



CITY OF DISTRICT HEIGHTS

THURSDAY, SEPTEMBER 7, 2023

AGENDA **City Meeting**

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

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

ORGANIZATIONAL MATTERS:

1. Nomination of Vice Mayor

INFORMATION ITEM:

1. Prince George's County Public Schools

PUBLIC PARTICIPATION:

ACTION ITEMS:

1. *Budget Adjustments
David Street, City Manager
2. *Sole-source Contract Award: Municipal Center Furniture
David Street, City Manager
3. Ordinance Introduction: Repeal and Reenactment of Section 1106
David Street, City Manager
4. Ordinance Introduction: Amendments to Commission Rules of Procedure
David Street, City Manager

DEPARTMENT REPORTS:

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

MAYOR AND COMMISSION REPORTS:

ADJOURNMENT:

- City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjL-w](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjL-w)
- Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.
- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, September 7, 2023

Action Item 1

Title: Budget Adjustments
Staff Contact: David Street, City Manager
Purpose: To amend the FY 2024 Adopted Budget.

Summary: This item proposes budget adjustments for the City Commission’s consideration pursuant to the adopted budget policy.

State Aid for Police Protection	
Revenue – Grants	\$96,819
Expenditures – Personnel	\$96,819
New FTE Authority	2.00

The District Heights Police Department was awarded \$96,819 in direct state funding for FY 2024. The funding must be used to offset the cost-of-service delivery for law-enforcement services. This budget adjustment further authorizes 2.0 FTE in the District Heights Police Department. The department has sufficient funds to absorb the balance of the costs associated with the FTE. This budget adjustment will increase general fund revenues and expenditures by \$96,819.

District Heights Municipal Center Capital Project	
Revenue – Appropriation of PY ARPA Fund Balance FY 2023 Component of Pay Parity	\$250,000.00
Revenue – Appropriation of PY ARPA Fund Balance FY 2023 Component of FT Licensed Therapist	\$86,112.00
Revenue – Appropriation of PY ARPA Fund Balance FY 2023 stage purchase	\$49,366.25
Revenue – Appropriation of FY ARPA Fund Balance FY 2023 shed purchase	\$4,486.00
Expenditures – Municipal Center Capital Project	\$389,964.25

Some ARPA projects were funded in FY 2022 or FY 2023 but not initiated, meaning that no funding was expended. These projects have either been made redundant by other initiatives or are better suited to be absorbed by the department’s operating budget. Further, the City has authority to acquire real property for public use and has identified an assemblage of parcels for public use. The estimated sales price of the assemblage is \$500,000. There is currently \$200,000 in state funding budgeted in the FY 2024 budget for this project. These budget adjustments appropriate the remaining funded needed to purchase the assemblage, bringing the current total for this phase of the project to \$589,964.25.¹

Draft Motions:

I, Commissioner _____ move that the City Commission estimate and appropriate \$96,819 in SAPP

¹ FY 2024 Carryover ARPA project 6354 is eliminated by this budget adjustment.

Grant Revenue in the District Heights Police Department and authorize the creation of 2.0 FTE Police Officer Positions.

I, Commissioner _____ move that the City Commission appropriate \$389,964.25 of prior year ARPA fund balance in the Municipal Center Capital Project.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, September 7, 2023

Action Item 2

Title: Sole Source Contract Award: Furniture Purchases
Staff Contact: David Street, City Manager
Purpose: To award a sole-source contract to Perry Style in an amount not to exceed \$34,887.76 for Municipal Center furniture purchases.

Summary: Perry Style is currently contracted to provide furnishing for the new District Heights Senior Center and has, in the past, provided interior design services for the City. To maintain a consistent experience for the Municipal Center and Senior Center and to continue to leverage economies of scale with these purchases, Perry Style has provided estimates for updates to the Municipal Center Lobby and the future Employ Prince George's County Space. These are provided as Attachment 1.

Due to the lingering effects of the COVID-19 pandemic, lead-time for ordering some goods, like furniture, can be long. A deposit was made during the August recess to initiate the furniture orders to ensure timely delivery. Should the City Commission wish to proceed differently, the order can be cancelled.

Fiscal Impact: Updates to the Municipal Center are budgeted in the FY 2024 budget.

Draft Motion:

I, Commissioner _____ move that the City Commission waive the complete bid requirements.

I, Commissioner _____ move that the City Commission approve a contract award to Perry Style in an amount not to exceed \$34,887.76 for one-time furniture purchases.

Attachment:

1. Municipal Center Furniture and Fixtures

Item 2 Attachment

PERISTYLE LLC
COLLABORATIVE DESIGN & DEVELOPMENT



Phone 410-347-9686 Fax 410-347-9687
perrypsavoy@peristyledesign.com

P.O. NO. 6222023MAINLOBBY
DATE June 27, 2023

CLIENT MAYOR CYNTHIA MILLER

CITY OF DISTRICT HEIGHTS
2000 MALBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747

SHIP TO MAIN LOBBY

CITY OF DISTRICT HEIGHTS
2000 MALBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747

FURNITURE					
QTY	ITEM #	DESCRIPTION	LOCATION	UNIT PRICE	LINE TOTAL
2	101	PETER PEPPER 7 POCKET HIGH DOUBLE SIDED MAGAZINE RACK	MAIN LOBBY	\$1,813.74	\$3,627.48
		SIDE PANEL LIGHT CHERRY/BACK PANEL GRAPHITE BASE ADJUSTABLE			
		GLIDES			
6	102	GLOBAL BALLARA LOUNGE CHAIR SIZE 29.5WX 29.5DX 30"H	MAIN LOBBY	\$2,336.90	\$14,021.42
		2 ARMS METAL FRAME VINYL DESIGNTEX RAINWATER 3837-101 COLOR			
		SANDSTONE FINISH BRUSHED CHROME			
3	103	GLOBAL RIVER RECTANGULAR END TABLE LAMINATE WHITE CHOCOLATE	MAIN LOBBY	\$766.47	\$2,299.42
		FINISH TUNGSTEN FRAME			
		FREIGHT			\$425.00
		PAYMENT TO BE MADE AS FOLLOWS:			

Item 2 Attachment

		60% [\$12,709.99] UPON ACCEPTANCE OF THE CONTRACT		
		40% [\$8,473.33] AT THE DELIVERY AND INSTALLATION		
		PERISTYLE LLC WILL DEVELOP THE IN STALLATION SCHEDULE		
		PERISTYLE LLC WILL MANAGE THE INSTALLATION AND DELIVERY		
		DELIVERY AND INSTALLATION MOVE PRODUCTS TO INSTALL AREAS		\$810.00
		UNPACK ASSEMBLE AND INSTALL PRODUCT; REMOVE MATERIALS		
		FROM THE JOBSITE; RESTORE THE FURNITURE INSTALLED AREAS		
		CONDITION; PREPARE A PUNCHLIST OF ADDITIONAL ITEMS NEEDED TO		
		COMPLETE THE INSTALL; PLACE ITEMS BASED ON FURNITURE PLAN		
			SUBTOTAL	\$21,183.32
			SALES TAX	\$0.00
			TOTAL	\$21,183.32

AUTHORIZED SIGNATURE: _____ DATE _____
 ACCEPTANCE OF CONTRACT THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY
 AND ARE HEREBY ACCEPTED, YOU ARE AUTHORIZED TO ORDER THE FURNITURE AS SPECIFIED ABOVE

PERISTYLE LLC: Perry Savoy _____ DATE June 27, 2023

Item 2 Attachment

PERISTYLE LLC
COLLABORATIVE DESIGN & DEVELOPMENT



Phone 410-347-9686 Fax 410-347-9687
perrypsavoy@peristyledesign.com

P.O. NO. 2023PGCOUNTYEMPLOYMENTPORTAL
DATE August 30, 2023

CLIENT MR. DAVID STREET
CITY MANAGER
CITY OF DISTRICT HEIGHTS
2000 MALBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747

SHIP TO PG COUNTY EMPLOYMENT PORTAL
CITY OF DISTRICT HEIGHTS
2000 MALBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747

FURNITURE					
QTY	ITEM #	DESCRIPTION	LOCATION	UNIT PRICE	LINE TOTAL
5	101	SOLAR MESH MEDIUM BACK FIXED ARM DESK CHAIR MODEL NO. 8456 MIDNIGHT MESH FABRIC FRAME BLACK	PG PORTAL	\$677.90	\$3,389.52
3	102	ELECTRICAL JUMPER EXTENDED PANEL TO PANEL MODEL NO. E-MX8W4PTPC21 SIZE 21"	PG PORTAL	\$81.97	\$245.91
3	103	DUPLEX OUTLET LINE 1 MODEL NO. E-MW8W4DO1 COLOR BLACK	PG PORTAL	\$28.80	\$86.40
2	104	DUPLEX OUTLET LINE 2 MODEL NO. E-MW8W4DO2 COLOR BLACK	PG PORTAL	\$28.80	\$57.60
3	105	DUPLEX OUTLET LINE 3 MODEL NO. E-MW8W4DO3 COLOR BLACK	PG PORTAL	\$28.80	\$86.40
2	106	DUPLEX OUTLET LINE 4 MODEL NO. E-MW8W4DO4 COLOR BLACK	PG PORTAL	\$28.80	\$57.60
7	107	DIVI LINEAR BASE END OF RUN SHROUD MODEL NO. P-DLSEOR-BCGV1	PG PORTAL	\$9.60	\$67.20

