Work Session Meeting Minutes
Tuesday, April 25, 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, April 25th, 2023, via HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:00 p.m.

QUORUM
In attendance: Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, and Commissioner Gomez. Commissioner Tilghman attended via Zoom video conference. Staff in attendance: David Street- City Manager, Starr Jefferson -City Clerk, Chief Tarpley- Chief of Police, Jeffrey Taylor -Director of Recreation, Chris Lawson – Director of HR

AGENDA ACCEPTANCE
Mayor Miller gave the floor to City Manager, David Street to discuss his motion to amend the Work Session Agenda for Tuesday, April 25, 2023. Mr. Street referred the Commission and residents to the items on the agenda denoted with an asterisk, which were items 1 and 2 under new business. Both items entailed the surplus of excess inventory in Public Works. Mr. Street shared a provision within the Commission’s Rules and Procedures Ordinance DH-2022-01, where items of routine business that generally require no discussion by the Commission may be placed on the Consent Agenda and adopted all under one motion.

CONSENT AGENDA: A motion was made by Commissioner Gomez and seconded by Commissioner Janifer to adopt the Consent Agenda, which consisted of these items:

New Business Item 1: The City owns and operated a 2004 Ford E-450 Call-A-Bus. The Bus has several maintenance concerns that cannot be easily or cost-effectively addressed. As such, staff recommend that the 2004 Ford E-450 Call-A-Bus be declared surplus and sold at the highest offer. The fair market value of the Bus is $1500.

New Business Item 2: The City owned and operated a 2016 Ford F-550 4-wheel Drive V10 Motor Dump Truck. The truck caught on fire in 2017 the transmission with transfer case; and rear end appear to be in serviceable condition. As such, staff recommends that the 2016 Ford F-550 4-wheel Drive V10 Motor Dump Truck parts be declared surplus and sold at the highest offer. The fair market value of the parts is approximately $4,000.

The motion passed 3-0-1-1 (MM abstained; Cmr. Tilghman absent).

APPROVAL OF MINUTES
A motion was made by Commissioner Janifer and seconded by Vice Mayor Harcourt to approve the City Meeting Minutes for April 6, 2023.

The motion passed 3-0-1-1 (MM abstained; Cmr. Tilghman absent).
PUBLIC PARTICIPATION

No one came forward for Public Participation.

PRESENTATIONS:

Legislative Update – Tony Perez, LA Perez Consulting
Mr. Perez spoke to the Commission and residents of District Heights about the priorities of the local legislature. He praised the 25th Legislative District, specifically, Delegate Charles and Senator Griffith, Chair of Finance who were integral in ushering in $200,000 for the City’s new headquarters and an additional $50,000 for YSB while Prince George’s County is currently experiencing a $500 million revenue shortfall.
Vice Mayor Harcourt inquired whether Delegate Barnes’ replacement had been determined.
Mr. Perez indicated that Mr. Robinson may be the intended choice of the ‘body.’

Mr. Perez congratulated Mayor Miller for her re-appointment to the Cable Television Commission by the County Executive, Angela Alsobrooks.
Mayor Miller thanked Mr. Perez and shared that in her participation earlier that day she learned that May 4th would be the date when the county would be select a new District 25 Delegate.
Additionally, Mayor Miller encouraged residents to read the newsletter from the County Executive dated 4/25/23 regarding the planned bill CB-052-2023 which places a two-year moratorium on building townhomes in areas except transit-oriented development locations.

Election Update – Deborah Turner, BOSE Chair
Ms. Turner reminded the Commission and residents about the coming election, on Monday, May 1, 2023. The voting poll location is the Youth Services Bureau 6421 Atwood Street, District Heights, MD. The polls open at 10am and close at 8pm. Ward 1 Candidate Xander Harcourt and Ward 2 Candidate Gyasi Gomez are the 2 candidates on the ballot.
Ms. Turner announced registered voters in Ward 1 and Ward 2 are eligible to vote. Call 301-341-7300 to check your registration status with the county. Ms. Turner also announced that Voter Notification Cards had been mailed and residents began receiving them last week. The VNC provides the details of the election and the residents individual Ward Number.
Ms. Turner announced that the deadline for Mail-In ballots applications had expired at 4pm earlier that day (April 25, 2023). On April 27th between 2pm and 4pm, residents could apply and receive an Emergency Mail-In ballot Request Form. The Emergency Mail-In ballot Request Form must be returned April 28, 2023, by 4pm.
Ballots must be received by BOSE by 8pm Monday, May 1, 2023. All election-related questions can be posed to BOSE by phone at 301-336-1402 x8 or by email at bose@districtheights.org.

