$175,000
Mayor and Commission		
Increase line 5310, 5316, 5318, 5339, and 5306 by 5% each.	+\$3,150	\$15,750 Mayor, \$12,600 per Commissioner
Reduce Non-departmental line 60099.	-\$3,150	\$8,215
General Government		
Create new General Government line for nonprofit and civic organization contributions	+\$5,000	\$5,000
Reduce Non-departmental line 60099.	-\$5,000	\$3,215
Parks, Recreation, and Culture		
Increase line 60402 Travel, Training, and Education.	+\$2,100	\$9,600
Reprogram funding from and eliminate line 60404	-\$2,100	\$0

Table 2. Recommended Reprogramming for Events

	Amendment	Revised Budget
Parks, Recreation, and Culture		
Increase line 60416 from \$80,000 to \$95,000.	+\$15,000	\$95,000
Reprogram and eliminate line 60410 Professional Services.	-\$5,000	\$0
Reprogram \$1,000 from line 60405 Conduct of Business.	-\$1,000	\$500
Reduce Non-departmental line 60099 Addition to fund balance.	-\$2,000	\$1,215
Reduce Non-department line 50097 Employee Awards.	-\$3,000	\$7,000
Reduce General Government line 60205 Conduct of Business.	-\$4,000	\$1,000

Alternatives:

1. The City Commission could approve the FY 2024 Proposed Budget as amended at the May 16 Public Hearing and May 23 Work Session.
2. The City Commission could further amend the FY 2024 Proposed Budget, however the budget must be adopted at the June 1, 2023 City Meeting.

Draft Motion:

I, Commissioner _____ move that the City Commission approve the FY 2024 budget provided as Attachment 2 and as amended by the Commission in the May 16 Public Hearing and May 23 City Work Session, and as proposed in Table 2 of the June 1, 2023 City Meeting Action Item.

I further move that the City Commission adopt the ordinance implementing the FY 2024 budget provided as attachment 1 to the June 1, 2023 Work Session Action Item.

I, Commissioner _____ second the motion.

Attachments

1. FY 2024 Budget Ordinance
2. FY 2024 Proposed Budget



CITY OF DISTRICT HEIGHTS

City Commission Meeting

June 1, 2023

Title: FY 2023 Budget Amendment – Police Recruitment and Retention Grant

Staff Contact: David Street, City Manager
Ronald Tarpley, Police Chief

Purpose: To recognize the appropriate the Police Recruitment and Retention Program Grant.

Recommendation: Staff recommends that the City Commission recognize the appropriate the Police Recruitment and Retention Program Grant.

Summary: The City of District Heights applied for and received a Police Recruitment and Retention Program grant. The grant award, in the amount of \$73,000, will be used for police officer bonuses, law enforcement branded equipment and apparel, and recruiting media efforts.

Item	Amount
College Degree Recognition	\$1,000
Law Enforcement Branded items	\$33,000
Longevity Bonuses	\$6,000
Recruiting Events and Promotions	\$33,000
Total	\$73,000

Fiscal Impact: This grant will increase the revenue budget in the police department by \$73,000 and increase expenditures in the police department by \$73,000.

Alternatives

1. The City Commission could recognize and appropriate the grant revenue.
2. The City Commission could decide to not accept the grant revenue and direct staff how to proceed.

Draft Motion:

I, Commissioner _____ move that the City Commission estimate and appropriate \$73,000 in state grant revenue in the police department.

I, Commissioner _____ second the motion.

City of District Heights, Maryland

Ordinance Number DH 2023 - __

FY 2024 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, 2023, and ending June 30, 2024.

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, 2023 and fully ending June 30, 2023 be and the same is hereby enacted.

Section 2. That this Ordinance shall take effect at 12:01 AM on July 1, 2023.

Introduced: May 4, 2023

Amended:

Adopted:



CITY OF DISTRICT HEIGHTS

FY 2024 Proposed Budget

City of District Heights

Mayor and City Commission

2000 Marbury Drive
District Heights, MD 20747
301-336-1402
www.districtheights.org

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

David Street, City Manager



Table of Contents

Contents

Table of Contents	2
Transmittal Letter	4
Vision and Mission.....	5
District Heights at a Glance	5
City Organizational Chart.....	5
Updates for the FY 2024 Budget	6
The Chart of Accounts	6
Departmental Budget Presentation	7
Budget Proposals.....	8
Budget Proposal Summary Table	8
Revenues	9
Expenditures.....	11
Historical Expenditures, FY 2020 Actual – FY 2023 Projected.....	11
FY 2024 Expenditures	16
Overview of Expenditures – Operating Expenditures by Department.....	16
Office of the Mayor, Vice Mayor, and City Commission	18
General Government Administration.....	18
Org. Chart	19
Proposed Budget	19
Parks, Recreation, and Culture.....	20
Org. Chart	20
Proposed Budget Summary.....	20
Public Safety – Police and Code Enforcement.....	21
Org. Chart	21
Proposed Budget	22
Public Works.....	23
Org. Chart	23
Proposed Budget	23
Youth Services Bureau.....	24
Current Organizational Chart	24

FY 2024 Proposed Budget
City of District Heights, Maryland

Department Budget Summary..... 24

Non-Departmental Expenditures 25

 Summary..... 25

 Proposed Budget 25

 FY 2024 ARPA Expenditures 26

 FY 2024 Construction and Capital Expenditures 27



Transmittal Letter

Mayor, Vice Mayor, and City Commissioners,

I am pleased to submit the FY 2024 Proposed Budget for the City of District Heights to the residents, Mayor, and Commission for review. The FY 2024 Proposed Budget is a vastly different document and can be thought of as a transitional budget and budget document. This budget document widens focus from dollars and cents to include information on City programs and activities and begins to tie funding levels, service levels, and revenue sources to specific programs and services. Together with the City's new Treasurer, I have updated the chart of accounts to better align City operations with revenue sources and Commission priority and to more clearly articulate for the Mayor, Commission, and residents and taxpayers, what services the City's tax dollars are paying for. Importantly, this document begins with the Commission's adopted Vision and Mission statements. These statements, in addition to state, federal, and local laws, drive the work of the organization in the service of the residents of District Heights.

The FY 2024 Proposed Budget was prepared for the Commission's consideration by the City Manager and Treasurer at the current yield tax rate of \$0.687 which results in approximately \$3,377,318 of local real property tax revenue and represents a reduction of \$0.0227 from the current rate of \$0.7097. The proposed budget assumes \$5.2 million of local, state, and federal revenue, and shows grants, fees, and other revenue that offset the cost of services. \$550,000 of unrestricted and unallocated FY 2022 Fund Balance is carried forward into the FY 2024 Proposed Budget to ensure that service delivery continues in spite of the reduction in the real property tax rate. A more comprehensive review of and allocation of the City's fund balance, including the establishment of an operating reserve, is planned following the close-out of FY 2023.

Expenditures were developed collaboratively with City departments based on programmatic need. The proposed budget includes adjustments to positions to address priorities of the City Commission, support the modernization of the City Government, and fill critical organizational needs. The Proposed Budget includes a 5 percent across the board cost of living adjustment to the current pay scale and sets aside a further 5 percent for merit-based increases to occur in October following the completion of employee evaluations.

The FY 2024 Proposed Budget is organized into revenues, departmental expenditures, and non-departmental expenditures. Department expenditures represent the overall operating expenditures of a given department while non-departmental expenditures account for organization-wide expenditures, ARPA-related spending, and other expenditures not directly associated with a department.

It has been my pleasure to service as your City Manager for the last several months. I am excited for the future of the City and inspired by the commitment of staff and the vision provided by the Mayor and Commission

Respectfully submitted,



David Street
City Manager

Vision and Mission

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

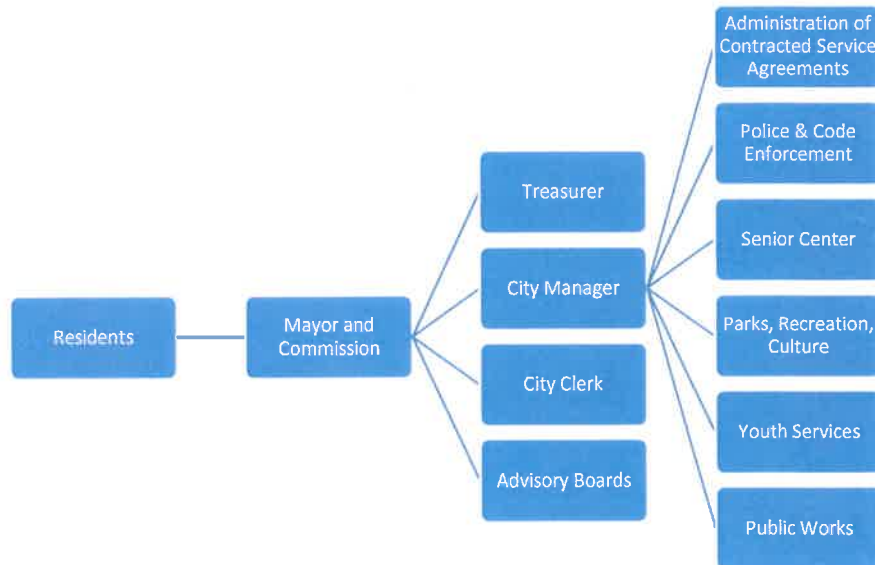
Mission: The City of District Heights strives to promote and improve life, enhance a sense of community, preserve our culture and heritage, and create economic opportunities. We support initiatives focusing on the city's priorities, Economic Development, Public Safety, Health and Housing, Recreation,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

District Heights at a Glance

The City of District Heights is an incorporated municipality in Prince George's County, Maryland. District Heights is 0.86 square miles, sits at 266 ft elevation, and is located inside the beltway. District Heights was incorporated in 1936.