Item 2 Attachment

5	108	DIVI LINEAR PANEL HARD SURF PERM/MONO MODEL NO. P-DLFPPM5042 FABRIC MIRADOR STORM PAINT METALLIC SILVER	PG PORTAL	\$466.34	\$2,331.72
7	109	DIVI LINEAR PANEL HARD SURF PERM/MONO MODEL NO. P-DLFPPM5024 FABRIC MIRADOR STORM PAINT METALLIC SILVER	PG PORTAL	\$256.98	\$1,798.86
2	110	LH RECEPTACLE MOUNTED BASE INFEED 72L 8 WIRE/ 4 CIRCUIT	PG PORTAL	\$195.32	\$390.64
4	111	DIVI LINEAR POST FILLER 2 WAY 50H FINISH MATALLIC SILVER MODEL NO. P-DLPF250	PG PORTAL	\$129.22	\$516.91
3	112	DIVI LINEAR POST FILLER 3 WAY 50H FINISH MATALLIC SILVER MODEL NO. P-DLPF350	PG PORTAL	\$122.58	\$367.74
5	113	REGULAR CANTILEVER LEFT HAND 24D MODEL NO. WPS-UNCT24L FINISH BLACK	PG PORTAL	\$34.70	\$173.52
5	114	REGULAR CANTILEVER RIGHT HAND 24D MODEL NO. WPS-UNCT24R FINISH BLACK	PG PORTAL	\$34.70	\$173.52
5	115	RECTANGULAR 2MM EDGE 24D 42W MODEL NO. W-WS2442 FINISH EDGE STORM LAMINATE STORM	PG PORTAL	\$184.98	\$924.90
		INTERIOR DESIGN SERVICES PROCUREMENT SERVICES			\$1,500.00
		PAYMENT TO BE MADE AS FOLLOWS:			
		60% [\$8,222.66] UPON ACCEPTANCE OF THE CONTRACT			
		40% [\$5,481.78] AT THE DELIVERY AND INSTALLATION			
		PERISTYLE LLC WILL DEVELOP THE IN STALLATION SCHEDULE			
		PERISTYLE LLC WILL MANAGE THE INSTALLATION AND DELIVERY			

Item 2 Attachment

		DELIVERY AND INSTALLATION MOVE PRODUCTS TO INSTALL AREAS			\$1,536.00
		UNPACK ASSEMBLE AND INSTALL PRODUCT; REMOVE MATERIALS			
		FROM THE JOBSITE; RESTORE THE FURNITURE INSTALLED AREAS			
		CONDITION; PREPARE A PUNCHLIST OF ADDITIONAL ITEMS NEEDED TO			
		COMPLETE THE INSTALL; PLACE ITEMS BASED ON FURNITURE PLAN			
				SUBTOTAL	\$13,704.44
				SALES TAX	\$0.00
				TOTAL	\$13,704.44

AUTHORIZED SIGNATURE: _____ DATE _____
 ACCEPTANCE OF CONTRACT THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY
 AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO ORDER THE FURNITURE AS SPECIFIED ABOVE

PERISTYLE LLC: *Perry Savoy* _____ DATE AUGUST 30, 2023



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, September 7, 2023

Action Item 3

Title: Ordinance Introduction: Repeal and Reenactment of Section 1106
Staff Contact: David Street, City Manager
Purpose: To introduce the repeal and reenactment of Section 1106 of the City's Codified Ordinances.

Summary: In April, the City Commission considered and later approved interim amendments to Section 1106 "Procurement Restrictions" and directed staff to revise and update the section. The interim amendments centralized purchasing authority and oversight, revised award approval authority categories, and explicitly empowered the City Manager to create policies, procedures, systems, and guidelines to govern purchasing within each category.

Over the intervening months, staff conducted research to identify and adapt best practices from other jurisdictions. The result of the review can be found as Attachment 1 and is summarized below:

- The section is renamed from "Procurement Restrictions" to "Procurement Procedures"
- The purpose of the section is defined as "to provide uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc., on the most equitable and beneficial basis to the City, while at the same time ensuring, to the greatest degree possible, fairness to those supplying the materials, supplies, services, etc."
- Retains the centralized purchasing authority and oversight of the interim amendments.
- Retains the requirement for at least three quotes for purchases over \$5,000.
- Increases the limit for competitive bids and Commission approval from \$10,000 to \$15,000.
- More explicitly describes the City's competitive bid procedure.
- Allows for and sets parameters for sole-source purchasing with justification and emergency procurements.
- Explicitly describes the responsibilities of staff, the City Manager, and City Treasurer.

Fiscal Impact: There is no immediate fiscal impact to repealing and reenacting Section 1106 as provided in Attachment 1. Raising the bid requirement threshold will expedite some projects.

Draft Motion:

I, Commissioner _____ move that the City Commission ordinance DH-06 to repeal and reenact Section 1106 of the Codified Ordinances of District Heights as provided in Attachment 1.

Attachment:

1. Section 1106 (New)

AMENDED ORDINANCE
OF THE MAYOR AND COMMISSION OF THE CITY OF DISTRICT HEIGHTS
AMENDING ARTICLE XI, “ADMINISTRATION”, BY REPEALING AND
REENACTING SECTION 1106 “PURCHASING PROCEDURES”

Section 1106. Purchasing Procedures

- A. Purpose:
1. It is the purpose of this section to provide uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc., on the most equitable and beneficial basis to the City, while at the same time ensuring, to the greatest degree possible, fairness to those supplying the materials, supplies, services, etc.
 2. It is the intent to provide for all purchases and contracts which may be necessary to the operation of the City in this chapter.
- B. Competitive Procurement:
1. Whenever a good, service or item to be procured can be reasonably assumed to exceed \$5,000 in total award, a minimum of three quotes must be obtained and evaluated for the same good, service, or item.
 - i. The City Manager may, for good cause, approve justification for sole-source procurement not to exceed \$15,000. Sole source justification must include:
 1. A description of the item, service, or good purchased;
 2. The cost of the item, service, or good;
 3. Who or what firm is providing the item, service, or good;
 4. The reasons for awarding a contract/purchase from a sole source.
- C. Whenever a good, service or item to be procured can be reasonably assumed to exceed \$15,000 in total award, The City shall conduct a solicit for sealed bids.
1. It shall be the responsibility of the City Manager, or the City Manager’s designated Purchasing Agent, to provide for the direction of the purchasing function, as specified herein:
 - i. Provide for the bidding of all materials, supplies, services, equipment, etc., of over \$15,000 in value.
 - ii. Provide written specifications to all parties responding to the notice of bid, and said specifications shall contain sufficient information to reasonably proscribe the item or items, services, materials, equipment, etc., being sought for purchase. The use of exclusive specifications to the prohibition of equal items, etc., is prohibited. The specifications shall also contain any bond and/or other special conditions attached or made a part of the bid requirements. Bid forms may be provided. The City reserves the right to reject any and all bids.
 - iii. Provide for the tabulation of all bids and make a report to the City Commission of the results of all bids.
 - iv. Examine the qualifications of all bidders, and in the event that he/she shall determine that a bidder is not qualified by prior example, insufficient experience, insufficient financial capability or for any other reason and, with such cause, may declare the bid void.
 - v. Whenever a federal, state, county or local government, or any agency or unit thereof, whose purchasing policies are comparable to those of the City District Heights, has conducted a bid and awarded a contract, the City Manager may purchase the bid item or service at the bid price from the successful bidder, subject, where required, to the approval of the Mayor and Commission.
- D. Award Authority:
1. Items, services or materials of not more than \$15,000 in value and authorized in the adopted

budget for the current fiscal year may be purchased on negotiation at the direction of, and in a manner approved by, the City Manager. Items, materials or services obtained from utility companies having exclusive franchises in the area are excluded from the provisions of this section. Items, materials or services supplied to the city by a contractor or developer as part of a permit-approved improvement are not subject to the provisions of this section.

2. The City Commission shall approve all purchases in excess of \$15,000 by formal motion requiring a simple majority for approval. Such actions shall be taken at a regular meeting or at a duly called special meeting for that purpose. Except as provided in this chapter, the City Commission may, by an extra-majority vote, authorize the bypassing of any or all bid procedure steps in cases which, in the Commission's judgment, warrant such action. By the same extra-majority vote, it may allow the City Manager to directly negotiate with any supplier if it is in the City's best interest to do so.

E. Emergency Procurements:

1. Notwithstanding any other provisions, the City Manager may authorize any emergency procurement for materials, equipment, supplies, services, or items. An emergency exists when there is a threat to public health, welfare, and safety, or significant disruption of department operations and delivery of City services.
2. Such emergency procurements shall be made with as much competition as is practicable under the circumstances.
3. Emergency procurements of \$15,000 or more shall be submitted to the Mayor and City Commission for ratification.

