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. Mayor Miller called the meeting to order at 7:00 p.m.

QUORUM

Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez and Commissioner Tilghman

Also in attendance: David Street – City Manager, Starr Jefferson –City Clerk and Jeffrey Taylor – Director Recreation, Chief Tarpley – Chief of Police City of District Heights

APPROVAL OF AGENDA

Commissioner Gomez moved to approve the agenda for the June 13, 2023 Work Session and was seconded by Vice Mayor Harcourt. The agenda was approved 4-0-1 (MM abstained).

CONSENT AGENDA

Commissioner Gomez moved to approve Consent Agenda for the City Work Session.

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

NEW BUSINESS

Items 1-2 Approved under the Consent Agenda approval:

1. Approval of City Meeting Minutes of Thursday, June 1, 2023
2. Meeting Calendar
3. Draft Budget Policy – David Street, City Manager

Mr. Street presented to the City Commission a proposal for establishing a baseline for the annual budget process for the City centered in applicable law, best practices, the City Charter, and generally accepted accounting principles to ensure consistency for the City’s financial planning methods.

The City Charter provides primarily a deadline for budget adoption. In the proposed budget policy calendar process would be formalized and instructs the City Manager and

Included in the changes, the new Budget Policy would require the City Manager and Treasurer to begin the budget ‘process’ in January for adoption for the new fiscal year that begins July 1st.

Mr. Street pointed out an important note that the strong ties regulating the calculation of the Constant Yield Rate would be changing going forward beginning in FY 25 which changes the process.
Mr. Street highlighted other examples where the Charter’s language is vague regarding, citing Section 608 (c) Transfer of Funds. Mr. Street suggested the benefits of providing the City Manager with authority to approve appropriations and line-item transfers between departments within a proposed $5,000 limit. Transfers exceeding $5,000 or transfers between departments would still require Commission approval.

Mayor Miller offered her appreciation of the City Manager’s work to develop consistency and is happy with the time provided to digest the proposed guidelines and suggested that it may be appropriate to evaluate the language in the Charter, particularly because the Charter is currently under review within the Charter Committee.

Vice Mayor also agreed that a policy that provides more autonomy to the City Manager is beneficial. Vice Mayor Harcourt voiced concern with the opportunity for abuse within the guidelines and asked for clarification on how tracking would be conducted and audits to review budget changes that occur within the proposed guidelines.

Mayor Miller inquired whether the City Attorney has reviewed the proposed policy.

Mr. Street informed that Ralph Bazillion, the City Treasurer, had reviewed the proposal, but he had yet to send it to the attorney.

Commissioner Gomez moved that the City Commission approve the proposed Budget Policy on an interim basis until July 25, 2023. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

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

4. **Draft Municipal Building/Facility Policy**

Mr. Taylor presented to the Commission a proposal for city facility rental usage. In the proposal Mr. Taylor presented six categories for consideration based on age group.

Vice Mayor Harcourt expressed concern about groups observing the noise ordinances and additionally, Vice Mayor inquired whether security would be required by renters

Commissioner Janifer inquired whether the policy speaks to facility rental by employees.

Mr. Taylor explained that there is room for accepting employee applications for facility use.

Mr. Street explained that utilizing a discounted rate as an employee benefit at the residential rate.

Vice Mayor Harcourt expressed he has concerns for abuse as well and the possible liability. Additionally, Vice Mayor also expressed support of a maximum number of uses for employees per year.

Mr. Street suggested that resident preference could be built into the policy.

Mayor Miller agreed that some tweaks to the policy would be merited.

Vice Mayor brought additional concerns regarding ADA accessibility, multiple events mixing, utilization of restrooms and other logistics due to our current construction status.

Mr. Street offered the opportunity to move the motion forward by summarizing the amendments brought forth by the Commission to include preference for residence, additional language for site control, clarify the language for concurrent large events, off duty officers and safety and security can be enacted into the policy and approved.

Commissioner Tilghman moved to approve the Facility Use Policy as proposed and to include the discussed amendments.
Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

5. **FY 2024 Project Open Space Planning**

Mr. Street shared the changes for the 2024 budget for Project Open Space. Veteran’s Park upgrades and sports complex restrooms.

Proposed funding for Kipling Parkway Shared Use Paths and Nature Walk Natural Surface Path.

Preliminary initial submission and requesting feedback from the Commission.

Commissioner Tilghman proposed a dog park, expressing dissatisfaction with the current dog parks size and location.

Commissioner moved that the City Commission approve the FY 2024 Program Open Space Program

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

6. **Advisory Board Policies Adoption**

City Clerk, Starr Jefferson presented to the Commission a proposal for uniform policies and procedures for the City’s Committees and Advisory Boards. Additionally, to direct the committees to develop and submit bylaws for the Commissions review and establish the Ethics Commission members.