Category ¹	City of District Heights	Prince George's County
Population	5,959	697,201
Employment Rate	50.8%	62.4%
Total Households	2,075	346,127
Median Household Income	\$69,099	\$90,203
Total Housing Units	2,201	359,957
Percent of population with Bachelor's Degree or Higher	30.0%	34.8%
Median Age	35.1	38.4

City Organizational Chart



¹ 2020 US Census and 2021 ACS Data

Updates for the FY 2024 Budget

The Chart of Accounts

The chart of accounts has been modernized for the FY 2024 budget and now uses a unified, organized naming convention and set of standard categories for line items across the City's departments. Each expenditure category has been assigned a lead digit (5 is personnel, 6 is operating and maintenance, and 7 is capital); each department has been assigned a department code. For example, General Government Administration is "02" and the Public Works is "07." Each specific object has been assigned a two-digit code. "01" is association and membership dues; "09" is contractual services.

The table below describes commonly used line-items. The middle digits, displayed on the table below as "XX," are used to represent a specific department. Association and membership dues for General Government Administration would be line 60201 while the same expense for Public Works would be 60801. Personnel, operating, and capital expenditures use the same convention.

This naming and categorization of expenditures is somewhat less precise than what the Commission is used to, however, provides the opportunity to review expenditures by category easily across the organization because the naming and coding conventions are standardized.

6XX01 Association and Membership Dues

This line item is used for professional association and/or membership dues for staff members. As an example, the City Manager is a member of the Maryland City/County Management Association and those dues would be paid from this line in the General Government Department.

6XX02 Travel, Training and Education

Travel, training and education encompasses employee development to include, classes, conferences, events, and other expenditures meant to increase the competency of staff members.

6XX03 Office Supplies

Office supplies include paper, pens, pencils, binders, folders, and other items necessary to operate in a modern office environment.

6XX04 Postage, Mailing, and Bulk Mail

This line item encompasses all postage, direct mail, certified mail, and bulk mail expenses.

6XX05 Conduct of Business

Conduct of business should be used for incidental expenditures related to the daily incidental expenses associated with delivering services or meeting the needs of residents.

6XX06 Printing

Costs associated with in-house printing.

6XX07 Materials and Supplies

Material and supplies is a wide-ranging category; the types of items that may fall within this type of expenditure vary by department. Parks, Recreation and Culture may book new basketballs to this line while Public Works may book new shovels; both are materials and supplies necessary to conduct the regular work of the department.

6XX08 Marketing and Advertising

Marketing and advertising costs could include running ads in local/regional newspapers or online.

6XX09 Contractual Services

Contractual services are services that the City enters into a contractual agreement to obtain. The City's contract with the solid waste service provider is an example of contractual services.

6XX10 Professional Services

This line item encompasses agreements that the City enters into to obtain professional services. This is usually in the form of consultants, advisors, or designers.

6XX11 Publications and Books

Publications and books includes one-time and subscription expenditures for magazines, periodicals, trade publications, and other related materials.

6XX12 Clothing and Uniforms
Clothing and uniforms includes the purchasing of new uniforms and the maintenance of existing uniforms. This line most typically occurs in Police, Code Enforcement, and Public Works, however any department may use the line to purchase City-branded clothing for use at work or while representing the City.

6XX13 Cell Phones
This line is budgeted centrally in General Government Administration and is comprised of cell phone contracts and purchases.

6XX14 Computer Software
This line represents software licenses, SaaS purchases, data storage and other non-physical information technology expenditures.

6XX15 Computer Hardware
Computer hardware includes laptops, desktops, monitors, and other peripherals. Beginning in FY 2024, these expenditures are budgeted and procured centrally in General Government Administration

6XX16 Event Materials and Equipment
Event materials and equipment are purchases specific to the provision of City and/or community events. District Heights has a strong community event tradition and this line item reflects those purchases.

6XX17 Fees
This line includes license fees, HOA fees, banking fees, and other incidental charges.

6XX86 Vehicle Maintenance
Costs associated with the repair, upkeep, and maintenance of the City's fleet of vehicles.

6XX87 Fuel
Costs associated with fueling the City's fleet and gas-powered equipment.

6XX89 Heavy Equipment Maintenance
Costs associated with the repair, upkeep, and maintenance of the City's heavy vehicles, such as chippers, cement mixers, etc.

Departmental Budget Presentation

The City's department budgets are presented holistically in this document using "roll-up groups" based on the naming and categorization method described in the section above. Each department will show personnel, operating and maintenance, and capital budgets in a simple table. The table also includes City revenue attributable to the department, allowing the residents, Commissioners, and staff members to see and understand the net budget impact of a given department's operational and funding decisions. The "net budget impact" is essentially the amount of the total cost for services placed on the City's dedicated tax revenues. A simplified example is provided below:

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$127,438	\$165,835	\$186,896
Operating and Maintenance	47,201	68,235	69,000
Capital	5,002	5,028	5,100
Total Expenditures	\$179,641	\$239,098	\$260,996
Department Revenues	\$26,557	\$34,500	\$34,700
Net Budget Impact	\$153,084	\$204,598	\$226,296

Budget Proposals

The following narrative and summary table reflect the City Manager’s recommended budget proposals in the form of new budget requests and recommended budget reductions. This section only reflects new, non-existing positions and does not include mid-year positions approved by the City Commission. For example, the conversion of a part-time to full-time code compliance officer is not reflected in this section, however the new request for an additional code compliance officer is.

Code Compliance Officer: Beautification, maintenance, compliance, and resident services have been focuses of both the Mayor and Commission and the Code Enforcement Division of the District Heights Police Department. The FY 2024 Proposed Budget includes funding for an additional Code Enforcement Officer to continue progress in this area.

Municipal Building Professional Cleaning Services: The City has recently outsourced the cleaning, purchasing of cleaning supplies, and light building maintenance, which eliminates the need for staff to perform those functions. The positions associated with this activity are proposed to be eliminated. Savings associated with the elimination of the positions are budgeted to offset the cost of contractual services.

Support to the Sustainability Committee: During FY 2023, the City established the Sustainability Committee. The Committee’s purpose is to encourage, advocate for, and advise on sustainable practices, initiatives and programs that the City and community could implement. The FY 2024 Proposed Budget allocates \$6,000 within the Department of Public Works to support the activities of the Sustainability Committee.

Budget Proposal Summary Table

	Personnel	Operating	Total
Code Compliance Officer	\$52,580	\$5,000	\$57,580
Supervisor/Laborer/Crew Lead Conv.	\$7,500	-	\$7,500
Municipal Building Professional Cleaning Services			
Full-time Laborer Elimination	-\$68,419	-\$10,000	-\$78,419
Part-time Laborer Elimination	-\$43,412	-	-\$43,412
Cleaning Contract	-	\$97,000	\$97,000
Net Budget Impact			-\$24,832
Support to Sustainability Committee	-	\$6,000	\$6,000
Net Budget Impact	-\$51,752	\$98,000	\$46,248