F. Responsibilities of the City Manager, Treasurer

1. The City Manager shall, in accordance with this section, promulgate policies, procedures, systems, and guidelines that govern purchasing for the City.
2. The City Manager may designate in writing a City Purchasing Agent to administer some or all of this section and any policies, procedures, or regulations that the City Manager has enacted.
3. The Treasurer shall, in accordance with this section, ensure that sufficient funding is available to complete purchases initiated by the City pursuant to this section.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, September 7, 2023

Action Item 4

- Title:** Proposed Amendments to Article XVII Commission Rules of Procedure
David Street, City Manager
- Staff Contact:** Starr Jefferson, City Clerk
- Purpose:** To introduce amendments to the City Commission's Rules of Procedure to establish how remote participation in City Meetings is approved and to clarify the role of the Mayor and Vice Mayor as the City's legislative committee.
- Recommendation:** Staff recommends that the City Commission consider amendments to the Rules of Procedure to account for remote participation in public meetings and to formalize the Commission's legislative committee.
-

Summary: This item proposes two potential amendments to the Rules of Procedure to establish how remote participation in City Meetings is approved and to clarify the role of the Mayor and Vice Mayor as the City's legislative committee. The Commission's Rules of Procedure as codified in ordinance, so amendments must be introduced prior to adoption.

Amendment 1: The first proposed amendment creates a new section in the Commission's Rules of Procedure to clarify how members may virtually participate in City Meetings. Proposed text is included below, in red.

Section 1766. Remote Participation in City Meetings and Work Sessions

- (a) Any Commissioner may participate in a City Meeting or City Commission Work Session remotely via videoconference or other similar means if:
 - a. The request to participate remotely is made in writing to the Mayor no later than noon the day of the meeting,
 - b. Members of the public and members of the City Commission are able to see and hear the Commissioner in the Commission Chambers, and
 - c. The Commissioner participating remotely can see and hear the members of the Commission participating in person.
- (b) The Mayor may make additional rulings such as they become necessary regarding remote participation during a City Meeting or City Work Session pursuant to Section 1723 of this ordinance.

Amendment 2: The second proposed amendment amends Section 1765 Representation of Position by Mayor or Commission Member to clarify the protocol for engaging with the City's legislative delegation and lobbyists on legislative matters. Newly proposed text is included below in red, existing text in black.

Section 1765. Commission Action on Legislative Matters

- (a) When the Mayor or a Commission member gives a statement in their elected capacity [as a City Official] on an issue affecting the City, the Mayor or Commission member shall first identify the adopted position of Mayor and Commission with respect to that subject, if any. Thereafter, the Mayor or Commission member may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Commission member expressly acknowledges that such statements do not represent the position of the City.
- (b) **The Mayor and Vice Mayor (or one designee Commissioner), with the support of the City Manager, shall serve as the City Commission’s legislative committee and shall be responsible for direct consultation with the City’s lobbyists, legislative delegation, and other stakeholders on legislative matters. The legislative committee shall:**
 - a. **Evaluate legislative positions for adoption by the Commission.**
 - b. **Serve as the primary point of contact for the City Commission on legislative matters.**
 - c. **Ensure that Commission members are informed and may provide input on legislative positions taken by the City of District Heights.**

Amendment 3: The second proposed amendment amends Section 1761 Commission Requests to clarify the protocol for engaging with the City’s contracted service providers. The City utilizes several providers to deliver core services, including legal services, human resources, information technology, and accounting. Newly proposed text is included below in red, existing text in black.

Section 1761. Commission Requests

- (a) Commission requests that deal with policy issues and Commission requests that may be construed as direction shall be directed to the City Manager, except for general inquiries or questions, in which case the Commission may go to the department directors or key staff.
- (b) Commission requests that deal with policy and operational issues directed to contracted firms providing core services of City government must be directed through the City Manager.**

Fiscal Impact: There is no fiscal impact to introducing amendments to Article XVII Commission Rules of Procedure.

Draft Motion:

I, Commissioner _____ move that the City Commission introduce Amendments to Article XVII Commission Rules of Procedure as provided in Attachment 1 and forward to a future City Meeting for adoption.

I, Commissioner _____ second the motion.

Attachments

1. Article XVII Commission Rules of Procedure, Redline

CITY OF DISTRICT HEIGHTS, MARYLAND

2023 Legislative Session

Ordinance Number: DH- 2023-05
Proposed and Presented by Mayor Miller
Introduced by: Mayor Miller
Co-Sponsors: _____
Date of Introduction: September 7, 2023

ARTICLE XVII

COMMISSION RULES OF PROCEDURES

Section 1701. Authority

Section 308 of the City of District Heights Charter, grants the Commission the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said Section of the Charter.

Section 1702. Applicability

The rules of procedure adopted by the Commission are applicable to City Commission meetings, without regard as to if the meeting is held in-person or virtually.

Section 1703. Amendment

These rules may be amended, or new rules adopted, by a majority vote of the members of the Commission present.

Section 1704. Recission and Suspension of Rules

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Commission present.

Section 1710. Meetings Shall be Public

A meeting occurs when a quorum of the Mayor and Commission convenes to consider or transact public business.

All meetings of the Mayor [and] Commission shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Commission

from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present, and topics discussed shall be appended to the minutes of the next public meeting.

Section 1711. Regular Meetings

The Commission shall meet at such time as may be prescribed by [charter], ordinance or resolution, but not less frequently than once each month unless the Commission at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Commission shall be open to the public, and the rules of the Commission shall provide that citizens of the City have a reasonable opportunity to be heard at any such meetings. Special meetings or work sessions are not regular meetings of the Commission but shall be open to the public unless closed according to state law.

Regular meetings of the Commission shall be on the first Thursday of each month at 7:00 PM. The Commission may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, [unless prohibited by the Charter].

Section 1712. Work Sessions

Purpose. City Commission may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Commission. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation, or Resolution, should not be done at a work session.

Regular Work Sessions shall ordinarily be on the second and fourth Tuesday of each month at 7:00 PM. The Commission may, by majority vote at a regular meeting, change the days or times of work sessions as circumstances may necessitate. Work sessions are not regular meetings[.] [However, pursuant to Section 305 of the Charter residents shall be provided a reasonable opportunity to be heard regarding the matters at the work session.]

Section 1713. Special Meetings

Pursuant to Section 305 of the City of District Heights Charter, Special Meetings may be called by the Mayor, or three or more of the Commission Members. [N]otice of Special Meetings provided by the City Clerk shall state the subject to be considered at the special meeting and no other subject shall be considered, except by unanimous consent of all Commission members present.

Section 1714. Emergency Meetings

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the

meeting is convened. Notice shall be provided also to the media and public by electronic notification.

Section 1715. Closed Sessions

The Mayor and Commission may close a meeting to the public by a vote in open session under the circumstances, conditions, and for reasons set forth in the Maryland Open Meetings Act. Notice of Closed Session shall be given as required by law.

Section 1716. Recessed Meetings

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by a motion agreed to by the Commission.

Section 1717. Information Meetings

The Mayor and Commission may hold information meetings to present information to and obtain feedback from, residents of the City. The Mayor and Commission shall determine the rules governing presentations at such meetings.

Section 1718. Public Hearings

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor or Presiding Official shall first request staff comments. The Mayor or Presiding Official shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, the Commission may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor, or Presiding Official shall close the public hearing. The Commission may deliberate or take action on the matter at hand upon the closing of the public hearing.

Section 1719. Roll Call and Attendance

- (a) A majority of the members of the Commission then in office shall constitute a quorum.
- (b) Before the commission proceeds with the business before it, the City Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- (c) Commission members must cast a vote or abstention; proxy or absentee voting is not permitted.

Section 1720. Quorum

(a) Majority of the members elected to the Commission shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

(b) Except where prohibited by the City of District Heights Charter, the affirmative vote of a majority of the members elected to the Commission shall be necessary to adopt any ordinance, resolution, order, or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

(c) No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved.

Section 1721. Loss of a Quorum

(a) Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Mayor or Presiding Officer shall declare the meeting recessed until a quorum is reestablished.

(b) Upon reestablishment of the quorum, the Mayor and the Commission shall resume consideration of the matter before it at the time of the recess.

(c) If, in the opinion of the Mayor or Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Mayor or Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

(d) At that next meeting, after taking up the usual preliminary matters, the Mayor and the Commission shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Commission member from moving to table, defer, postpone, or making any other appropriate motion with respect to any pending matter.

Section 1722. Conflict of Interest

(a) A Commission member prevented from voting by a conflict of interest shall file a conflict of interest statement with the City Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the City Clerk.

(b) A Commission member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Commission's deliberation of the

matter in any way, shall not attend Closed Sessions regarding the matter.

Section 1723. Presiding Officer

(a) The Mayor shall serve as the Presiding Officer for all meetings of the Commission. In the absence of the Mayor, the Vice-Mayor shall serve as the Presiding Officer. In the absence of the [Mayor and] Vice-Mayor, the Commissioner with the most seniority shall serve as the Presiding Officer. The Presiding Officer shall serve in such capacity until the meeting is adjourned.

