



CITY OF DISTRICT HEIGHTS

TUESDAY, OCTOBER 24, 2023

AGENDA

City Commission Work Session

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

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

1. Work Session Meeting Agenda Tuesday, October 24, 2023
Staff Contact: Starr Jefferson, City Clerk

III. PUBLIC PARTICIPATION:

IV. ACTION ITEMS:

1. *Approval of 9/12/2023 Work Session Meeting Minutes
2. *Approval of 10/5/2023 City Meeting Minutes
3. *Contract Amendment: Accounting Services
Staff Contact: David Street, City Manager
4. Revised Recreation Fee and Membership Structure
Staff Contact: Jeffrey Taylor, Parks, Recreation, and Culture
5. Economic Development: Municipal Growth Area Review
Staff Contact: David Street, City Manager
6. Pay Parity: Uniformed Pay Plan and Implementation Plan
Staff Contact: David Street, City Manager
7. Legislative Initiative Local Land Use
Staff Contact: David Street, City Manager

V. MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

VI. ADJOURNMENT

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.

City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w)
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w

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
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, September 26, 2023, 7pm

HYPBRID | Limited Capacity In-Person & via YouTube

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, September 26, 2023, via HYBRID fashion: Limited capacity in-person and via YouTube Livestream. Vice Mayor Harcourt called the meeting to order at 7:00 p.m.

ROLL CALL

Vice Mayor Harcourt requested a calling of the roll.

Mayor Miller – Absent

Vice Mayor Harcourt – Present

Commissioner Janifer – Present

Commissioner Gomez – Present

Commissioner Tilghman - Present

QUORUM

In attendance: Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, and Commissioner Tilghman. Staff in attendance: David Street- City Manager, Starr Jefferson -City Clerk

AGENDA ACCEPTANCE

Commissioner Gomez moved to accept the agenda for the City Work Session of Tuesday, September 26, 2023.

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

PUBLIC PARTICIPATION

None

INFORMATION ITEM

Sustainability Committee Update

Commissioner Gomez, liaison to the Sustainability Committee presented an update on upcoming events:

'Power in the Park' on October 7t at the Municipal Building in the gymnasium. Utility assistance programs will be presented.

'Listen, Lead & Share' is a series of discussions to be held virtually and in person.

ACTION ITEMS

Item 1 – Economic Development Update – David Street

David Street led the Commission and residents through a discussion around the City's opportunity for annexation highlighting three (3) key areas: "Delano and Bellwood", the "District Heights enclave" and the "Inner Pike".

Vice Mayor Harcourt inquired about the plan to support the growth imposed by annexation.

Commissioner Tilghman inquired about the process that would be taken to inform residents and potential residents. City Manager Street explained that there were many steps that were required, including resident surveys and open meetings with the goal of obtaining direct feedback from the community.

Vice Mayor Harcourt expressed optimism about including Ritchie Road regarding future opportunities for businesses. Additionally, Ritchie Road is a main thoroughfare that the city's police force would be able to patrol and enact safety measures. Mr. Street added that the expanded area of Ritchie Road would include North Forestville Elementary and the area in which the city currently receives service calls.

Vice Mayor Harcourt polled the Commission on the boundaries presented in Attachment 1 (Figures 1, 2 and 3). Commissioner Janifer was not comfortable with Inner Pike (discussion area 3) but was fine with Delano and Belwood (discussion area 1).

Commissioner Tilghman agreed with Commissioner Janifer but inquired about the areas currently adjacent to the Incorporated City and would like to see the Commission focus on closing the gaps on Wintergreen, Senator, County Road and other areas considered as 'split communities'.

Commission Gomez expressed comfort in the presented growth areas.

Vice Mayor Harcourt expressed the need for the City to be great in its fundamentals. He would like to see 24-hour service from our Police Department and continued growth in Public Works.

Commissioner Janifer moved to table the conversation on Economic Development to the next Work Session on Tuesday, October 10, 2023.

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

Item 2 – Pay Parity Update – David Street

Mr. Street presented to the Commission and residents the collected pay scale data for their review.

Proposing options of two (2) pay bands for uniformed staff and non-uniformed staff.

Mr. Street proposed two (2) market options for the Commission's review: DMV and Mid Atlantic.

Mr. Street presented the percentage comparisons for the uniformed employees which the Commission would need to decide what percentage of market to set pay bands.

ARPA funds are available to offset uniformed pay bands and the fiscal impact would be negligible.

Commissioner Gomez suggested that the need to competitive and attract the best that the City should consider Market Average or above.

Commissioner Tilghman suggested that 110% of Market Average would be warranted to enhance the commitment to staff.

The Commission were in agreement that the City should consider 110% of Market Average for the city's staff.

Vice Mayor Harcourt suggested that pay bands similar to federal step and grade structure could be implemented.

MAYOR & COMMISSION ANNOUNCEMENTS

Commissioner Janifer announced Saturday, Oct. 21, 2023, Shred Day and a City Yard Sale – Residents will be able to shred important documents for shred day. Residents and guests are welcome to attend a city sponsored yard sale. Electronics, memorabilia, tools and more will be available.

Commissioner Gomez updated the residents about the new speed bumps installed throughout the city. She recounted the process, the meetings where residents were invited to petition and the roll out of the speed deterrents.

Signage has been installed to complement all new speed bumps.

ADJOURNMENT

Commissioner Gomez moved to adjourn the Work Session meeting and seconded by Commissioner Janifer which carried a 4-0 vote (MM absent).