NEW BUSINESS

1. Contract Award: Unified Communication Services – David Street, City Manager

David Street presented to the Commission and residents a ‘Rideable Contract’ based out of Houston Texas: Region IV Education Service Center. The contract for services would be executed with Ring Central with the purpose of unifying the city’s communication services: cloud-based, telephone service, secure video conferencing, messaging and analytics.
The service would enhance the opportunity for staff to manage phone calls and messaging within the municipal building and also residents as well.
Mr. Street detailed one time cost expenses could be absorbed using Line Item 6343- Portable Stage ARPA.
Commissioner Janifer made a motion that the City Commission authorize the City Manager to award a contract for unified communications services with RingCentral as described in Attachment 1 (Number R200902) in an amount up to $54,791.

She further moved that the City Commission reallocate $19,655 in ARPA funding from line 6343 to a new line item for one-time implementation costs and equipment purchases.

Commissioner Gomez seconded the motion, which carried a 4-0-1 vote (MM voted with the majority; Crm. Tilghman absent).

2. **Professional Cleaning Service Contract** – David Street, City Manager
   
   Mr. Street reviewed the responses received from the RFP for professional cleaning services. The proposals included cleaning of the YSB Building, Municipal Center, and Senior Center.
   
   The City received several proposals for professional cleaning services, the two most competitive were presented to the Commission for discussion.
   
   Both proposals include the provision of soap, towels, and other miscellaneous cleaning-related items and stock. The proposals are substantially similar in that they provide the requested cleaning services for each day and within the timeframes identified by the City.
   
   Mayor Miller inquired about the flexibility of the duties detailed regarding frequency of certain services such as vacuuming as the City was undergoing renovations and less carpet was anticipated long term.
   
   Mr. Street affirmed that both companies were poised to develop analytics and provide reporting based on cleaning data obtained.
   
   Mayor Miller shared her positive impressions on the second vendor and the details within their proposal.
   
   Commissioner Tilghman alerted the Commission that there was an audio problem with the Zoom virtual meeting broadcast.
   
   Commissioner Gomez moved that the City Commission authorize the City Manager to award a contract for professional cleaning services to DSH Management, Inc. in an amount up to $100,680.
   
   Vice Mayor Harcourt seconded the motion which carried a 4-0-1 vote (MM voted with the majority; Crm. Tilghman absent).

3. **Recruitment Recreation Positions Discussion** – David Street, City Mgr. and Jefferey Taylor, Dir. of Recreation
   
   Mr. Street introduced the discussion on positions within the Recreation Department and the need for additional support going forward into the summer session. Mr. Taylor detailed the benefit of transforming the vacant Assistant Director position into two (2) separate part-time positions.
   
   Mr. Taylor echoed the sentiment of the City Manager and detailed the influx of programming the city is currently preparing to service that will utilize multiple locations around the municipal building (including the multi-purpose room, Commission Chambers and outdoor fields). Additionally, Mr. Taylor cited the goals of the Recreation Department to reintroduce boxing and supporting equal wellness programs through Zoom.
   
   Vice Mayor Harcourt requested that the city obtain empirical data that can be reviewed and revisited going into budget season.
   
   Mr. Street expressed support for Vice Mayor’s concern and acknowledged that the proposal of 2 Recreation employees stems from anticipated programming and Recreation Department going back to full compacity, including extended weekend hours. Mr. Street anticipates approximately a $10,000 fiscal impact to the 2023 budget with 2 additional Recreation employees.
4. **Proposed Amendments to Section 1106** – David Street, City Manager

Mr. Street presented to the Mayor and Commission a proposal to amend the section in the City’s Code of Ordinances that establishes caps, limits and procedures for purchases made by the City.

Mr. Street acknowledges that Section 1106 was last revised in February 2000 and as written, the ordinance provides for a highly decentralized purchasing and procurement model for purchases under $5,000 and a highly centralized model for purchases over $10,000.

Mr. Street recommended a tiered dollar amount as a basis to modernize the current code:

In the $5,000 - $10,000 range, Mr. Street recommends that the ordinance retain the three-quote requirement but vest the authority in the City Manager to authorize spending rather than requiring Commission approval. In large part, this recommendation stems from the increased cost of materials, supplies, services, and other items that the City may need to deliver services over the time since the ordinance was last revised.

In addition, the proposed language would allow the City Manager to implement policies and procedures, consistent with the ordinance and Maryland law, that will guide purchasing in the City while a more formal and thorough review of the ordinance takes place.

In the $10,000 + range, Mr. Street recommended no changes to the Mayor and Commission’s oversight and recommends that some provisions be inserted into the ordinance to clarify 1) the City Manager’s authority to facilitate and evaluate the competitive bidding process, 2) draft specifications and notices of bids, 3) requires the presentation of all bids in tabular form to the Mayor and Commission (similar to that used by the Department of Parks, Recreation, and Culture for the playground options), and 4) allows the City Manager to examine the qualification of all bidders.

There were no questions from the Commission.

Vice Mayor Harcourt moved that the City Commission approve amendments to Section 1106 as described in Attachment 1 of the April 25, 2023, City Work Session action item.