Section 1724. Place of Meeting

All meetings of the Mayor and Commission, unless otherwise determined, shall be held at the **City of District Heights, Commission Chambers, 2000 Marbury Drive, District Heights, Maryland**. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

Section 1725. Notice of Meetings

Written notice of all public meetings of the Commission shall be posted on the bulletin board at City Hall, posted on the City's website and Cable Channel. The notice will show the date, time, place, and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

Section 1726. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Commission and the reason, therefore, entered into the minutes. Such dissent or protest [may] be filed in writing, couched in respectful language, and presented to the Commission no later than the next regular meeting following the date of passage of the ordinance, resolution, or act.

Section 1727. Courtesy, Decorum, Conduct, and Order

This Ordinance is meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor and the Commission to maintain that atmosphere of courtesy and decorum. The Mayor, [or Presiding Officer] should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings.

(a) Before a Commission member, staff member, or an audience member may speak, they must first be recognized by the Mayor or Presiding Officer. Upon recognition, the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments shall be limited to three (3) minutes per speaker. Persons making inappropriate, disrespectful, and/or, personal attacks, overly redundant, or slanderous remarks may be barred by the Mayor [or Presiding Officer] from further comment before the Commission during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the City Clerk. The Mayor, or Presiding Officer, has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session*).

(b) If a person fails to request to speak before speaking, the Mayor, or Presiding Officer, shall rule them 'out of order' and remind them that they do not have the floor. While the Commission is in session, all Commission members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of any Commission meeting, whether a Regular meeting, Special meeting, or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor, [or Presiding Officer]. Members of the Commission should not leave their seats during a meeting without first obtaining permission of the Mayor or making a motion to recess.

(c) Every person desiring to speak shall address the entire Commission and shall not single out a member of the Commission, the audience, or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.

(d) Call for orders of the day, this is simply another way of saying, "let's return to the agenda." If a Commission member believes the discussion has strayed from the agenda, he or she should move for orders of the day. The motion does not require a vote. If the Mayor or Presiding Officer discovers that the discussion has strayed from the agenda, he or she shall return to the business of the day.

(e) A member of the Commission indulging in any language or conduct unbecoming a Commission member shall be called to order by the [Mayor] or [P]residing [O]fficer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a

majority of the members present. The Commission may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Commission rules.

(d) Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any City employee(s) or Commission appointee(s) at an [open] Commission meeting. Any concerns about conduct or performance of any City employee(s) or Commission appointee(s) shall be brought to the attention of the City Manager, or a Closed session of the Commission may be requested to discuss the personnel matter.

(e) Members of the Commission shall not [represent that the City has] take[n] positions on either national or foreign political issues that do not affect the City.

(f) Demonstration or Disorder Among Bystanders – If any confusion, demonstration, or disorder arises during a Commission meeting, the Mayor or Presiding Officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the meeting. If any member of the Commission shall object to the ruling of the Mayor or Presiding Officer, such member shall have the right to appeal to the Commission.

(g) City Manager and Members of Staff – The City Manager shall have the right to take part in the discussion of all matters coming before the Commission, and other members of staff shall be entitled to take part in discussions of the Commission relating to their respective offices. [The City Manager or Staff Member must be recognized by the Mayor or Presiding Officer before taking the floor.]

(h) Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Commission meetings of the Mayor and Commission according to [these] procedures established by the Mayor and Commission.

(1) A sign-up sheet will be maintained by the City Clerk for Citizens to sign in if they wish to speak.

(2) Citizens will be called to speak in the order in which they were signed in.

(3) Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.

(4) If the subject matter does not pertain to City business the Mayor, or Presiding Officer, shall advise the individual and/or make recommendations as to how they may get the issue addressed.

(5) Citizens speaking on agenda items shall restrict their comments to the subject matter listed.

(6) Citizens speaking on non-agenda items shall only speak on matters pertaining to City business or issues which the Commission would have the authority to act upon if brought forth as an agenda item.

(7) The Commission may not act upon or discuss any issue brought forth as a non-agenda item; except to make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.

(8) Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited, and violators may be removed from the Commission chambers or the Commission meeting.

(9) [During a Commission Meeting,] [n]o placards, banners, or signs may be displayed in the Commission chambers or City Hall. Exhibits relating to a presentation are acceptable.

(10) Arguing, intimidation, or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

Section 1728. Commission May Discipline its Own Members.

In the event a Commission member violates the Charter, these rules, or any other ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of District Heights, the Commission on a 2/3 vote of all other Commission members may discipline the offending member. Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Commission or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Commission may proceed in his or her absence.

(a) The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

(1) No Action. The Commission chooses to take no action.

(2) Private Censure. The Commission may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.

(3) Public Censure. The Commission may choose to publicly censure the offending

member through a resolution passed by a unanimous vote and entered into the public record.

(b) Pursuant to Section 306 of the City of District Heights' Charter, the Mayor shall be considered a member of the Commission for the purposes of this Section 1728, and it shall apply to the Mayor.

Section 1729. Motions – When Reduced to Writing.

Every motion or proposition shall be reduced to writing [at the request] of any member, and shall a motion be made and seconded shall be deemed in possession of the Commission and shall be read by the City Clerk prior to debate, and may be withdrawn at any time prior to the vote being taken.

Section 1730. Other Motions

(a) Motion to Adjourn – This motion, if passed, requires the Commission to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.

(b) Motion to Recess – This motion, if passed, requires the Commission to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote. [Pursuant to the Charter

(c) Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Commission meeting.

(d) Motion to Remove from the Table – This motion, if passed, allows the Commission to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Commission can take action on an item that was tabled.

(e) Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Commission members are free to make the same motion or another motion.

Section 1731. Rules of Discussion of Pending Questions

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the staff member who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

Section 1740. Voting Rules

When a question is put, every Commission member present shall vote either in the affirmative or a negative, “present,” or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining. All voting shall be made by voice vote. All votes will be taken by a “roll call” by the City Clerk and shall be stated as a “yea” “nay” “present” or “abstain”. A record of the votes shall be entered upon the minutes of the proceedings of the Commission.

Section 1741. Voting Disqualification

(a) A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.

(b) A member shall openly state an abstention due to a conflict of interest or bias.

(c) A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.

(d) As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.

(e) A member who is disqualified by a conflict of interest in any matter shall not remain in the meeting during the discussion and shall not vote on that matter.

Section 1750. Minutes of Meetings

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the public by the City Clerk. However, minutes shall not be available until approved by the Commission in a regular meeting. Approved minutes shall also be posted on the City’s website. Minutes of closed sessions of the Commission held in accordance with applicable state law shall not be open to public inspection and shall remain sealed.

Section 1751. Record of Meetings.

The City Clerk shall be responsible for minutes of each Regular Meeting and Work session of the Mayor and Commission and for maintaining the official record, which shall include all Commission actions. Minutes shall include:

(a) All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and

(b) Copies of resolutions, new or revised ordinances, or other actions approved by the

Mayor and Commission.

Section 1752. Suspension of Rules

Any provisions of this ordinance not governed by federal, state law, or the City Charter may be temporarily suspended by a 2/3 vote of the assembled Commission and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Commission and shall have received preliminary approval of the Commission at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a 2/3 majority vote to preliminary approve the amendment.

Section 1753. Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor [or Presiding Officer] under his or her own action, or upon a motion to enforce by any Commission member:

(a) Warning - The Mayor [or Presiding Officer] may order any person (Commission member, staff member, or audience member) in violation of these rules to be silent.

(b) Removal - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police. In the instance of a meeting held virtually, the City Clerk may remove the individual from the meeting.

(c) Motion to Enforce. Any Commission member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Commission shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

Section 1754. Agenda

(a) The agenda shall outline the established order of business.

(b) The City Clerk shall include on the agenda any item at the request of any member of the Commission, provided that the member of the Commission shall have furnished to the City Clerk a description of the item in time for inclusion with the printed agenda. At least one day before each regular meeting, the City Clerk shall provide each member of the Commission a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.

(c) Copies of the agenda shall be posted on the City website and the bulletin board at the

Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Commission meeting or earlier upon request, as available.

(d) All meeting agendas and amendments to the agenda shall be approved by the Commission at the beginning of the meeting. Items on the agenda can be reordered by the Commission during the scheduled meeting.

(e) Items of routine business that generally require no discussion by Commission may be placed on a Consent Agenda of a Regular Meeting. Any member of the Commission may remove an item from the Consent Agenda and place it under Action Items.

(f) All meeting agenda and amendments shall be approved by the Mayor and Commission at the beginning of the meeting. Items on the agenda can be approved by the Mayor and Commission during the scheduled meeting.

(g) Agendas for Regular Meetings and Work sessions shall be published no later than twenty-four (24) hours prior to the meeting.