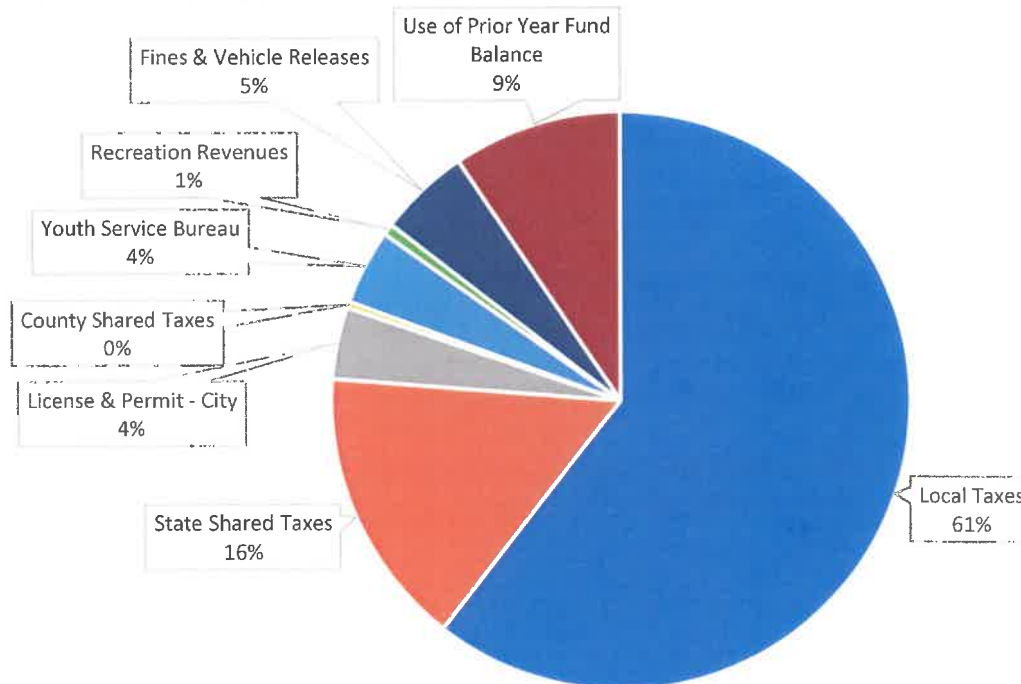
Revenues

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Local Taxes					
4000 · Real Property Taxes	\$3,335,778	\$3,370,713	\$3,363,805	\$4,008,750	\$3,377,318
4005 · Public Utility Taxes	\$107,438	\$118,368	\$122,236	\$120,394	\$120,000
4010 · Personal Property Taxes	\$13,650	\$43,171	\$34,400	\$31,028	\$30,000
4015 · Penalties & Interest	\$8,367	\$13,048	\$14,893	\$5,133	\$0
Local Taxes	\$3,465,234	\$3,545,300	\$3,535,334	\$4,165,305	\$3,527,318
State Shared Taxes					
4020 · Income Taxes	\$579,291	\$711,439	\$661,097	\$651,545	\$620,000
4022 · Census Grant	\$22,100	\$11,900	\$0	\$0	\$0
4025 · Highway User Revenue	\$204,692	\$222,577	\$241,149	\$203,962	\$289,884
4029 · B-Jag Grant	\$13,805	\$0	\$67,164	\$32,836	\$0
4030 · Police Protection	\$71,645	\$57,101	\$59,560	\$56,776	\$0
4040 · Bank Stock	\$417	\$417	\$417	\$0	\$0
4041 · GOCCP - Police Retention	\$8,700	\$0	\$0	\$0	\$0
4045 · Traders License	\$2,125	\$6,064	\$4,131	\$1,241	\$2,500
4050 · Admissions & Amusements	\$1,223	\$1,663	\$1,084	\$243	\$500
State Shared Taxes	\$903,997	\$1,011,161	\$1,034,602	\$946,602	\$912,884
License & Permit - City					
4055 · Cable TV Franchise Fees	\$105,144	\$106,878	\$103,175	\$62,556	\$100,000
4060 · Cable TV - Capital Equipment	\$65,416	\$66,303	\$64,132	\$38,784	\$63,000
4065 · Rental Permits - Apartments	\$27,665	\$27,665	\$27,665	\$27,665	\$0
4070 · Rental Permits - Residential	\$11,420	\$9,500	\$11,500	\$9,600	\$10,000
4075 · Building Permits	\$16,098	\$25,309	\$55,170	\$35,136	\$30,000
4080 · Business License	\$18,649	\$7,250	\$17,805	\$60,814	\$30,000
4085 · Alarm Registrations	\$100	\$10	\$140	\$80	\$100
4100 · Other	\$372	\$581	\$421	\$767	\$100
4105 · Real Estate Sign Fees	\$560	\$495	\$1,085	\$3,670	\$1,000
License & Permit - City	\$245,424	\$243,992	\$281,093	\$239,072	\$234,200
County Shared Taxes					
4110 · Landfill Rebate	\$20,608	\$20,608	\$20,608	\$20,608	\$20,608
County Shared Taxes	\$20,608	\$20,608	\$20,608	\$20,608	\$20,608
Youth Service Bureau					
4125 · Youth Services Bureau - Grant	\$59,705	\$59,705	\$59,705	\$59,705	\$155,000
4127 · YSB - P.G. Co. Special Grant	\$100,000	\$100,000	\$80,000	\$52,193	\$0
4135 · YSB - Counseling Fees	\$42,347	\$37,252	\$20,940	\$14,161	\$30,000
4138 · MD Ctr./Bowie State University	\$0	\$5,000	\$5,000	\$0	\$0
4141 · YDF Grant	\$10,000	\$10,000	\$10,000	\$0	\$10,000
4142 · Rental Income - YSB	\$40	\$0	\$0	\$0	\$1,000
4143 · YSB - Donations	\$150	\$150	\$250	\$0	\$0
4144 · Crime Prevention Grant-YSB	\$0	\$42,784	\$35,688	\$0	\$0

FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
4240 - State Funding YSB					\$50,000
Youth Service Bureau	\$212,242	\$254,891	\$211,583	\$126,059	\$246,000
Recreation Revenues					
4140 · Summer Playground	\$9,928	\$0	\$921	\$5,533	\$10,000
4145 · Instructor Fees	\$5,865	\$0	\$2,562	\$7,084	\$10,000
4205 · Concessions	\$654	\$110	\$0	\$0	\$1,000
4181 - Facility Rentals					\$15,000
Recreation Revenues	\$16,447	\$110	\$3,483	\$12,617	\$36,000
Fines & Vehicle Releases					
4150 · Fines	\$13,476	\$6,690	\$38,935	\$23,073	\$20,000
4152 · Flagging	\$1,680	\$545	\$0	\$0	\$0
4155 · Vehicle Releases	\$9,300	\$4,650	\$8,845	\$6,833	\$7,500
4196 · Redspeed - Speed Camera	\$244,395	\$185,642	\$194,163	\$224,495	\$270,000
Fines & Vehicle Releases	\$268,851	\$197,527	\$241,943	\$254,402	\$297,500
Use of Fund Balance	\$0	\$0	\$0	\$0	\$550,000
Grants/Other/Misc.	\$178,478	\$3,023,960	\$436,696	\$1,424,488	\$4,100
Total Revenue	\$5,311,281	\$8,297,549	\$5,765,342	\$7,189,153	\$5,828,610

FY 2024 Revenue by Category



FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Local Taxes	\$3,465,234	\$3,545,300	\$3,535,334	\$4,165,305	\$3,527,318
State Shared Taxes	\$903,997	\$1,011,161	\$1,034,602	\$946,602	\$912,884
License & Permit - City	\$245,424	\$243,992	\$281,093	\$239,072	\$234,200
County Shared Taxes	\$20,608	\$20,608	\$20,608	\$20,608	\$20,608
Youth Service Bureau	\$212,242	\$254,891	\$211,583	\$126,059	\$246,000
Recreation Revenues	\$16,447	\$110	\$3,483	\$12,617	\$36,000
Fines & Vehicle Releases	\$268,851	\$197,527	\$241,943	\$254,402	\$297,500
Grants/Other/Misc.	\$178,478	\$3,023,960	\$436,696	\$1,424,488	\$4,100
Use of Prior Year Fund Balance	\$0	\$0	\$0	\$0	\$550,000
Total Revenues	\$5,311,281	\$8,297,549	\$5,765,342	\$7,189,153	\$5,828,610

Expenditures

Historical Expenditures, FY 2020 Actual – FY 2023 Projected

The schedule of expenditures represents the City's budget in line-item format comparable to that shown in FY 2023 and prior.

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
General Government				
I - Operating Expense				
5000 · Annexation	\$3,400	\$0	\$0	\$36
5009 · Bad Debt Expense	\$0	\$0	\$11,951	
5005 · Audit	\$14,300	\$14,700	\$15,500	\$18,000
5010 · Cable TV Supplies	\$2,007	\$1,600	\$2,061	\$521
5013 · Cable TV Franchise Negotiations	\$0	\$62	\$248	\$115
5015 · Capital Outlay	\$0	\$4,917	\$14,646	\$6,777
5017 · Census Project	\$21,565	\$13,461	\$0	\$0
5020 · Computer Network	\$19,866	\$25,562	\$26,721	\$39,927
50201 · Salaries - General Government	\$363,322	\$358,886	\$310,540	\$416,244
50202 · P/R Taxes - General Government	\$25,227	\$26,821	\$24,649	\$49,223
5022 · COVID19	\$1,856	\$0	\$0	\$0
5024 · Clerk-Conventions/Dues/Training	\$554	\$730	\$3,548	\$2,000
5025 · Convention/Dues/Training-Staff	\$701	\$707	\$4,570	\$2,265
5026 · City Mgr.Conventions/Dues/Train	\$5,955	\$7,573	\$3,704	\$1,835
5034 · HR Consultant	\$0	\$0	\$3,333	\$38,331
5037 · Elections	\$1,074	\$13,682	\$3,749	\$8,981
5060 · Legal Advertising	\$520	\$360	\$560	\$35
5065 · Legal Counsel	\$28,215	\$27,790	\$67,700	\$45,000
5070 · Lobbyist	\$18,000	\$18,000	\$18,000	\$24,000

FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5071 · Media Equipment	\$0	\$0	\$0	\$718
5075 · Newsletter/Bulk Mail	\$10,590	\$12,400	\$15,270	\$20,412
5080 · Office Expense	\$16,480	\$20,490	\$24,615	\$30,216
5095 · Postage & Meter	\$3,494	\$3,614	\$5,080	\$4,017
5100 · Professional Memberships	\$7,112	\$6,179	\$5,396	\$9,986
5116 · Professional Fees - Gen Gov	\$0	\$0	\$0	\$40,708
5128 · Website	\$1,181	\$5,787	\$8,605	\$8,000
6600 · Payroll Expenses	\$2,295	\$171	\$0	\$9,722
Total I - Operating Expense	\$547,714	\$563,491	\$570,446	\$797,082
Total II - Revitalization Commercial	\$522,907	\$753,690	\$482,678	\$117,012
IV - Youth Services Bureau				
5171 · Nuts & Cuts	\$16,775	\$16,675	\$15,105	\$0
5260 · Visionary Youth - CDBG	\$300	\$2,000	\$0	\$0
5172 · Delinquency Prevention Grant	\$0	\$27,736	\$26,598	\$0
50301 · Salaries - YSB	\$203,472	\$212,016	\$209,193	\$147,534
50302 · Payroll Taxes - YSB	\$17,788	\$20,175	\$18,520	\$119
5165 · Client Services	\$11,151	\$2,371	\$8,745	\$0
5170 · Communications	\$1,381	\$895	\$1,179	\$822
5180 · Fringe Benefits	\$17,757	\$16,876	-\$2,108	-\$2,929
5185 · Insurance	\$1,070	\$3,140	\$9,106	\$7,776
5192 · Marketing	\$37	\$1,254	\$0	\$0
5195 · Memberships	\$125	\$1,817	\$10,532	\$14,717
5200 · Office Furniture & Equipment	\$2,172	\$0	\$2,584	\$0
5205 · Ofc Supplies	\$16,404	\$13,266	\$17,889	\$10,965
5210 · Postage	\$49	\$217	\$420	\$88
5220 · Printing & Duplication	\$1,847	\$1,071	\$502	\$156
5240 · Transportation	\$748	\$0	\$805	\$448
5280 · Training	\$4,961	\$7,460	\$5,218	\$6,103
5290 · Utilities - YSB	\$0	\$5,465	\$7,432	\$6,103
5261 · YSB - Expenses - Other	\$0	\$0	\$0	\$67,777
Total 5261 · YSB - Expenses	\$278,961	\$286,024	\$290,017	\$259,186
5268 · MD Ctr./Bowie State University	\$1,586	\$3,330	\$200	\$0
5291 · YSB - Utilities and Maintenance	\$40,943	\$27,067	\$36,027	\$42,082
Total IV - Youth Services Bureau	\$338,565	\$316,421	\$367,947	\$301,268
Total VII - COVID Expenses	\$551	\$288,482	\$0	\$0
Mayor & Commission				
5300 · Salary - Mayor & Commission	\$49,624	\$47,736	\$57,406	\$54,941
5305 · Payroll Taxes - Mayor & Comm.	\$3,813	\$3,580	\$4,544	\$2,938
5306 · Travel and Expenses-Tilghman	\$0	\$0	\$0	\$9,226

FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5310 · Travel & Expenses - Mayor	\$11,168	\$41	\$0	\$767
5316 · Travel & Expenses - Harcourt	\$0	\$2,002	\$4,851	\$9,200
5318 · Travel & Expenses-G. Gomez	\$0	\$0	\$106	\$10,875
5334 · Travel & Expenses- Blake	\$9,106	\$9,464	\$2,540	\$0
5335 · Travel & Expenses - Medlock	\$12,004	\$11,839	\$14,656	\$0
5336 · Travel & Expenses - C. Miller	\$8,845	\$8,820	\$8,853	\$14,959
5337 · Travel & Expenses - Irving	\$6,787	\$1,999	\$3,346	\$0
5339 · Travel & Expenses-Janifer	\$0	\$0	\$0	\$11,219
5338 · City Vehicle	\$1,574	\$1,632	\$1,500	\$0
5340 · Mayoral Scholarship	\$1,967	\$2,000	\$2,000	\$0
5350 · Employee Awards & Events	\$1,216	\$232	\$214	\$4,767
5341 · Retreat - Mayor and Comm.	\$0	\$0	\$0	\$5,444
Total Mayor & Commission	\$106,105	\$89,344	\$100,017	\$128,639
Municipal Building Expense				
5400 · Building Repairs & Maintenance	\$25,707	\$20,228	\$33,243	\$55,150
5402 · Office Imp. & Upgrades	\$0	\$0	\$0	\$1,728
5405 · Capital Outlay - MB	\$12,336	\$2,897	\$20,930	\$0
5445 · Utilities	\$48,581	\$41,476	\$44,490	\$92,977
Total Municipal Building Expense	\$86,624	\$64,601	\$98,663	\$156,735
Non-Departmental				
5012 · Cable TV - INET	\$14,823	\$11,741	\$8,782	\$7,554
5030 · Copier	\$1,215	\$435	\$421	\$1,766
5040 · Insurance - General	\$60,040	\$61,896	\$62,737	\$91,901
5045 · Insurance - Hospital	\$208,596	\$200,875	\$191,368	\$149,178
5050 · Insurance - Life	\$6,290	\$6,870	\$7,232	\$4,576
5055 · Insurance - Workers Comp.	\$195,878	\$140,068	\$156,978	\$28,652
5110 · Retirement - State	\$279,294	\$297,977	\$264,845	\$282,986
5125 · Unemployment Costs	\$3,506	\$2,996	\$11,028	\$2,214
Total Non-Departmental	\$769,642	\$722,858	\$703,391	\$561,273
Public Safety				
Code Enforcement				
50501 · Salaries - Code Enforcement	\$92,349	\$128,928	\$145,002	\$148,962
50502 · P/R Taxes - Code Enforcement	\$6,958	\$9,706	\$11,592	\$7,975
5900 · Convention & Dues	\$489	\$60	\$2,538	\$2,140
5905 · Gas	\$190	\$444	\$429	\$442
5910 · Supplies	\$2,529	\$2,699	\$2,048	\$3,475
5915 · Vehicle Maintenance	\$459	\$2,056	\$1,363	\$1,795
Total Code Enforcement	\$102,975	\$143,893	\$162,971	\$164,789
50801 · Salaries - Police	\$549,588	\$487,232	\$477,836	\$446,702
5505 · Aircards - Verizon	\$4,679	\$3,841	\$3,841	\$2,134

FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5508 · B-JAG Grant	\$13,805	\$0	\$0	\$14,660
5510 · Capital Outlay - Police	\$51,420	\$30,647	\$75,070	\$1,467
5515 · Communications	\$2,842	\$2,528	\$2,528	\$351
5530 · Convention & Dues	\$2,214	\$213	\$805	\$4,473
5534 · Flagging (Passport Labs)	\$6,576	\$4,838	\$29,497	\$667
5540 · Gas	\$30,459	\$24,954	\$1,209	\$7,057
5545 · Medical Exams	\$2,664	\$4,095	\$7,492	\$6,468
5550 · Night Out	\$5,624	\$2,551	\$14,106	\$14,503
5555 · Office & Printing	\$6,888	\$11,264	\$38,212	\$14,854
5565 · Payroll Taxes - Police	\$41,087	\$39,403	\$3,100	\$21,209
5570 · Police Equipment	\$7,362	\$8,311	\$68,435	\$46,167
5573 · Police Promotional	\$0	\$0	\$0	\$567
5575 · Publications & Subscriptions	\$0	\$0	\$0	\$3,264
5590 · Training	\$4,198	\$2,577	\$2,258	\$7,195
5596 · Uniforms & Cleaning	\$6,085	\$5,713	\$11,021	\$18,256
5598 · Vehicle Maintenance	\$18,138	\$24,887	\$19,287	\$17,846
Total Public Safety	\$856,603	\$796,947	\$917,667	\$792,629
Public Works				
III - Senior Van				
5150 · Payroll Taxes - Transit	\$2,906	\$2,930	\$3,142	\$460
5155 · Salaries - Transit	\$38,316	\$38,452	\$39,770	\$10,646
5160 · Transit Costs - Senior Van	\$10,601	\$7,469	\$15,299	\$1,169
Total III - Senior Van	\$51,823	\$48,851	\$58,211	\$12,276
5410 · Custodial Supplies	\$6,198	\$4,914	\$4,974	\$4,406
5420 · Mechanical Contract	\$6,798	\$5,665	\$7,795	\$5,397
5425 · Payroll Taxes - MB	\$7,241	\$5,744	\$4,718	\$2,939
5430 · Salaries - MB	\$102,307	\$77,233	\$61,152	\$57,832
5435 · Field Maintenance	\$13,216	\$0	\$0	\$1,920
5605 · Capital Outlay	\$15,273	\$36,016	\$86,778	\$60,652
5610 · Convention & Dues	\$307	\$0	\$0	\$100
5620 · Gas	\$20,923	\$20,331	\$30,757	\$23,596
5625 · Homeowners Fees	\$5,760	\$5,940	\$6,120	\$8,160
5630 · Insect Control	\$1,011	\$933	\$1,198	\$908
5635 · Landscaping	\$152	\$776	\$574	\$584
5640 · Leaf Disposal	\$3,042	\$1,974	\$283	\$93
5645 · Payroll Taxes - PW	\$41,234	\$47,666	\$52,341	\$33,049
5650 · Refuse Removal	\$330,200	\$330,261	\$352,907	\$375,855
5655 · Supplies & Materials	\$19,703	\$19,070	\$22,415	\$18,409
5660 · Salaries - Public Works	\$567,111	\$609,784	\$677,468	\$616,967
5667 · Salt	\$553	\$4,596	\$6,600	\$0
5670 · Signs & Paint	\$4,058	\$3,652	\$7,689	\$8,949

FY 2024 Proposed Budget
City of District Heights, Maryland

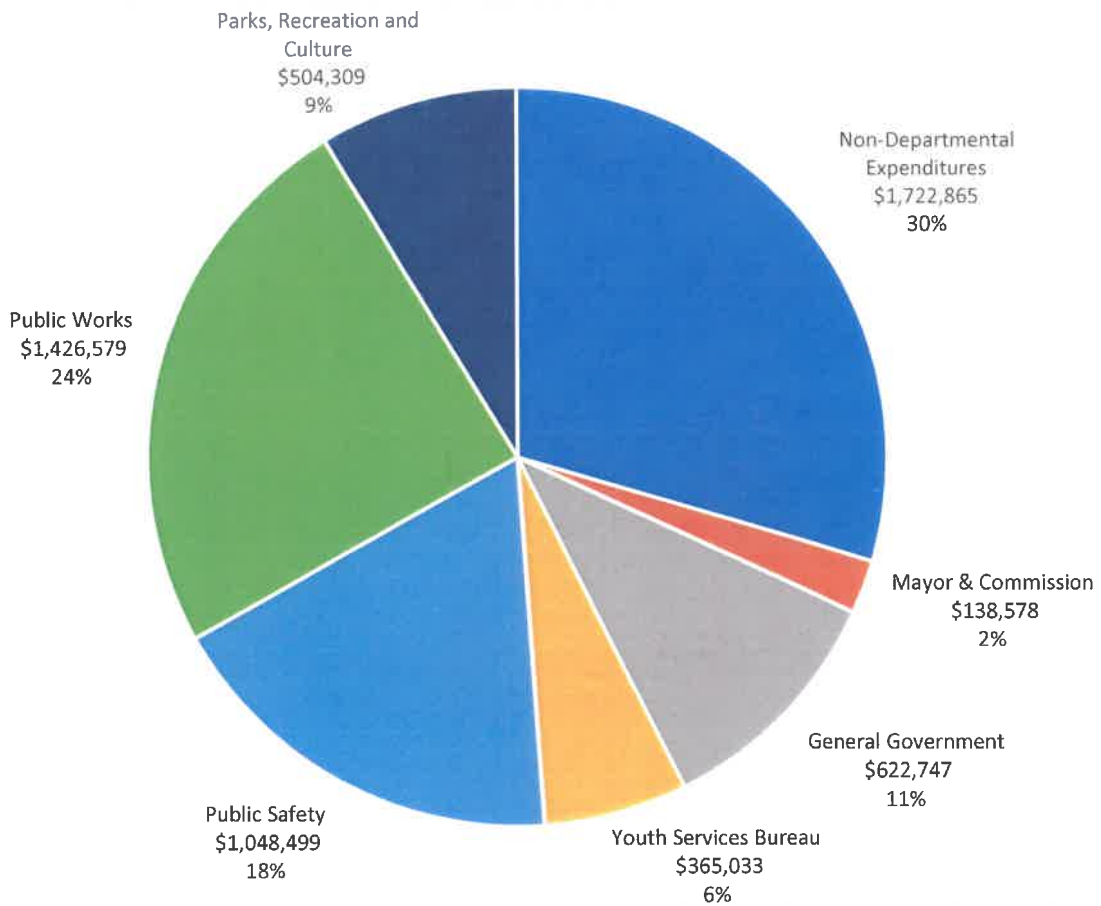
	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5675 · Street Lights	\$76,383	\$74,533	\$78,208	\$76,641
5683 · Street Work	\$64,761	\$19,906	\$4,870	\$0
5686 · Tipping Fees	\$8,072	\$8,192	\$12,793	\$10,403
5689 · Tree Service	\$20,025	\$20,575	\$18,475	\$10,975
5692 · Uniforms	\$9,240	\$9,000	\$9,470	\$9,881
5695 · Vehicle & Equipment	\$36,722	\$29,767	\$41,540	\$40,969
Total Public Works	\$1,412,113	\$1,385,379	\$1,547,338	\$1,393,237
Recreation				
I. Operating Expense				
5700 - Capital Outlay	\$0	\$0	\$7,705	\$0
5705 · Convention & Dues	\$5,431	\$400	\$2,242	\$7,288
5710 · Copier	\$3,487	\$3,832	\$6,437	\$3,747
5715 · Instructor Expense	\$4,955	\$0	\$3,028	\$8,528
5717 · Marketing	\$7,928	\$7,896	\$10,024	\$4,248
5720 · Office Expense	\$5,278	\$4,972	\$3,916	\$2,695
5725 · Payroll taxes - Recreation	\$19,613	\$16,510	\$18,079	\$12,744
5730 · Recreation Expenses	\$9,926	\$9,148	\$8,260	\$7,105
5735 · Salaries - Camp	\$8,673	\$0	\$4,239	\$9,858
5740 · Salaries - Recreation	\$250,196	\$223,674	\$231,608	\$224,753
5743 · Security System	\$2,440	\$2,265	\$90	\$0
5745 · Summer Camp	\$20,071	\$0	\$2,149	\$4,883
5747 · Technology & Equipment	\$452	\$446	\$210	\$0
5750 · Uniforms	\$899	\$950	\$364	\$500
Total I. Operating Expense	\$339,349	\$270,092	\$298,351	\$286,348
II. Cultural				
5800 · Christmas	\$3,465	\$2,354	\$2,879	\$5,989
5810 · District Heights Day	\$9,878	\$7,086	\$9,827	\$9,985
5815 · Easter	\$1,531	\$1,460	\$2,310	\$1,342
5820 · Fourth of July	\$4,297	\$0	\$0	\$10,000
5830 · Halloween	\$3,667	\$2,439	\$1,903	\$2,261
5835 · Mother/Daughter Breakfast	\$0	\$1,953	\$1,268	\$593
5845 · Thanksgiving	\$6,913	\$4,382	\$4,379	\$6,668
5849 · Veteran's Celebration	\$0	\$4,734	\$27	\$107
5847 · Valentine's Day	\$1,852	\$0	\$0	\$1,684
5848 · Youth Center	\$847	\$0	\$986	\$0
5850 · Father/Son Benefit	\$0	\$1,308	\$888	\$192
5855 · Black History Month Celebration	\$1,918	\$1,850	\$1,437	\$1,021
Total II. Cultural	\$34,369	\$27,565	\$25,904	\$39,843
III. Community Outreach & Prog				
5008 · Youth Enrichment Activities	\$1,621	\$4,875	\$312	\$0
5023 · Holiday Tree Lighting	\$0	\$0	\$0	\$1,065