Ms. Jefferson explained that the proposed Advisory Boards Rules of Procedure were based on the established Rules of Procedure for the City Commission as found in the City’s Ordinances to maintain consistency of process and procedures. She additionally explained that the proposed terms and general make up of the committees and boards were structured based on the Board of Supervisor of Electors, as the organization has the most detail provided by the City Charter. Ms. Jefferson presented options for term lengths to the Commission and applications for vacant positions in both English and Spanish.

The Commission agreed that staggering term limits might provide additional coverage to maintain sufficient numbers within each committee.

Discussion ensued as to whether there should be limitations on how many committees a resident could serve. Commission Janifer expressed concerns of having terms on all committees as opposed to the Charter, BOSE and Ethics committees.

Mr. Street expressed the need for term limits for record keeping and voting records particularly for the Charter Committee.

Commissioner Tilghman inquired whether there were conflicts of interest if individuals were members of both the Charter Committee and BOSE.

Mr. Street explained that there was an oversight mechanism within the proposed policies and procedures to address conflicts of interest and self-disclosure requirements.

Commissioner Gomez moved to approve the Advisory Board and Committees Policies as presented in the May 9, 2023 Work Session and as amended in the June 13, 2023 Work Session.

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

7. **Draft Media Support and Herald Editorial Guidelines**

T’Neisha Turner presented to the Commission editorial guidelines for the City’s newsletter and opened discussion about the levels of media coverage for City events and initiatives.
Ms. Turner provided a specific schedule for timely submission of the upcoming scheduled editions of the City Herald along with editorial guidelines and restrictions with the goal of producing a more consistent and impactful product. Additionally, Ms. Turner’s proposal included media support policies for the types of events and initiatives that the City regularly engages.

Commissioner Janifer moved that the City Commission approve Herald editorial guidelines and the Media Support policy as found in Attachment 1 in the June 13, 2023 attachment item. Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

8. **Ordinance Introduction**
Chief Tarpley proposed amendments to the City’s current RedSpeed program to be 24 hours and 7 days from the current schedule of Monday through Friday and restricted hours. Additionally, Chief Tarpley proposed additional fees for violators of the City’s Ordinance whereby unpaid fines double after 30 days and again after 60 days. After 90 days, Chief Tarpley also proposed that the City’s contracted collection agency, Municipal Collections of America, Inc. begin debt collection of the 1.1 million in outstanding fines.

Mr. Street shared that the proposed ordinance is still under review with Mr. Farar, the City Attorney, but has been adopted by other municipalities and feels confident that after the review with the City Attorney, any additional changes would be appropriate and approved by the Commission.

Vice Mayor Harcourt moved to approve the introduced amendments to Ordinance 09-23 Article 9 for Vehicles and Traffic City Commission. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

Commissioner Gomez moved that the Commission go into closed session to discuss Personnel Matters. Vice Mayor Harcourt seconded the motion which carried a 4-0-1 vote (MM abstained).

Closed Session began at 9:12 pm
Commissioner Gomez moved that the Commission return to the Open Session. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

The Commission returned to the Open Session at 10:35 pm
Closed Session Summary attached.

**MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS**

Mayor Miller announced the upcoming Juneteenth Celebration – Freedom Walk on Saturday, June 17th beginning at 11 am to 3 pm.

**ADJOURNMENT**

Vice Mayor Harcourt moved to adjourn the Work Session meeting.
Commissioner Janifer seconded the motion which carried a 4-0-1 (MM abstained)

The Work Session City Meeting adjourned at 10:38pm.

Respectfully submitted,

Starr Jefferson
City Clerk
1. **Statement of the time, place, and purpose of the closed session:**
   - Time of closed session: **6:12 pm**
   - Place (location) of closed session: **Commissioner Chambers Rm 107**
   - Purpose of the closed session: **Performance Evaluation of City Manager**

2. **Record of the vote of each member as to closing the session:**
   - Names of members voting aye: **Gomez, Tilghman, Harcourt, Janifer**
   - 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) (I) → Topic #2: § 3-305(b) ( ) → Topic #3: § 3-305(b) ( )
   → Topic #4: § 3-305(b) ( ) → Topic #5: § 3-305(b) ( )**

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

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<thead>
<tr>
<th>Topic description</th>
<th>Persons present for discussion</th>
<th>Action Taken/Each Recorded Vote</th>
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<tbody>
<tr>
<td>#1: Performance Evaluation of City Manager</td>
<td>Mayor Miller, VM Harcourt, Cm. Tilghman, Cm. Gomez, Cm. Janifer + David Street</td>
<td>None</td>
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September 24, 2018