Section 1755. Order of Business

- I. Call to Order
- II. Opening Prayer (non-denominational)
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Approval of Minutes
- VI. Mayor & Commission Reports
- VII. Staff Reports
- IIIX. Unfinished Business
- IX. Financial Business
- X. New Business
- XI. Public Comments
- XII. Adjournment

Section 1756. Work Session Policies and Procedures

The Commission may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Commission. The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage

of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, shall not be done at a work session.

Section 1757. Work Session Agenda

The following rules shall prevail for the call and conduct of work session meetings. Only a limited number of matters shall be considered by the Commission during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

Section 1758. Work Session Documents

When possible, staff shall make available to the Commission all documents, exhibits, maps, plans, architectural drawings, specifications, or other similar documents at least 72 hours before the beginning of the work session.

Section 1759. Technical Questions

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. The Commission may, through the City Manager, request the attendance of such staff members or outside experts as may be required to answer such questions.

Section 1760. Citizen/Public Comments

Public comments [shall] be considered at a work session. Charter Section 305(a).

Section 1761. Commission Requests

(a) Commission requests that deal with policy issues and Commission requests that may be construed as direction shall be directed to the City Manager, except for general inquiries or questions, in which case the Commission may go to the department directors or key staff.

(b) Commission requests that deal with policy and operational issues directed to contracted firms providing core services of City government must be directed through the City Manager.

Section 1762. Commission Requests for Funding

Commission requests requiring funding must go through the City Manager and City Treasurer. The City Manager and City Treasurer shall respond in a timely manner.

Section 1763. Use of Staff Resources

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Commission member must be made through the City Manager unless already approved by the Commission.

Section 1764. Take-Home Vehicles

The Mayor and Commission members are prohibited from being assigned City-owned take-home vehicles. [City Charter Section 303.]

Section 1765. Representation or Position by Mayor or Commission Member

- (a) When the Mayor or a Commission member gives a statement in their elected capacity [as a City Official] on an issue affecting the City, the Mayor or Commission member shall first identify the adopted position of Mayor and Commission with respect to that subject, if any. Thereafter, the Mayor or Commission member may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Commission member expressly acknowledges that such statements do not represent the position of the City.
- (b) **The Mayor and Vice Mayor (or designee Commissioner), with the support of the City Manager, shall serve as the City Commission's legislative committee and shall be responsible for direct consultation with the City's lobbyists, legislative delegation, and other stakeholders on legislative matters. The legislative committee shall:**
1. Evaluate legislative positions for adoption by the Commission.
 2. Serve as the primary point of contact for the City Commission on legislative matters.
 3. Ensure that Commission members are informed and may provide input on legislative positions taken by the City of District Heights.

Section 1766. Remote Participation in City Meetings

- (a) Any Commissioner may participate in a City Meeting or City Commission Work Session remotely via videoconference or other similar means if:
- a. The request to participate remotely is made in writing to the Mayor no later than noon the day of the meeting,
 - b. Members of the public and members of the City Commission are able to see and hear the Commissioner in the Commission Chambers, and
 - c. The Commissioner participating remotely can see and hear the members of the Commission participating in person.
- (b) The Mayor may make additional rulings such as they become necessary regarding remote participation during a City Meeting or City Work Session pursuant to Section 1723 of this ordinance.



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

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

July 2023

Highlights:

- **Monday, July 3:** Trash run power washed 400 steps, repaired urinal, and toilet in 400, took file boxes over to YSB.
- **Tuesday, July 4:** Holiday
- **Wednesday, July 5:** Tree fell on District Heights Pkwy blocking trail, replaced Stop sign on Marbury Dr & Kipling Pkwy one-way side, started painting curbs throughout the city.
- **Thursday, July 6:** Continue painting the curbs throughout the city, cut the grass on the football field, attended a meeting with City manager.
- **Friday, July 7:** Continuing painting curbs throughout the city, started cutting the city.
- **Monday, July 10:** Finished cutting the city and around the building, trash run hung all the National Night Out Banners.
- **Tuesday, July 11:** Started trimming the city also did limb collection throughout the city, also started cutting around the building.
- **Wednesday, July 12:** Finished collecting limbs throughout the city, finished trimming the city and YSB building.
- **Thursday, July 13:** Started trimming around the building, installed the little library at the Community Garden, cleaned up millings from the alley along Blazer Dr, also put down millings in the potholes in the alley.
- **Friday, July 14:** Trash run, sprayed 7 beehives nest around the city.

Ongoing Projects:

- **Milling and overlay concrete:** not completed yet.
- **Restroom renovation:** the drawing has been approved, waiting on projected cost of project.

Finished Projects:

- Nothing currently

Upcoming:

- Nothing currently

Completed:

- **Monday, July 3:** Trash run power washed 400 steps, repaired urinal, and toilet in 400, took file boxes over to YSB.
- **Tuesday, July 4:** Holiday
- **Wednesday, July 5:** Tree fell on District Heights Pkwy blocking trail, replaced Stop sign on Marbury Dr & Kipling Pkwy one-way side, started painting curbs throughout the city.
- **Thursday, July 6:** Continue painting the curbs throughout the city, cut the grass on the football field, attended a meeting with City manager.
- **Friday, July 7:** Continuing painting curbs throughout the city, started cutting the city.
- **Monday, July 10:** Finished cutting the city and around the building, trash run hung all the National Night Out Banners.
- **Tuesday, July 11:** Started trimming the city also did limb collection throughout the city, also started cutting around the building.
- **Wednesday, July 12:** Finished collecting limbs throughout the city, finished trimming the city and YSB building.
- **Thursday, July 13:** Started trimming around the building, installed the little library at the Community Garden, cleaned up millings from the alley along Blazer Dr, also put down millings in the potholes in the alley.
- **Friday, July 14:** Trash run, sprayed 7 beehives nest around the city.
- **Monday, July 17:** Liter pick-up, painted curbs.
- **Tuesday, July 18:** Cut city grass, replace stairwell lights in lobby.
- **Wednesday, July 19:** Gas up all trucks, backhoe, and gas cans, labeled DHPW on 25 new cones, cleaned up shop, cleaned business section along Marlboro Pike.
- **Thursday, July 20:** Painted curbs
- **Friday, July 21:** Trash run, cut doggie park, took down wasp nest at Senior Building, took chairs to District Heights Elementary School, replaced trash can top on Elmhurst St.
- **Monday, July 24:** Painted curbs, trash run, cut football field.
- **Tuesday, July 25:** Painted curbs

- **Wednesday, July 26:** Painted curbs, went to buy more red paint and two cases of flat black spray paint, picked-up yard waste at 2316 Ramblewood Dr., tree fell in trail on District Heights Pkwy across for the apartments, cut and removed limbs, went, and purchased 3 gallons of safety paint.
- **Thursday, July 27:** Painted the white in the streets.
- **Friday, July 28:** Trash run, cleaned back of shop.
- **Monday, July 31:** Trash run, packed trucks up with tables, chairs, tents, trash cans and generator.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Angela Barnhill-Love". The signature is written in a cursive, flowing style.

Angela Barnhill-Love
Building Coordinator/ Administrative Assistant



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402
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August 2023

Highlights:

- **Tuesday, August 1:** Set-up everything for National Night Out, cleaned up everything after the event.
- **Wednesday, August 2:** Cut the city, trimmed back the park trail along Marbury Dr. & District Heights Pkwy one-way side.
- **Thursday, August 3:** Cut alleys and part of the city, around building.
- **Friday, August 4:** Trash run, set-up for appreciation luncheon for workers for Chief Tarpley.
- **Monday, August 7:** Trash run, finished trimming the city & YSB.
- **Tuesday, August 8:** Limb pick-up throughout the city, trimmed around the building, cut tree limbs off a shed at 6518 Elmhurst St., cut alleys in section 1.
- **Wednesday, August 9:** Cut alleys and around the building, set-up chambers for meeting.
- **Thursday, August 10:** Finished cutting alleys and picking up limbs on Senator Ave and Mason St., picked up 5- 5gallon buckets of white traffic paint.
- **Friday, August 11:** Trash run, painting in the afternoon, started back painting white lines in street throughout the city cut grass along the curbs on the corner of Harwood Rd. & Glendora Dr.

Ongoing Projects:

- **Milling and overlay concrete:** not completed yet.
- **Restroom renovation:** the drawing has been approved, waiting on projected cost of project.