FY 2024 Proposed Budget
City of District Heights, Maryland

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5027 · Community Garden	\$419	\$1,284	\$3,993	\$1,368
5803 · Childrens Art Tap, Craft, Pageant	\$1,922	\$1,999	\$1,934	\$0
5804 · City Children's Theatre	\$5,101	\$5,388	\$4,030	\$0
5806 · Fiesta Place Project	\$0	\$0	\$1,700	\$0
5805 · Bill Pickett Rodeo	\$1,437	\$0	\$0	\$0
5808 · Mayors Youth Council	-\$45	\$0	\$300	\$0
5811 · North Forestville Elementary	\$400	\$0	\$0	\$400
5812 · District Heights Elementary	\$1,195	\$705	\$161	\$400
5838 · Senior Programs	\$4,467	\$0	\$822	\$0
6100 · City Photographer	\$450	\$0	\$0	\$0
Total III. Community Outreach & Prog	\$16,967	\$14,251	\$13,252	\$3,234
Total Recreation	\$390,685	\$311,909	\$337,507	\$329,425

FY 2024 Expenditures

Overview of Expenditures – Operating Expenditures by Department



FY 2024 Proposed Budget
City of District Heights, Maryland

Department	Departmental Total
Non-Departmental Expenditures	\$1,722,865
Mayor & Commission	\$138,578
General Government	\$622,747
Youth Services Bureau	\$365,033
Public Safety	\$1,048,499
Public Works	\$1,426,579
Parks, Recreation and Culture	\$504,309
Total Operating Budget	\$5,828,600

Office of the Mayor, Vice Mayor, and City Commission

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

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$61,950	\$57,879	\$65,578
Operating and Maintenance	38,067	\$66,457	73,000
Total Expenditures	\$100,017	\$128,639	\$138,578

Mayor and Commission

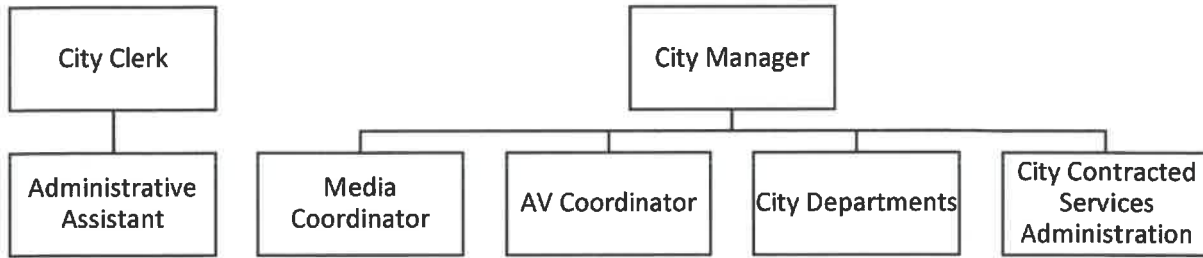
50101 · Salaries - Mayor & Commission	\$57,600
50102 · P/R Taxes - Mayor & Commission	\$7,978
The line items above are the annual salaries and payroll costs for each of the City’s five elected officials.	
5310 · Travel & Expenses – Mayor Miller	\$15,000
5316 · Travel & Expenses – Vice Mayor Harcourt	\$12,000
5318 · Travel & Expenses - Commissioner Gomez	\$12,000
5339 · Travel & Expenses-Janifer	\$12,000
5306 · Travel & Expenses – Commissioner Tilghman	\$12,000
The line items above are the Mayor and Commissioner’s individual line-items. These are generally used for travel and registration for conferences such as the National League of Cities or the Maryland Municipal League	
60199 - Scholarship	\$2,000
60116 · Event Materials and Equipment	\$8,000
This line is new for FY 2024 and recognizes the important value that Commission-sponsored events bring to the City. These events are usually ceremonial or celebratory in nature and recognize the achievements, needs, and residents of the City.	
Total Mayor & Commission	\$138,578

General Government Administration

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

General Government Administration supports the Board of Supervisors of Elections, the Veteran’s Committee, the Ethics Committee, among others. Funding for these committees are built into the General Government Administration operating budget.

Org. Chart



Office of the City Manager

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

Office of the City Clerk

The City Clerk’s Office maintains the official records of the City, provides administrative support to the Mayor and Council, and serves as the general point of contact for the public. The City Clerk ensures that all Commission activities are in accordance with the laws of the State of Maryland, the City Code and Charter of the City of District Heights, and documents those actions accordingly. The City Clerk is the City’s records custodian and the point of contact for Maryland Public Information Act requests.

Proposed Budget

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$335,189	\$465,467	\$355,747
Operating and Maintenance	\$235,257	\$311,602	\$267,000
Total Expenditures	\$570,446	\$797,082	\$622,747

General Government Administration Expenditures

50201 · Salaries - General Government	\$312,470
50202 · P/R Taxes - General Government	\$43,277
60201 · Association and Membership	\$8,500
60202 · Travel, Training and Education	\$15,000
60203 · Office Supplies	\$10,000
60204 · Postage Mailing and Bulk Mail	\$14,500
60205 · Conduct of Business	\$5,000
60206 · Printing	\$5,000
60207 · Materials and Supplies	\$1,500
60208 · Marketing and Advertising	\$5,000
60209 · Contractual Services	\$75,000
60210 · Professional Services	\$75,000
60211 · Publications and Books	\$1,500

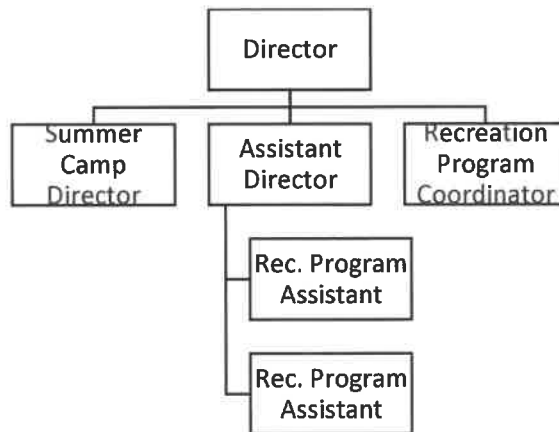
FY 2024 Proposed Budget
City of District Heights, Maryland

60213 · Cell Phones	\$20,000
60214 · Computer Software	\$15,000
60215 · Computer Hardware	\$15,000
60217 · Fees	\$1,000
Total General Government Administration	\$622,747

Parks, Recreation, and Culture

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

Org. Chart



Proposed Budget Summary

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$253,926	\$247,355	\$321,609
Operating and Maintenance	\$83,581	\$82,070	\$182,700
Total Expenditures	\$337,507	\$329,425	\$504,309
Departmental Revenue	\$3,483	\$12,617	\$36,000
Net Budget Impact	\$334,024	\$316,809	\$468,309

