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2000 Marbury Drive

District Heights, Maryland 20747

# Work Session Meeting Minutes

# Tuesday, November 14, 2023, 7pm

# In-Person & YouTube Livestream

**CALL MEETING TO ORDER**

The Work Session City Meeting of the City of District Heights was held on Tuesday, November 14, 2023, in person and via YouTube Livestream. Mayor Miller called the meeting to order at 7:03p.m.

**QUORUM**

In attendance: Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez and Commissioner Tilghman. Staff in attendance: David Street- City Manager, Chief Tarpley – Chief of Police Starr Jefferson -City Clerk,

**AGENDA ACCEPTANCE**

Vice Mayor Harcourt moved to accept the agenda for the City Work Session of Tuesday, November 14, 2023.

Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

**CONSENT AGENDA ACCEPTANCE**

Commissioner Tilghman requested that Item 3- Appointments and Confirmations of the Ethics Commission be removed from the Consent Agenda.

Commissioner Tilghman moved that the City Commission approve the Consent Agenda Items 1 and 2 for the November 14, 2023 Work Session.

Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained)

The following 2 items were passed in the motion to approve the consent agenda:

1. \*Commission Calendar Adjustments
2. \*Ordinance Amendment: Section 110

**PUBLIC PARTICIPATION**

None submitted

**ACTION ITEMS**

**Item 3 – Appointments and Confirmations: Ethics Commission**

Vice Mayor Harcourt moved to confirm Edwin Green, Bernice McCullough and Ronald Waters to City of District Heights Ethics Commission, each with terms commencing today, November 14, 2023, and expiring November 13, 2026.

Vice Mayor Harcourt further moved to confirm Catherine Williamson as the alternate member to the Ethics Committee.

Commission Tilghman seconded the motion which carried a 4-0-1 (MM abstained)

**Item 4 – Pay Parity: General Workforce Pay Study Results**

City Manager, David Steet and Human Resource Manager, Nikki Pancho announced the implementation of a new pay plan for uniformed workers. Table 1. Found in the meeting packet shows District Heights’ current pay system compared with the mid Atlantic market and the DMV market with the general workforce. Ms. Pancho highlighted the positions where the city landed above market data and some positions that are lagging behind, highlighting internal equity issues with respect to like positions and pay.

Mr. Street stated that he is working with Ms. Pancho on a small group of positions that require an update to job duties and responsibilities as they exist today.

Ms. Pancho shared that she and Mr. Street were conducting an extensive study and they needed clarification on individual job descriptions as some staff have roles that have expanded over time.

Vice Mayor asked if titles would be adjusted based on the job descriptions, Ms. Pancho confirmed titles would be adjusted across the board as well as generic job descriptions would mirror each department. Mr. Street stated the difference between job family and job class relative to the technical business type would help deal with like positions most cases.

Commissioner Gomez was pleasantly surprised and pleased to see that the city was not significantly far off pay for non-uniformed workers.

The General Consensus of the Commission was to mirror the compensation pay scale selected for the police department using the DMV at 115% of the market rate.

Commissioner Gomez moved to establish the DMV market rate as the City of District Heights Benchmark Market for the general workforce pay bands. Commissioner Janifer seconded the motion which carried a vote of 4-0-1 (GG)

Vice Mayor move that the City Commission set 110% as the target market percentage. Commissioner Tilghman second the motion which caried a 4-0-1 (AT)

Vice Mayor moved that the City Commission direct staff to prepare a stepping grade pay system presentation to the City Commission at a future date. Commissioner Gomez second the motion which carried a vote of 4-0-1 (GG)

**Item 5- Economic Development: Municipal Growth Area Review**

City Manager, David Street and Mr. Davis who is an Economic Development Consultant brought back before the Commission additional details for proposed city annexation and to facilitate discussions about what Figure 1 describes as the “Inner Pike” area. The “Ritchie Road,” “Addison Road,” and “Outer Pike” areas will be discussed in future work session items.

Vice Mayor Harcourt asked about crime statistics in the proposed growth area and Chief Tarpley’s sentiments on inherited crime concerns.

Commissioner Gomez asked the benefit of including Pennsylvania Avenue in the growth area. Mr. Street responded that we could enforce traffic, traffic safety and influence aesthetics which outweighs marginal maintenance costs.

Commissioner Gomez pointed out that natural anchors to communities include schools and would like to see Longfield Elementary included in the growth area.

David Street presented to the Commission 370 acres of proposed growth area “C” from Walker Mill Road.

**Item 6 – Personnel Updates**

Nikki Pancho presented to the Commission recent edits to the City Personnel Manual.

Vice Mayor Harcourt would like to see language included that a telework agreement can be recalled for any reason. David Street added that telework would only be made available for telework eligible employees.

**COMMISSIONER**

Commissioner Tilghman wished Ms. Kim on Kipling Parkway a Happy Birthday

Turkeys will be available for give-a-way through each Commissioner.

The Durant foundation is doing a Turky and food give-a-away from 9am to 11am on November 18th.

**ADJOURNMENT**

Moved to adjourn the Work Session meeting and seconded by Commissioner which carried a 4-0-1 vote (MM abstained).

The Work Session adjourned at 9:05pm.

Respectfully submitted,

Starr Jefferson

City Clerk