Finished Projects:

- Nothing currently

Upcoming:

- Nothing currently

Completed:

- **Tuesday, August 1:** Set-up everything for National Night out, cleaned up everything after the event.
- **Wednesday, August 2:** Cut the city, trimmed back the park trail along Marbury Dr. & District Heights Pkwy one-way side.
- **Thursday, August 3:** Cut alleys and part of the city, around building.
- **Friday, August 4:** Trash run, set-up for appreciation luncheon for workers for Chief Tarpley.
- **Monday, August 7:** Trash run, finished trimming the city & YSB.
- **Tuesday, August 8:** Limb pick-up throughout the city, trimmed around the building, cut tree limbs off a shed at 6518 Elmhurst St., cut alleys in section 1.
- **Wednesday, August 9:** Cut alleys and around the building, set-up chambers for meeting.
- **Thursday, August 10:** Finished cutting alleys and picking up limbs on Senator Ave and Mason St., picked up 5- 5gallon buckets of white traffic paint.
- **Friday, August 11:** Trash run, painting in the afternoon, started back painting white lines in street throughout the city cut grass along the curbs on the corner of Harwood Rd. & Glendora Dr.
- **Monday, August 14:** Trash run, trimmed bushes in front of Commission office, cut grass.
- **Tuesday, August 15:** Painting the streets, picked up a ping pong table for recreation, took round tables to Ritchie Station too N-style Barber & Salon, trimmed back Aztec alley.
- **Wednesday, August 16:** Cleaned curbs in parking lot around building, painted yellow curbs, continue painting the white lines along the city streets, straighten up the tree at Veterans Park & 6906 Gateway Blvd.
- **Thursday, August 17:** Picked up grass on the football field, Trash run, cleaned up area behind Public Works garage getting rid of the old wooden stage.
- **Friday, August 18:** Trash run, cut doggie park, took down wasp nest at Senior Building, took chairs to District Heights Elementary School, replaced trash can top on Elmhurst St.
- **Monday, August 21:** Took trucks to be inspected at County White House Rd. trash run put millings in alleys in section 1, rented a pallet truck to remove skids of cantaloupe from out the gym.

- **Tuesday, August 22:** Cut & trimmed the city, took the Kabota back tire to be repaired.
- **Wednesday, August 23:** Finish cutting & trimming the city and building, cleaned back of shop & around the building.
- **Thursday, August 24:** Cut & trimmed around the building, took the broken basketball court down.
- **Friday, August 25:** Trash run, had a cookout for summer workers and employees, picked up the 3 tables up from District Heights First Baptist Church.
- **Monday, August 28:** Trash run, participated in welcoming students back to school on the first day, fixed and installed ping pong table for recreation.
- **Tuesday, August 29:** Delivered trash cans to 4 residents, cleaned inside of all the trucks, filled all the trucks with gas & cans prepared all chain saws, finished cleaning behind the garage.
- **Wednesday, August 30:** Finished doing millings in alley, cut tree in alley at 6606 Halleck St., also chipped up limb on Marbury Dr. along creek bank.
- **Thursday, August 31:** Trimmed back the limbs in the parks around the building and bottom parking lot, also cleaned out the flower beds at the electronic sign along Kipling Pkwy. & Marbury Dr.

Respectfully Submitted,

A handwritten signature in black ink that reads "Angela Barnhill-Love". The signature is written in a cursive style with a large initial 'A' and a long horizontal stroke at the end.

Angela Barnhill-Love

Building Coordinator/ Administrative Assistant



CITY OF DISTRICT HEIGHTS

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

 TELEPHONE: (301) 336-5633

SEPTEMBER 2023 City Report

PARKS, RECREATION AND CULTURE DEPARTMENT

RECREATION - SERVICE AND RETENTION UPDATE:

CLASS/ PROGRAM/ ACTIVITY	NUMBER OF VISITORS	
	July 23	Aug 23
• Chair Aerobics -	62	103
• Line Dance -	<i>Resumes on September 7, 2023</i>	
• Open Gym	86	302
• Fitness Room	13	51
• TOPS	28	10
• Square Fitness	<i>Resumes once Rm 400 is available.</i>	
• Morning Walk	n/a	48
• District Heights Step Team	20	52
• AARP	11	9
• Xtreme Generations	146	122
• Boys Mentoring	<i>Resumes September 20, 2023</i>	

PARKS - SERVICES AND USE UPDATE:

- DHBGC Football Practices
- Soccer

- Parks and Recreation Field Activities

CULTURE EVENTS AND ACTIVITIES:

JULY 2023

- Summer Camp

AUGUST

- 1st – NNO
- 11th – DHES Back to School Event
- 13th – Woodland Springs Sunday Funday
- 18th/19th – Food for Thought
- 19th – First Baptist of District Heights, Sneaker Fest
- 20th – Back to School Block Party
- 26th – Forestville Community Center, Bookbag Giveaway
- 28th – First Day of School DHES

PROJECT MANAGEMENT UPDATE

- **Dividers for gymnasium** – Completed.
- **Municipal Playgrounds** – Install starts between 9/18 and 9/25 and completed by 10/6
- **Workforce Development Center** – Awaiting install.
- **Membership Software** – Recreation staff trainings
- **RM 400** – Closed for plumbing installation for outdoor restrooms.
- **Fitness Room** – Reconfiguration is complete.
- **Community Health Office** – Waiting for furniture and testing equipment.
- **New Open Gym Equipment for Children** – Pool table, ping-pong table, giant connect four, etc.
- **New Parks, Recreation and Culture Staff** – Completed.
- **New Services** – Memberships, basic health and fitness testing, personal training, community outreach
- **New Classes and Activities** – Stretching, boxing, softball, movie night, karaoke, etc
- **City Website Information and forms for PRC**
- **Facility Rentals** – On hold temporarily

Respectfully submitted,
Recreation, Parks, and Culture Department

CODE ENFORCEMENT REPORT

July 2023

SECTION 413 - ABANDONED VEHICLES

June	July	
1	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>
1	0	Vehicles removed by owners
0	0	Vehicles had new tags affixed
0	0	Correction date of next month
0	0	Requested Extension
24	24	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

15	12	Notices posted to private homes for violations
2	5	Notices mailed to private homes reference city violations and notifications
4	2	Stop Work Orders issued
10	8	Building permit - posted/email
11	9	License applications received and processed

MANDATORY INSPECTIONS

6908 Kipling Parkway - Rental - Initial
 7009 Foster Street - Rental - Initial/Final - Passed
 6112 Marlboro Pike - Commercial - Initial
 2311 Roslyn Avenue - Rental - Initial
 6027 Marlboro Pike - Commercial - Initial
 7129 Halleck Street - Rental - Final/Passed
 6330 Marlboro Pike - Commercial Inspection - Initial/Hold
 6307 Elmhurst Street - Rental - Initial
 6342 Marlboro Pike - Commercial - Initial
 2210 Roslyn Avenue - Rental - Initial
 6216 Marlboro Pike - Commercial - Initial
 6723 Gateway Boulevard - Rental - Initial

CODE ENFORCEMENT REPORT

July 2023

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	4	\$900.00
Rental License	5	\$ 500.00
Building Permits	8	\$ 1,056.29
Alarm Permit	1	\$ 20.00
Total	18	\$2,476.29

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

CODE ENFORCEMENT REPORT

August 2023

SECTION 413 - ABANDONED VEHICLES

July	August	
0	1	Vehicles identified as Abandoned, Unregistered, and Under Repair
0	1	15 Days stickers have been posted(Private Property)
0	0	Vehicles towed - <u>Citations Issued</u>
0	1	Vehicles removed by owners
0	0	Vehicles had new tags affixed
0	0	Correction date of next month
0	0	Requested Extension
24	25	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

15	12	Notices posted to private homes for violations
2	15	Notices mailed to private homes reference city violations and notifications
4	7	Stop Work Orders issued
10	10	Building permit - posted/email
11	2	License applications received and processed

MANDATORY INSPECTIONS

6908 Kipling Parkway - Rental - Initial
 6112 Marlboro Pike - Commercial - Initial
 2311 Roslyn Avenue - Rental - Initial
 6027 Marlboro Pike - Commercial - Initial
 6330 Marlboro Pike - Commercial Inspection - Initial/Hold
 6307 Elmhurst Street - Rental - Initial
 6342 Marlboro Pike - Commercial - Initial
 2210 Roslyn Avenue - Rental - Initial
 6216 Marlboro Pike - Commercial - Initial
 6723 Gateway Boulevard - Rental - Initial
 7154 Marbury Court - Rental - Initial - Passed

REVENUE

CODE ENFORCEMENT REPORT
August 2023

PERMITS	AMOUNT	REVENUE
Rental License	2	\$ 200.00
Building Permits	10	\$ 1,389.25
Yard Sale	2	\$ 20.00
Total	14	\$1,609.25

JOURNAL

Participated in National Night Out 2023.