Parks, Recreation, and Culture Expenditures

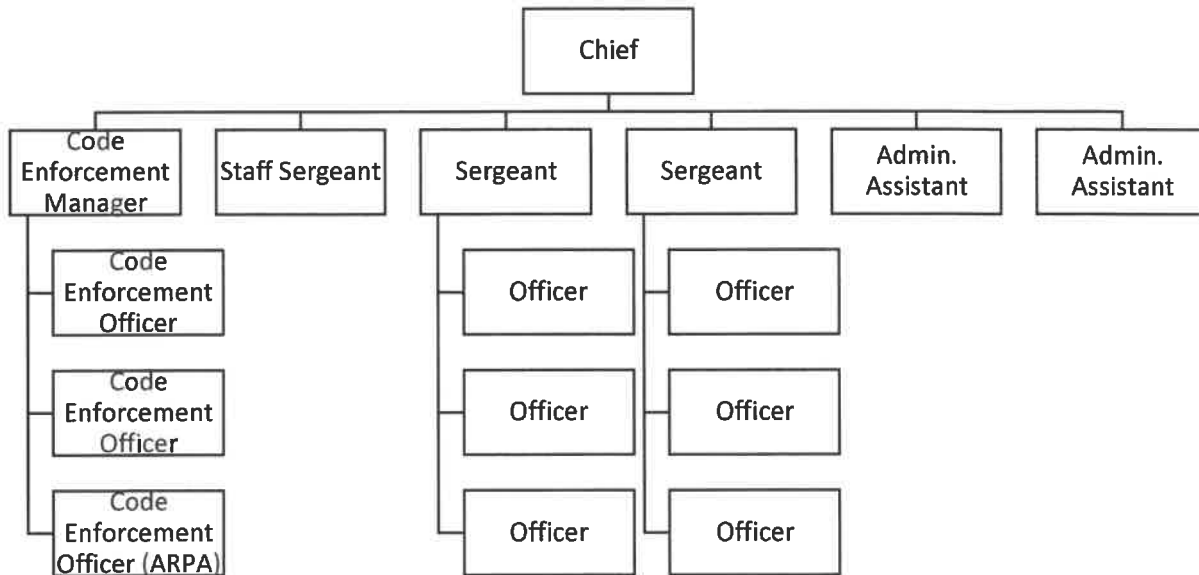
50401 · Salaries - Park & Recreation	\$283,701
50402 · P/R Taxes - Park & Recreation	\$37,908
60401 · Association and Membership Dues	\$5,000

60402 · Travel Training and Education	\$7,500
60403 · Office Supplies	\$2,900
60404 · Postage Mailing and Bulk Mail	\$2,100
60405 · Conduct of Business	\$1,500
60406 · Printing	\$3,700
60407 · Materials and Supplies	\$30,000
60408 · Marketing and Advertising	\$7,000
60409 · Contractual Services	\$38,000
60410 · Professional Services	\$5,000
60416 · Event Materials and Equipment	\$80,000
Total Parks Recreation and Culture	\$504,309

Public Safety – Police and Code Enforcement

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

Org. Chart



FY 2024 Proposed Budget
City of District Heights, Maryland

Proposed Budget

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$637,530	\$624,848	\$874,449
Operating and Maintenance	\$205,069	\$166,314	\$162,550
Capital	\$75,070	\$1,467	\$11,500
Total Expenditures	\$917,667	\$792,629	\$1,048,499
Departmental Revenue	\$241,943	\$254,402	\$297,500
Net Budget Impact	\$675,724	\$538,227	\$750,999

Public Safety - Police Department Expenditures

50801 · Salaries - Police	\$615,265
50802 · P/R Taxes - Police	\$85,214
60801 · Association and Membership Dues	\$4,500
60802 · Travel Training and Education	\$7,000
60803 · Office Supplies	\$5,900
60804 · Postage Mailing and Bulk Mail	\$750
60805 · Conduct of Business	\$3,000
60806 · Printing	\$4,400
60807 · Materials and Supplies	\$32,800
60808 · Marketing and Advertising	\$500
60809 · Contractual Services	\$10,000
60810 · Professional Services	\$10,000
60811 · Publications and Books	\$2,400
60812 · Clothing and Uniforms	\$17,500
60816 · Event Materials and Equipment	\$11,800
60886 · Vehicle Maintenance	\$15,800
60887 · Fuel	\$20,200
70801 · Equipment and Machinery	\$11,500
Subtotal - Police Department	\$858,529

Public Safety - Code Enforcement Expenditures

50501 · Salaries - Code Enforcement	\$152,806
50502 · P/R Taxes - Code Enforcement	\$21,164
60501 · Association and Membership Dues	\$1,100
60502 · Travel Training and Education	\$2,700
60503 · Office Supplies	\$3,600
60504 · Postage Mailing and Bulk Mail	\$4,000

FY 2024 Proposed Budget
City of District Heights, Maryland

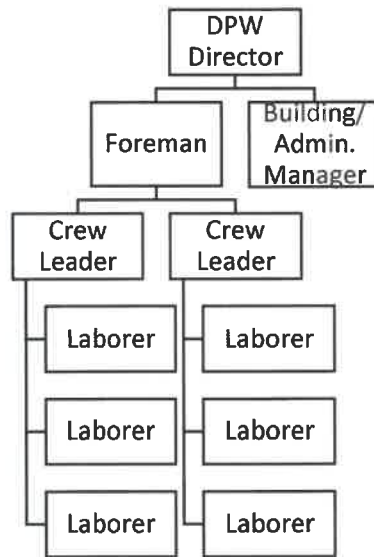
60507 · Materials and Supplies	\$2,600
60587 · Fuel	\$2,000
Subtotal - Code Enforcement	\$189,970
Total - Public Safety	\$1,048,499

Public Works

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

The Department of Public Works supports the work of the Sustainability Committee. \$6,000 has been allocated to the department’s operating budget to facilitate the work of the committee.

Org. Chart



Proposed Budget

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$838,591	\$721,893	\$683,539
Operating and Maintenance	\$699,700	\$746,542	\$692,240
Capital	\$107,708	\$60,652	\$50,800
Total Expenditures	\$1,645,999	\$1,529,087	\$1,426,579

Public Works Expenditures

50701 · Salaries - Public Works	\$600,386
50702 · P/R Taxes - Public Works	\$83,153
60701 · Association and Membership Dues	\$2,500
60702 · Travel Training and Education	\$7,700
60703 · Office Supplies	\$1,500

FY 2024 Proposed Budget
City of District Heights, Maryland

60704 · Postage Mailing and Bulk Mail	\$1,500
60705 · Conduct of Business	\$1,500
60707 · Materials and Supplies	\$90,500
60709 · Contractual Services	\$475,000
60710 · Professional Services	\$7,500
60712 · Clothing and Uniforms	\$9,000
60717 · Fees	\$21,120
60786 · Vehicle Maintenance	\$10,700
60787 · Fuel	\$15,700
60788 · Facility Maintenance	\$37,520
60789 · Heavy Equipment Maintenance	\$10,500
70701 · Equipment and Machinery	\$20,400
70703 · Facility Improvements	\$30,400
Total Public Works	\$1,426,579

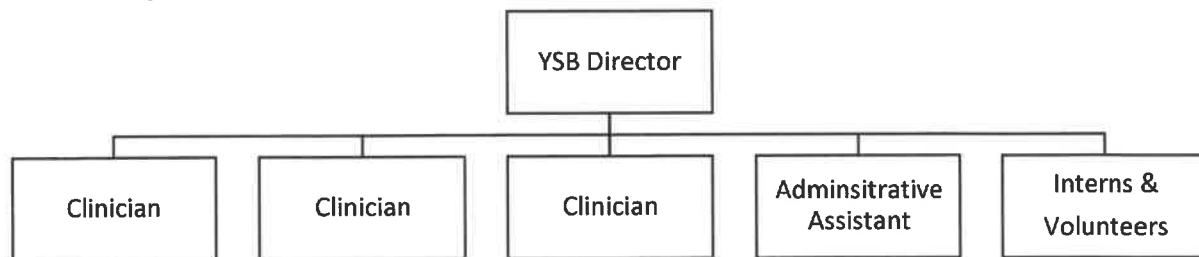
Youth Services Bureau

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

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

The YSB partners with Prince George’s County Schools providing psychoeducation, anger management and other mental/behavioral health supports within the school and is one of five youth service bureaus within the county partnering with community organizations – Department of Health, Department of Family Services and The Maryland Center at Bowie State University.

Current Organizational Chart



Department Budget Summary

	FY 2022 Actual	FY 2023 Projected	FY 2024 Proposed
Expenditures			
Personnel	\$227,713	\$147,653	\$293,733
Operating and Maintenance	\$140,234	\$154,108	\$71,300

FY 2024 Proposed Budget
City of District Heights, Maryland

Total Expenditures	\$367,947	\$301,268	\$365,033
Revenues	\$211,583	\$126,059	\$246,000
Net Budget Impact	\$156,364	\$175,209	\$119,033

Youth Services Bureau Expenditures

50301 · Salaries - YSB	\$258,000
50302 · Payroll Taxes - YSB	\$35,733
60301 · Association and Membership Dues	\$5,000
60302 · Travel Training and Education	\$10,800
60303 · Office Supplies	\$4,500
60304 · Postage Mailing and Bulk Mail	\$1,000
60305 · Conduct of Business	\$5,000
60306 · Printing	\$4,000
60307 · Materials and Supplies	\$17,000
60308 · Marketing and Advertising	\$2,000
60309 · Contractual Services	\$17,000
60310 · Professional Services	\$5,000
Total - Youth Services Bureau	\$365,033

Non-Departmental Expenditures

Summary

Non-departmental expenditures are centralized, organization-wide expenditures that do not have a direct correlation to a given department’s operating budget. The table below describes the proposed budget for non-departmental expenditures and provides explanation as to what each budget is dedicated to.

Proposed Budget

Non-Departmental Expenditures

50003 · Health Insurance	220,000.00
This line item is the central budget for the employer portion of organization-wide employee health insurance costs.	
50004 · Retirement Contributions	270,000.00
This line item is the central budget for organization-wide employee retirement contributions.	
50005 · Life Insurance	7,500.00
This line item is the central budget for the employer portion of employee life insurance costs.	
50097 · Employee Awards	10,000.00
Employee awards and recognition events, bonuses, and other incentives are centrally budgeted in this line item.	
50098 · COLA Increase	175,000.00
This line item is the central budget for the City Manager’s proposed 5 percent cost of living adjustment.	
50099 · Merit Increase	175,000.00
This line item is the proposed merit increase that could be applied to qualifying employees following a satisfactory evaluation.	
60018 · Insurance	150,000.00
This line item is the centralized line for insurance coverages that the City must hold.	

