CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, May 23rd, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Vice Mayor Harcourt called the meeting to order at 7:01 p.m.

QUORUM

Vice Mayor Harcourt requested a calling of the roll.

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

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

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

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

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

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

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

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

NEW BUSINESS

1. Approval of Work Session Meeting Minutes from April 25, 2023
   Gomez moved to accept the work session meeting minutes from April 25, 2023, and Janifer seconded the motion. Commissioner Tilghman abstained which led to a 3-0 vote.
Items 2-4 Approved under the Consent Agenda approval:

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

Mr. Beam also expressed his desire to provide specialized training for the Public Works staff, including CDL, electrical, plumbing, concrete, paving, light truck repair certifications.
Vice Mayor Harcourt would like to include a commitment of employment that goes along with the discussed training to ensure retention.

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

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

Mayor Miller arrived at 7:44

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

**YSB Budget FY 2024 – Katrina Emerson, Director of YSB**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC PARTICIPATION

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

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

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS

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

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

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

Commissioner Tilghman wished Katrina Polk, a very happy birthday.

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

ADJOURNMENT

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

Respectfully submitted,

Starr Jefferson
City Clerk