Participated in "Park Police Community Day"

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 202 - Stop Work Order

POLICE DEPARTMENT	May	June	July
CALLS FOR SERVICE			
Total CFS Received	516	571	585
HOMICIDE	0	0	0
SEXUAL ASSAULT	3	0	0
ROBBERY AND ATTEMPT	1	1	0
ASSAULT	2	1	2
BURGLARY	0	2	0
AUTO THEFTS	6	6	14
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	1	6	1
THEFTS	8	3	4
DOMESTIC CFS	12	17	10
TOTAL (MOST SERIOUS)	33	36	31
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	5	5	4
ACCIDENT HIT & RUN	2	7	2
IMPOUNDS	20	41	33
RECOVERED STOLEN AUTOS	2	1	4
MISSING PERSON	5	3	1
TOTAL	34		
ARREST			
ADULTS	2	3	6
Summons in Lieu/Criminal Citation	1	0	0
J-2 / JUVENILES	0	0	1
Warrant Service	1	2	3
TOTAL	4	5	10
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED	2,112	1,868	2,276
MOVING VIOLATIONS ISSUED	92	136	175
WARNINGS ISSUED	54	87	97
OTHER MOVING VIOLATIONS	31	59	55
RADAR/SPEEDING	3	0	0
STOP SIGNS	19	32	41
SEAT BELTS	1	1	3
EQUIPMENT REPAIR ORDER (ERO)	3	5	7
DUI/DWI - ALCOHOL	0	0	2
PARKING CITATIONS/NOTICES	29		
TOTAL Violations Issued	140	184	205
REVENUE			
CRASH/INCIDENT REPORTS	\$170.00	\$30.00	\$80.00
PARKING CITATIONS	\$50.00	\$200.00	\$150.00
SPEED CAMERA CITATIONS	\$24,328.21	\$26,001.28	\$24,876.61
VEHICLE RELEASES	\$1,200.00	\$1,575.00	\$1,400.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$3,100.00
TOTAL	\$25,748.21	\$27,806.28	\$29,606.61

POLICE DEPARTMENT	June	July	August
CALLS FOR SERVICE			
Total CFS Received	571	585	455
HOMICIDE	0	0	0
SEXUAL ASSAULT	0	0	0
ROBBERY AND ATTEMPT	1	0	2
ASSAULT	1	2	0
BURGLARY	2	0	1
AUTO THEFTS	6	14	4
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	6	1	1
THEFTS	3	4	3
DOMESTIC CFS	17	10	8
TOTAL (MOST SERIOUS)	36	31	19
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	5	4	5
ACCIDENT HIT & RUN	7	2	1
IMPOUNDS	41	33	30
RECOVERED STOLEN AUTOS	1	4	0
MISSING PERSON	3	1	3
TOTAL	57	44	39
ARREST			
ADULTS	3	6	2
Summons in Lieu/Criminal Citation	0	0	0
J-2 / JUVENILES	0	1	0
Warrant Service	2	3	0
TOTAL	5	10	2
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED	1,868	2,276	3,690
MOVING VIOLATIONS ISSUED	136	175	153
WARNINGS ISSUED	87	97	90
OTHER MOVING VIOLATIONS	59	55	46
RADAR/SPEEDING	0	0	0
STOP SIGNS	32	41	36
SEAT BELTS	1	3	6
EQUIPMENT REPAIR ORDER (ERO)	5	7	1
DUI/DWI - ALCOHOL	0	2	0
PARKING CITATIONS/NOTICES			30
TOTAL Violations Issued	184	205	209
REVENUE			
CRASH/INCIDENT REPORTS	\$30.00	\$80.00	\$100.00
PARKING CITATIONS	\$200.00	\$150.00	\$150.00
SPEED CAMERA CITATIONS	\$26,001.28	\$24,876.61	\$26,874.20
VEHICLE RELEASES	\$1,575.00	\$1,400.00	\$1,200.00
DONATION (PUBLIC SAFETY)	\$0.00	\$3,100.00	\$50.00
TOTAL	\$27,806.28	\$29,606.61	\$28,374.20



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

July 2023

STRATEGIC FOCUS

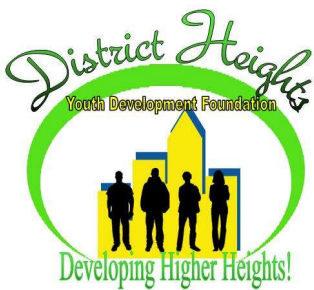
- Crucial to the Youth Service Bureau's (YSB) sustainability in providing licensed, professional mental/ behavioral health services is having a strong team of clinicians to provide support to the residents of District Heights and surrounding communities. The YSB is actively seeking support to recruit 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

- **Thursday, July 6th:** The YSB director attended the monthly MAYSB meeting for all YSBs in the state of Maryland to discuss advocacy efforts and support for the various bureaus.
- **Friday, July 7th:** The YSB director attended the Ring Central go live assistance meeting.
- **Friday, July 14th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of June 30th: 0 new formals; 12 carryover formals; 14 formal closed and 0 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Monday, July 24th:** The YSB hosted the week-long workshop *Kindness Matters* – An alternative to anger management for youth aged 10- 16.





August 2023

- **Tuesday, August 1st:** The YSB staff hosted an information table for the City of District Heights National Night Out at St. Paul's Episcopal Church.
- **Tuesday, August 8th:** The YSB newly hired part-time clinician, Tanory Ateek, began her career with the agency.
- **Thursday, August 10th:** The YSB staff hosted an information table at the District Heights Elementary School Block Party.
- **Tuesday, August 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of July 30th: 8 new formals; 10 carryover formals; 0 formal closed and 0 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Sunday, August 20th:** The YSB staff hosted an information table at the N'Style Back-to-School event.
- **Saturday, August 26th:** The YSB staff hosted an information table and conducted a presentation of the agency's services during a workshop at the Together We Can event in partnership with the DH police department.



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"

July/August 2023

-  The YSB My Sole Knows 5k is currently accepting registrations to participate in this wonderful, in-person event! This event raises funds to help provide positive engagement activities for youth and their families. The 5K is scheduled for **Saturday, September 16th**! If you have not already registered, please go to: <https://runsignup.com/Race/MD/DistrictHeights/MySoleKnow5K>
-  The My Sole Knows 5k is currently looking for vendors and volunteers to make this return to in-person the best that it can be!
-  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



Budget vs. Actual
July 2022 through June 2023
FY23 Year-End

	Jun 23	YTD Actual	YTD Budget	Variance	Annual Budget
Income					
I - Local Taxes	25,660	3,543,852	3,536,068	-7,784	3,536,068
II - State Shared Taxes	270,558	976,022	976,273	251	976,273
III - License & Permit - City	41,157	249,133	255,385	6,252	255,385
IV - County Shared Taxes	5,152	20,608	20,610	2	20,610
V - Youth Service Bureau	33,698	117,096	201,420	84,324	201,420
VI - Recreation Revenues	1,161	12,055	25,960	13,905	25,960
VII - Fines & Vehicle Releases	51,879	280,238	277,000	-3,238	277,000
VIII - Miscellaneous	21,479	1,501,926	2,018,050	516,124	2,018,050
XI - Revitalization & Grants	0	0	191,826	191,826	191,826
XII - ARPA Fund Balance FY22	0	0	2,819,122	2,819,122	2,819,122
XIII - Fund Balance Unreserved	0	0	2,107,905	2,107,905	2,107,905
4335 - American Rescue Plan Funds	0	2,950,103	2,947,896	-2,207	2,947,896
Total Income	450,745	9,651,033	15,377,515	-5,726,482	15,377,515
Gross Profit	450,745	9,641,553	15,377,515	-5,735,962	15,377,515
Expense					
¹ Ask My Accountant - Exp	60,340	60,340			
General Government	253,229	3,609,553	7,529,738	3,920,185	7,529,738
Mayor & Commission	7,023	121,445	142,100	20,655	142,100
Municipal Building Expense	14,463	163,980	124,700	-39,280	124,700
Non-Departmental	15,779	483,485	723,510	240,025	723,510
Public Safety	168,715	963,959	975,544	11,585	975,544
Public Works	63,580	1,346,118	1,578,605	232,487	1,578,605
Recreation	38,198	340,093	429,355	89,262	429,355
RF Unappropriated Fund Balance	0	0	1,873,963	1,873,963	1,873,963
Senior Center Construction	0	1,225,022	2,000,000	774,978	2,000,000
YSB Construction Project	0	440		-440	
Total Expense	621,326	8,314,435	15,377,515	-7,063,080	15,377,515
Net Income	-170,581	1,838,051	0	1,838,051	0

¹ This amount represents an unscheduled Truist CC payment

² Please note this is the unaudited version and will be updated upon completion of the FY23 audit.



CITY OF DISTRICT HEIGHTS

City Meeting

City Manager's Report

Thursday July 6, 2023

Title: City Manager's Report
Staff Contact: David Street, City Manager

Information Technology

- The City has set a July 7 go-live date for RingCentral, although staff began an internal soft-launch of the platform on June 20. RingCentral is set to replace the City's aging phone system, increase functionality by adding video-conferencing, app support, and instant messaging, and reduce the monthly cost to the City in phone service and device leases.
- The City has transitioned to T-Mobile for Government, which will update all staff to use a single, standard device to provide uniformity and ease of replacement, increase the services and reporting available to management, and provide a recurring cost savings over the City's former providers. The new devices were obtained free of charge.
- The City's new asset management solution is in active use. The City's deployed phones, tablets, computers, laptops, and vehicles have been catalogued.

Management Initiatives

- The majority of the City's fleet have been upfitted with GPS devices. These devices will allow for live-tracking of the City's fleet and includes a number of features designed to provide greater managerial oversight. The vehicles not upfitted with GPS devices are vehicles that DHPD anticipates designating surplus soon.
- The Public Works Yard has been completed and DPW staff have begun to relocate equipment from the Municipal Center parking lot to the yard.
- Conducted a site visit with Prince George's County DoE to identify sites with critical tree-coverage needs including replanting on City-owned properties.
- Preparation has begun for the renovation of the general government office suite, including moving historic/legacy files offsite to stage for sorting and scanning. These files will be scanned, catalogued, and uploaded during the upcoming file digitization project.