FY 2024 Proposed Budget
City of District Heights, Maryland

60079 · Building Utilities	115,000.00
Beginning in FY 2024, payments to utilities such as Comcast, Verizon, Pepco, WGL Energy, etc. will be budgeted centrally. These expenses are generally already paid centrally.	
70010 – Building Renovations	50,000.00
The central budget for building renovations.	
60096 · Annual Audit	25,000.00
This line item is the central budget for the City’s contracted annual audit.	
60097 · Legal Counsel	40,000.00
This line item is the central budget for the City’s contractual legal counsel.	
60098 · Lobbyist	24,000.00
This line item is the central budget for the City’s lobbying and grants assistance firm.	
60099 · Addition to Fund Balance	\$11,365
This line adds to the City’s balance of funds and is used as a balancing tool.	
80001- Debt Service	\$450,000
This line represents the central budget for the City’s debt service payments.	
Total Non-Departmental	\$1,722,865

FY 2024 ARPA Expenditures

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

Funding	FY 2024 Proposed
Remaining Allocation	\$4,110,026
Project	FY 2024 Proposed
6321 · Code Enforcement Office - ARPA	\$32,500
6326 · Community Garden - DHES - ARPA	\$10,000
6328 · Consultant Fees - ARP	\$15,000
6329 · Fiesta Garden - ARP	\$325,000
6330 · Employee Pay Parity Review and Implementation	\$500,000
6335 · Food Distribution - ARPA	\$30,000
6338 · Playground Equip Replace ARPA	\$291,600
6344 · Psychotherapy Supplies YSB ARP	\$7,338
6345 · Police Vehicles - ARP	\$165,000
6347 · Premium Pay-ARPA	\$150,660
6349 · Senior Center Operating Cost	\$250,000
6351 · Utility Assistance - ARPA	\$96,250
6353 · Therapist - YSB - ARPA	\$86,112
6354 · Shed - Recreation - ARPA	\$4,486
6356 · Youth Programs - Rec - ARPA	\$10,000
6361 · Street & Sidewalks - ARPA	\$384,619
6362 · Streets Asphalt/Concrete - ARPA	\$384,619
6364 · Renovate Bathroom Const. - ARPA	\$250,000
6365 · ARPA Projects Future Fiscal Years	\$1,116,842
Total – ARPA Projects	\$4,110,026

FY 2024 Construction and Capital Expenditures

	FY 20204 Proposed
Capital Projects	
District Heights Senior Center	
Senior Center Construction - Remaining Funding	\$ 394,716
Senior Center Construction	\$ 394,716
Municipal Building	
Municipal Building - State Funding	\$ 200,000
Municipal Building Construction	\$ 200,000
Total – Capital Projects	\$ 594,716

Prior Year Capital Expenditures – Senior Center Construction

Senior Center Construction	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Projected
5950 · Architect Fees - Sr. Center	\$13,949	\$25,967	\$35,282	\$38,668
5951 · Permit Fees - Sr. Center	\$16,388	-	\$6,099	-
5952 · Miscellaneous Costs - Sr. Ctr.	\$27,371	\$30,785	\$21,045	-\$1,712
5953 · Construction Managers	\$22,656	\$109,546	\$103,830	\$106,900
5954 · Construction Managers - Reimb.	\$476	-	-	\$17,809
5955 · TPIP Fees	\$1,060	\$44,081	\$37,835	\$756,075
5956 · Contractor - D&A Contractors	-	\$1,140,531	\$2,452,125	\$20,860
5979 · Bond Issuance Costs 2020	-	\$50,732	-	\$147,879
5980 · Commissioning Services	-	\$2,998	-	\$17,217
5957 · Low Voltage Wiring	-	-	\$15,450	\$2,753
Total Senior Center Construction	\$81,900	\$1,404,640	\$2,671,665	\$1,106,449



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

May 2023

Highlights:

- **Monday, May 1:** Trash run, set-up YSB for election, started cutting the city.
- **Tuesday, May 2** Finished cutting the city, cut down a tree at the Municipal Center.
- **Wednesday, May 3:** Clean and cut curbs along Kipling Pkwy.
- **Thursday, May 11:** Started cutting and trimming throughout the city, cleaned out all the flower beds throughout the city, put up banners for District Heights Day.
- **Friday, May 12:** Set- up tables and chairs, trash run, finished putting up District Heights Day banners.
- **Saturday, May 13:** two Public Works employees worked at the Mother's Day event.
- **Monday, May 15:** Trash run, picked up 40 bags of organic compost for the Community Garden.
- **Wednesday, May 17:** Removed a stump along Edfeldt Drive, changed oil in some of the trucks, replaced a ceiling tile in the multipurpose room at YSB, removed bulk trash from the alleys.
- **Thursday, May 18:** Cut and trimmed the grass around the building, cleaned up all the materials in front of the Senior Center.
- **Saturday, May 20:** Had three Public Works employees work the Senior Center ribbon cutting ceremony.
- **Monday, May 22:** Trash run, cut grass throughout the city, GM Landscaping LLC started cleaning the bulk trash and tree stumps, along with the removal of dirt in the back area by the phone tower.
- **Thursday, May 25:** Trimmed weeds off fence around the track and field, fixed the gate on the doggy park and basketball court, filled in a sink hole around a drain on the football field, removed the white base plant and steel construction table frame off the sidewalk in front of the building.
- **Monday, May 29:** Three Public Works employees worked at the Memorial Day event.

ONGOING PROJECTS:

- **Milling and overlay concrete:** project has started.

- **Bridge Lights:** The lights are working now.
- **Restrooms renovation,** John Corkill, dropped off plans for Mayor to view on Wednesday May 31,2023.

Finished Projects:

- Nothing currently

UPCOMING

- Nothing currently

COMPLETED:

- **Monday, May 1:** Trash run, set-up YSB for election, started cutting city.
- **Tuesday, May 2** Finished cutting the city, cut down a tree at the Municipal Center.
- **Wednesday, May 3:** Clean and cut curbs along Kipling Pkwy.
- **Thursday, May 4:** Delivered two trash cans to residents, picked up handicap signs, filled potholes at various locations, cleaned and cut curbs along District Heights Pkwy.
- **Friday, May 5:** Trash run, set-up meeting chambers, installed new TV in Recreation Department, installed Handicap sign, potholes.
- **Monday, May 8:** Trash run, finished cleaning the curbs along District Heights Pkwy, cleaned-up behind the Municipal Building, Cleaned side streets.
- **Tuesday, May 9:** Limb pick-up, set-up tables and chairs for city meeting.
- **Wednesday, May 10:** cut and trimmed the alleys throughout the city.
- **Thursday, May 11:** Started cutting and trimming throughout the city, cleaned out all the flower beds throughout the city, put up banners for District Heights Day.
- **Friday, May 12:** Set-up tables and chairs, trash run, finished putting up District Heights Day banners.
- **Saturday May 13:** two Public Work employees worked the Mother's Day event.
- **Monday, May 15:** Trash run, picked up 40 bags of organic compost for the Community Garden.
- **Tuesday, May 16:** Removed a stump along Elmhurst Street, filled potholes.
- **Wednesday, May 17:** Removed a stump along Edfeldt Drive, changed oil in some of the trucks, replaced a ceiling tile in the multipurpose room at YSB, removed bulk trash from the alleys.
- **Thursday, May 18:** Cut and trimmed the grass around the building, cleaned up all the materials in front of the Senior Center.
- **Friday, May 19:** Trash run, finished changing oil in trucks.
- **Saturday, May 20:** Had three Public Works employees work the Senior Center ribbon cutting ceremony.

- **Monday, May 22:** Trash run, cut grass throughout the city, GM Landscaping LLC started cleaning the bulk trash and tree stumps, along with the removal of dirt in the back area by the phone tower.
- **Tuesday, May 23:** Trimmed and cut the city, cut limbs back in alley on Edfeldt Dr.
- **Wednesday, May 24:** Cut and trimmed back grass and limbs on Regency Pkwy, cleaned curbs and cut back limbs in the cul-de-sac on Kipling Pkwy.
- **Thursday, May 25:** Trimmed weeds off fence around the track and field, fixed the gate on the doggy park and basketball court, filled in a sink hole around a drain on the football field, removed the white base plant and steel construction table frame off the sidewalk in front of the building.
- **Friday, May 26:** Trash run, set-up tables and chairs in room 107 for Director interviews for Public Works, loaded chairs and two tables on truck for Memorial Day Event on Monday 29th, 2023.
- **Monday, May 29:** Three Public Work employees worked at the Memorial Day event.
- **Tuesday, May 30:** Trash run, Roger Road around with David from Beltway paving identifying some of the streets for milling & overly.