Commissioner Janifer seconded the motion which carried a 3-0-1-1 vote (MM abstained; Cmr. Tilghman absent)

5. **Parks, Recreation & Culture Positions Update** - Jeff Taylor, Director of Recreation, David Street, City Manager

Mr. Street presented in place of Jeffrey Taylor who was occupied covering a programming event, due to lack of staff coverage.

Mr. Street reported that the Department of Parks, Recreation, and Culture is preparing to reopen following years of pandemic-related and construction-related restrictions on recreation use of the City’s facilities. The department has one current vacant ‘assistant director’ level position that is proposed to be reclassified into a ‘coordinator’ level position. Further, two part-time positions are proposed to be added to the department to support evening and weekend events, activities, and programming. Going forward, programming and staffing needs will be evaluated over the course of FY 2024 to determine programmatic needs.

Commissioner Gomez moved that the City Commission approve the job descriptions, titles, and salary scales for the Parks, Recreation, and Culture positions described in Attachment 1.

Commissioner Janifer seconded the motion with a 3-0-1-1 vote (MM abstained; Cmr. Tilghman absent).

Vice Mayor Harcourt made the motion that the City Commission go into closed session to discuss personnel matters.

Commission Gomez seconded the motion which carried a 3-0-1-1 vote (MM abstained; Cmr. Tilghman absent).
Closed Session began at 8:01pm.
Open Session resumed at 8:23pm
A Closed Session Summary is attached.

When the Commission returned from Closed Session Mayor Miller announced the hiring of a new police officer, whose hire date would be Monday, April 24, 2023, and currently attending the Prince George’s Police Academy for six months. The new hire will return to the City upon successful completion of the Academy. Mayor Miller also announced the hiring of an Administrative Assistant/Office Specialist beginning May 1st. Finally, Mayor Miller announced a lateral move from the Police Department to YSB.

Mayor Miller acknowledged the numerous staffing topics before the Commission and shared with the residents the Commissions eagerness to have the City fully staffed and working at full capacity to do the work of the residents.

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:
Commissioner Janifer announced the Memorial Day celebration will be held on Monday, May 29th at 10am.

Vice Mayor Harcourt thanked all the participants and volunteers that participated with the City’s Earth Day celebration.

Commissioner Gomez announced that bulk trash pick-up and limb pick-up had continued yesterday and would continue through Wednesday, April 26, 2023.

Commission Janifer announced another successful Shred Day event held on Earth Day.

Vice Mayor Harcourt thanked Councilwoman Krystal Oriadha the Q&A session held at the City, where she shared the priorities and successes of the Council as well as her vision for District 7.

Mayor Miller echoed Vice Mayor Harcourt's sentiments.

ADJOURNMENT

Vice Mayor Harcourt motioned to adjourn the Work Session.

Commissioner Janifer seconded the motion which carried a 3-0-1-1 vote (MM abstained; Cmr. Tilghman absent).

The Work Session adjourned at 8:29 pm.

Respectfully submitted,

Starr Jefferson
City Clerk
1. **Statement of the time, place, and purpose of the closed session:**
   - Time of closed session: **8:01**
   - Place (location) of closed session: **Commission Chambers**
   - Purpose of the closed session: **Personnel Matters**

2. **Record of the vote of each member as to closing the session:**
   - Names of members voting aye: Vice Mayor Harcourt, Crm. Janifer, Crm. Gomez
   - Members opposed: **NONE**
   - Abstaining: Mayor Miller

3. **Statutory authority to close session:**
   This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

4. **Topic #1: § 3-305(b) (1) → Topic #2: § 3-305(b) (1) → Topic #3: § 3-305(b) (1) → Topic #4: § 3-305(b) (1) → Topic #5: § 3-305(b) (1)**

5. **Listing of each topic actually discussed, persons present, and each action taken in the session:**

<table>
<thead>
<tr>
<th>Topic description</th>
<th>Persons present for discussion</th>
<th>Action Taken/Each Recorded Vote</th>
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</thead>
<tbody>
<tr>
<td>#1: Hiring An Assistant/Office Specialist Position</td>
<td>City Mgr, HR Director, HR Mgr via teleconference, Chief of Police, City Clerk</td>
<td>3-0-1-1 mm abstained cmr Tillyman absent</td>
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<tr>
<td>#2: Hire of Police Officer</td>
<td>City Mgr, HR Director, HR Mgr via teleconference, Chief of Police, City Clerk</td>
<td>3-0-1-1 mm abstained cmr Tillyman absent</td>
</tr>
<tr>
<td>#3: Lateral Move of Existing Employee</td>
<td>City Mgr, HR Director, HR Mgr via teleconference, Chief of Police, City Clerk</td>
<td>3-0-1-1 mm abstained cmr Tillyman absent</td>
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<td>#4:</td>
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<td>#5:</td>
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