Upcoming Management Initiatives

Initiative	Anticipated Start	Anticipated Completion
General Government and Police Department File Digitization Pilot	Q1 FY 2024	End of Q3 FY 2024
Microsoft License Update	Mid Q1 FY 2024	End Q3 2024

Attachments:

1. Media & Communications Data Report

MONTHLY REPORT

**COMMUNICATIONS/MEDIA
DEPARTMENT**



DATE: SEPTEMBER 7, 2023

TIME: 7:00 PM

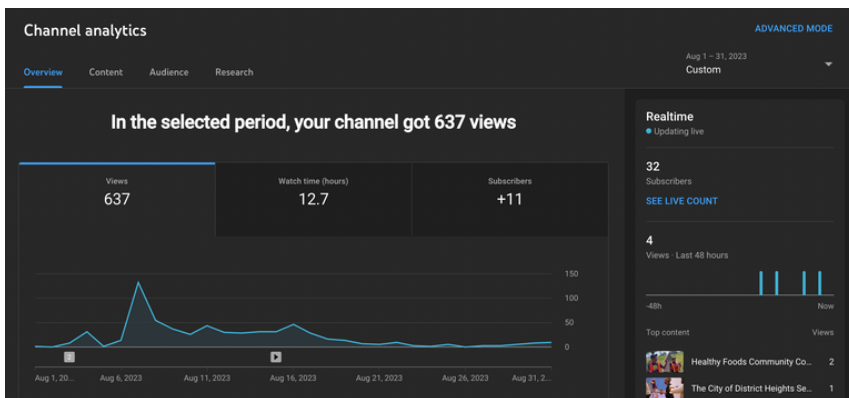
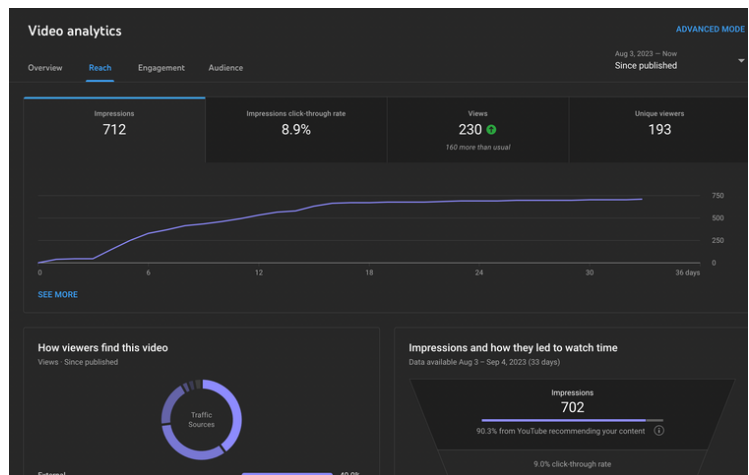
GROSS STATISTICS



YOUTUBE ENGAGEMENT

712

712 impressions from the National Night Out video production. 230 views from the impressions.



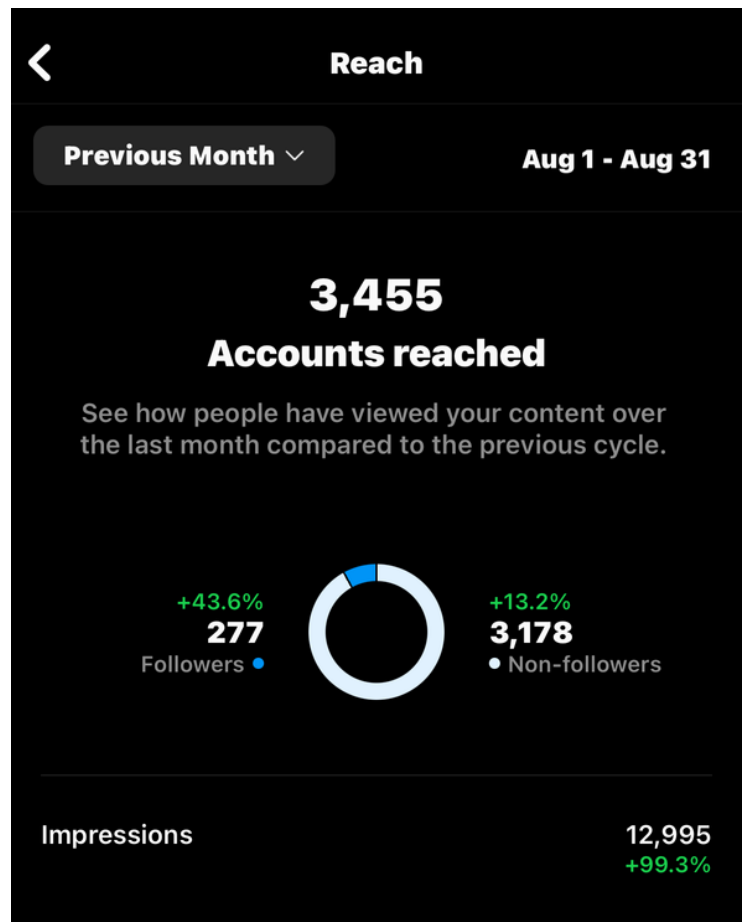
In the month of August, our channel has been viewed 637 times. 11 new subscribers.

GROSS STATISTICS



INSTAGRAM ACCOUNTS REACHED

During the month of August, we increased the total number of accounts reached by 85.2% compared to the month of July. We reached a total of 3,455 accounts. There was an increase in the impressions by 99.3%,



335

Total number of followers as of September 1, 2023: 335
Increase of 76 overall followers.

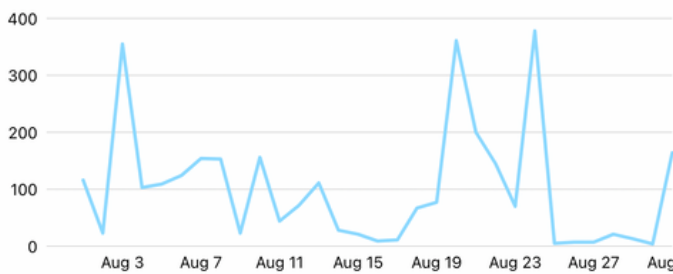
GROSS STATISTICS



Reach

Facebook reach ⓘ

2,900 ↑ 13.8%



FACEBOOK POST REACH

During the month of June, we have increased our Post Reach by 13.8%. We reached a total of 2,900 accounts.

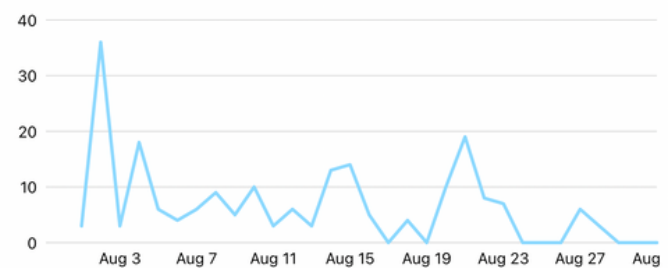
59.5%

Facebook Page Visits

Page and profile visits

Facebook visits ⓘ

201 ↑ 59.5%



FACEBOOK PAGE VISITS

During the month of August, we increased our page and profile visits by 59.5%

Q Search... Rows per page: 10 Go to: 1 < 1-10 of 196 >

Page title and screen class +	↓ Views	Users	Views per user	Average engagement time	Event count All events	Conversions All events
	6,862 100% of total	2,026 100% of total	3.39 Avg 0%	0m 00s	11,500 100% of total	0.00
1 District Heights, MD	1,359	765	1.78	0m 00s	2,922	0.00
2 Search Results District Heights, MD	342	135	2.53	0m 00s	354	0.00
3 Police Department District Heights, MD	295	200	1.48	0m 00s	555	0.00
4 Government Directory District Heights, MD	204	128	1.59	0m 00s	250	0.00
5 Departments District Heights, MD	198	151	1.31	0m 00s	435	0.00
6 National Night Out- August 1, 2023 District Heights, MD	159	108	1.47	0m 00s	395	0.00
7 Calendar District Heights, MD	126	41	3.07	0m 00s	160	0.00
8 Make a Payment District Heights, MD	124	79	1.57	0m 00s	254	0.00
9 User account District Heights, MD	119	64	1.86	0m 00s	148	0.00
10 Bulk Trash Removal District Heights, MD	118	59	2.00	0m 00s	225	0.00

DEFINITIONS

- **Views-** The number of app screens or web pages your users saw. Repeated views of a single screen or page are counted. (screen_view+ page_view events).
- **Users-** The total number of active users.
- **Views per user-** The average number of mobile app screens or web pages viewed per user.
- **Average engagement time-** The average length of time that the app was in the foreground or the website had a focus in the browser.
- **Event count-** The number of times your users triggered an event.
- **Conversions-** The number of times your users triggered a conversion event.