Respectfully submitted,



Angela Barnhill-Love

Building Coordinator/ Administrative Assistant

CODE ENFORCEMENT REPORT

May 2023

SECTION 413 - ABANDONED VEHICLES

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

SECTION 402 - VIOLATION OF HOUSING CODES

20	35	Notices posted to private homes for violations
19	11	Notices mailed to private homes reference city violations and notifications
4	0	Stop Work Orders issued
13	13	Building permit - posted/email
2	16	License applications received and processed

MANDATORY INSPECTIONS

6106 Old Silver Hill Road - Commercial - Initial
6112 Marlboro Pike - Commercial - Initial
6224 Marlboro Pike - Commercial - Initial
2311 Roslyn Avenue - Rental - Initial
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 - No Longer a Rental
2210 Roslyn Avenue - Rental - Initial
6514 Halleck Street - Final/Passed

CODE ENFORCEMENT REPORT
May 2023

6216 Marlboro Pike - Commercial - Initial
6310 Marlboro Pike - Commercial - Final/Passed
6723 Gateway Boulevard - Rental - Initial

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	14	\$3,160.00
Rental License	2	\$ 200.00
Building Permits	13	\$ 2,867.26
U&O	1	\$ 10.00
Total	30	\$6,237.26

JOURNAL

Performed construction inspection on building permits /

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

Violation concentrated on: Section 402 - Housing Code

POLICE DEPARTMENT	March	April	May
CALLS FOR SERVICE			
Total CFS Received	563	515	516
HOMICIDE	1	0	0
SEXUAL ASSAULT	0	1	3
ROBBERY AND ATTEMPT	2	3	1
ASSAULT	1	1	2
BURGLARY	2	0	0
AUTO THEFTS	8	6	6
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	1	4	1
THEFTS	2	2	8
DOMESTIC CFS	15	14	12
TOTAL (MOST SERIOUS)	32	31	33
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	3	8	5
ACCIDENT HIT & RUN	3	5	2
IMPOUNDS	21	37	20
RECOVERED STOLEN AUTOS	5	5	2
MISSING PERSON	1	0	5
TOTAL	33	55	34
ARREST			
ADULTS	4	7	2
Summons in Lieu/Criminal Citation	0	0	1
J-2 / JUVENILES	0	3	0
Warrant Service	0	1	1
TOTAL	4	11	4
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED		2,218	2,112
MOVING VIOLATIONS ISSUED	156	109	92
WARNINGS ISSUED	38	97	54
OTHER MOVING VIOLATIONS	117	22	31
RADAR/SPEEDING	3	2	3
STOP SIGNS	10	35	19
SEAT BELTS	0	0	1
EQUIPMENT REPAIR ORDER (ERO)	4	5	3
DUI/DWI - ALCOHOL	0	0	0
PARKING CITATIONS/NOTICES	14	27	29
TOTAL Violations Issued	186	188	140
REVENUE			
CRASH/INCIDENT REPORTS	\$20.00	\$0.00	\$170.00
PARKING CITATIONS	\$440.00	\$535.00	\$50.00
SPEED CAMERA CITATIONS	\$15,812.19	\$17,179.36	\$24,328.21
VEHICLE RELEASES	\$1,050.00	\$525.00	\$975.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00
TOTAL	\$17,322.19	\$18,239.36	\$25,523.21



CITY OF DISTRICT HEIGHTS

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

TELEPHONE: (301) 336-5633
JUNE 2023 City Report

RECREATION PARKS AND CULTURE DEPARTMENT

RECREATION

CLASS/ PROGRAM/ ACTIVITY	NUMBER OF VISITORS
• Chair Aerobics -	115
• Line Dance -	62
• Youth Open Gym	155
• Adult Open Gym	140
• Fitness Room	39
• TOPS	37
• Square Fitness	34
• Morning Walk	45
• District Heights Step Team	16
• AARP	31
• OPDA	295

PARKS

• Basketball	100+
• DHBGC	100+
• Soccer	75

CULTURE

MAY 2023

NUMBER OF VISITORS

- Cinco de Mayo 45
- Mother's Day 60
- Senior Center 55

FACILITY RENTALS

- TBD

TOTAL

1,404

COMPLETED PROJECTS

- Dividers for gymnasium
- Municipal Playgrounds
- Workforce development center

ONGOING PROJECTS

- Facility Booking Policy
- Membership Software

UPCOMING ACTIVITIES

- DH Day June 3, 2023
- Summer Camp June 21, 2023

Respectfully submitted,
Recreation, Parks, and Culture Department



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

May 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 is actively focusing on supporting our families through advocacy with MAYSB and providing information and resources within the community and greater Prince George's County.

COMPLETED

- **Friday, May 5th:** The YSB clinical staff hosted an information table at the Children's Mental Health Matters – Come Out and Play event for families at Tucker Road Ice Rink.
- **Thursday, May 11th:** The YSB director attended the annual meeting for MAYSB to discuss/update the strategic plan, mission and values for Maryland's youth service bureaus.
- **Friday, May 12th:** The YSB's new administrative assistant, M. Koroma started her first day with the organization. The YSB director attended the kickoff meeting for the weekly Ring Central calls for the phone system/service.
- **Monday, May 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of April 30th: 2 new formals; 29 carryover formals; 1 formal closed and 1 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Friday, May 19th:** YSB director hosted a brown bag lunch for department heads to gain a practical overview of how to utilize Adobe Acrobat DC in their departments.
- **Saturday, May 20th:** The YSB Staff hosted an information table regarding mental/behavioral health counseling services at Samuel P. Massie Academy's Community Day.
- **Friday, May 26th:** The YSB director attended District Heights Elementary School's Annual Career Day to discuss the career of a mental/behavioral therapist with the students.
- **Wednesday, May 31st:** The YSB director had a meeting with the counselor at District Heights elementary to discuss opportunities to support students in need of mental/behavioral health counseling services.

ONGOING

Therapeutic, Psychoeducation and Nutrition & Gardening Groups

- Weekly Woodland Springs Psychoeducation & Play Therapy
- Weekly Woodland Springs tutoring group visits the WS Garden
- The YSB is hosting our monthly on-going parent support group. The parenting group is meeting bi-weekly - June 1st and June 15th. Please contact the YSB for more information or to register at (301) 336-7600 or via email ysb@districtheights.org.

UPCOMING



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"

- **Kindess Matters Workshop – Tentatively July 24th – 28th, 2023.**

May 2023

- 📅 **May 15th:** Online registration is open for the My Sole Knows 5K Run/Walk/ Virtual. This event will take place on September 16th 2023 at 9am.
- 📅 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

May was a publicly outward expression of appreciation for all things senior. As we know, May is Older Americans Month, a perfect time to establish a precedence of how we honor our aging adults, acknowledge elected officials, residents, and partners for the success of the soon-to-come senior center, and start a tradition for District Height's 1st Annual Older Americans Celebration.

In this process, we have designed a logo and developed the mantra of "Active Aging 4 All," which represents our diversity and inclusion for intergenerational aging programming and services and follows and espouses the vision and mission of the city.

Accordingly, please accept the following information as presented.

Announcements:

- We are re-engaging our senior center committee in mid-June (a date will be determined)
- Senior Center Open House is Tentatively Scheduled for late July

Tasks Completion:

- Held the Ribbon Cutting Ceremony for the Senior Center on May 20th with 102 attendees inclusive of staff/1 Media Outlet (PG Suite)
- Drafted Nomination Form for Older Americans Advocacy Award "Moving the Needle Award for 2024"
- Drafted Active Aging Community Assessment
- Drafted Partnership Model
- Drafted three program outlines
 1. I'm Okay
 2. Aging Mental Health
 3. Technology Sessions

Upcoming Workload:

- Develop website presence
- Draft four proposed position descriptions (Fulltime Director, Activity Manager, Parttime Admin/Receptionist, Volunteer) w/HR
- Search for Funding Opportunity with the LA Perez Firm
- Recruit and Implement Partnership Development Process

Thank you for your time.



CITY OF DISTRICT HEIGHTS

MARYLAND

Budget vs. Actual April 2023

	Apr 23	YTD Actual	YTD Budget	Variance	Annual Budget
Income					
I - Local Taxes	32,925	3,487,021	2,946,723	-540,298	3,536,068
II - State Shared Taxes	28,689	547,166	813,561	266,395	976,273
III - License & Permit - City	4,585	160,661	212,821	52,160	255,385
IV - County Shared Taxes	5,152	15,456	17,175	1,719	20,610
V - Youth Service Bureau	0	62,814	167,850	105,036	201,420
VI - Recreation Revenues	10,841	20,304	21,633	1,329	25,960
VII - Fines & Vehicle Releases	18,387	209,189	230,833	21,645	277,000
VIII - Miscellaneous	69,158	1,437,464	1,681,708	244,245	2,018,050
XI - Revitalization & Grants	0	0	159,855	159,855	191,826
XII - ARPA Fund Balance FY22	0	0	2,349,268	2,349,268	2,819,122
XIII - Fund Balance Unreserved	0	0	1,756,588	1,756,588	2,107,905
4335 - American Rescue Plan Funds	0	2,950,103	2,456,580	-493,523	2,947,896
Total Income	169,737	8,890,177	12,814,596	3,924,418	15,377,515
	169,737	8,890,177	12,814,596	3,924,418	15,377,515
Expense					
¹ Ask My Accountant - Exp	26,730	26,730			
General Government	450,238	3,097,228	6,274,782	3,177,554	7,529,738
Mayor & Commission	9,204	108,200	118,417	10,217	142,100
Municipal Building Expense	12,768	130,319	103,917	-26,403	124,700
Non-Departmental	27,432	448,610	602,925	154,315	723,510
Public Safety	86,351	679,012	812,953	133,941	975,544
Public Works	60,777	1,098,766	1,315,504	216,738	1,578,605
Recreation	26,015	262,636	357,796	95,160	429,355
RF Unappropriated Fund Balance	0	0	1,561,636	1,561,636	1,873,963
Senior Center Construction	108,765	1,220,015	1,666,667	446,652	2,000,000
YSB Construction Project	0	440		-440	
Total Expense	808,278	7,071,955	12,814,596	5,769,370	15,377,515
	-638,541	1,818,222	0	1,818,222	0

¹ This amount represents an unscheduled Truist CC payment



CITY OF DISTRICT HEIGHTS

City Meeting

Human Resources Report

1, June, 2023

Title: Human Resources Update
Staff Contact: Nikki Pancho, Human Resources
Purpose: Providing and Update to the Mayor and Commission

Summary: Providing a Human Resources Monthly Report.

Daily Operations Standard

Human Resources will be moving from two (2) days a week to three (3) days per week starting today, June 1st, 2023. We believe this effort will better enhance the day-to-day operations of HR.

Compliance

- State Retirement Audit has been completed for May and all employee deductions are up to date.
- Employee Benefits Audit completed for May and all employee deductions are currently up to date.

Recruitment

- Police Officer and Office Specialist are currently being recruited.
- Interviews have been completed for the Public Works Director. We will have an update by the next Work Session which is June 13th.

Training

No Report this meeting

Developments

- Pay Parity Comp Analyst module has been provided to the City Manager for approval.
- Strategic Planning Discussion with the City Manager for June 10th has been scheduled.

Employee Benefits

The new Coordinator for the 457B Retirement Plan has been updated and previous Coordinator has been removed.