The Work Session adjourned at 8:31pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Meeting Minutes

Thursday, October 5, 2023, 7pm

In-Person & YouTube Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, October 5, 2023, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:02 p.m.

OPENING PRAYER

Commissioner Gomez

PLEDGE OF ALLEGIANCE

Commissioner Janifer

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, and Comr. Tilghman. Also in attendance were David Street – City Manager, Ralph Bazilio - Treasurer, Starr Jefferson –City Clerk, Ronald Tarpley – Chief of Police, Michelle Watkins -Code Enforcement Supervisor, Roger Beam -PW Supervisor, Jeff Taylor – Director of Recreation

AGENDA ACCEPTANCE

Vice Mayor Harcourt moved to approve the agenda for the October 5, 2023, City Meeting and was seconded by Comr. Janifer The motion passed a 4-0-1 vote (MM abstained).

PUBLIC PARTICIPATION

Derrick Drake, Drake Consultants

Invited the Mayor and Commission to attend a Homebuyer Expo week in District Heights from November through The intent of the Expo is to increase the opportunity for homeownership within the community.

CONSENT AGENDA

DEPARTMENT REPORTS

Treasury- Ralph Bazilio, Treasurer

Ralph Bazilio presented the July 2023 financial report to the City Commission and residents.

Mr. Bazilio shared that the audit report the Commission has been expecting has been a slow return. He intends to contact the City Manager in the coming week to push the ball forward.

Vice Mayor Harcourt asked Mr. Bazilio if he could share with the Commission anything thus far that could assist the city maintain

Mr. Bazilio detailed the need to continue the process of monthly reports and documentation for all contracts and services engaged.

Report submitted

Recreation – Mr. Jefferey Taylor, Director of Recreation

Announced the purchase of an autonomous robot that is responsible for painting and striping the football field.

Fall Festival October 28, 2023

Tuesday October 31, 2023 Woodland Springs Trunk or Treat 5pm-8pm, 6617 Atwood Street in front of the Rental Office.

The City is accepting donations for costumes for children ages 2-12.

Announced the beginning of work on the playgrounds.

Announced the Thursday Night Football watch party occurring simultaneous with the City Meeting in Recreation.

Mayor Miller asked why the Halloween event was being held at Woodland Springs.

Mr. Taylor explained that the schedule for the bathroom remodeling was (originally) scheduled to be occurring during that time frame.

Commissioner Tilghman requested an update on the Work Force Development Center from the City Manager.

Mr. Street explained that the computer stations have been received and that the furniture has been ordered and is expected within the next week.

Vice Mayor expressed to the Residents that the growth in the City, such as the new playgrounds, new vehicles, new speed humps, new robots and more is a direct result of the funds sent by the federal government and specifically the Biden Administration.

Report Submitted

Department of Public Works – Roger Beam Public Works

November 1st starts Leaf Collection and made a request to the residents to refrain from parking vehicles on curb where leaves are collected.

Tuesday, October 10th is the last date of limb collection until January. Please place leaves on the curb away from vehicles.

Report Submitted

Senior Center – David Street, City Manager

Fire Alarm tests occurred today in the Senior Center and the city is close to substantial completion. We are Anticipating a November or December opening dates.

Report Submitted

City Manager – David Street, City Manager

Mr. Street introduced to the Commission and residents' software acquired by the city that allows the city to be measured or benchmarked against other municipalities and communities. The key areas of benchmarking include Safety, Economy, Community Health, Land Use, Arts and Culture.

Mr. Street announced that the Commission has closed successfully on 1.4 acres of land on Marlboro Pike using state and federal funds.

Mr. Street explained that development of the pike would take approximately 2 years to begin. The other components of Economic Development include the need to increase the police presence along Marlboro Pike, with the understanding that businesses must feel safe to stay in the community.

Mr. Street provided an overview of the status of the current and queued projects including Municipal Center Restrooms Renovation, Veteran's Park Phase II and the Dog Park relocation.

Mr. Street also provided an IT update including the digital archive and the O365 online migration.

Report submitted

Code Enforcement Report- Michelle Watkins

Section 402 violation codes 43 notices posted, numerous violations were cleared, and the codes office is working with residents and businesses to clear notices.

6318 Foster Street has been cleared; other properties have been cleared through the contracting company. All Complaints and issues that were reported have been checked and verified.

Commissioner Janifer asked if the property on Kipling Pkwy apart of the homes that were cleaned up or if it was solely the property on Foster St. Ms. Watkins responded that they are still working with the property owner to get it cleared. Commissioner Janifer also asked about how residents were being notified about not leaving limbs in the right of way. Ms. Watkins responded to this question by stating they give residents a notice posted on their door which gives you 48 hours to remove the limbs and put them in the correct area.

Vice Mayor Harcourt asked how the code office was coordinating with the Public Works Department to make sure limbs aren't staying out for more than 48 hours. Ms. Watkins informed the Commission they are notified by public works when they pick up limbs and the public works department will notify the code office if limbs are left out for long periods of time along with the code officers checking residential properties as they are riding through the city. Vice Mayor Harcourt also asked how egregious properties were being handled. The City Manager expressed he and Chief Tarpley were looking into submitting paperwork for cleanings, demolitions that were done and have a packet on the City's cost on lien properties to ensure they are handled efficiently and there is a rehabilitation process in place.

Commissioner Janifer inquired on behalf of a residents about a resident on Landale parking on the grass, she asked for the status on this issue. She asked if she could provide the code office information for residents to call and speak with her about this matter. Ms. Watkins responded with the code office's information: 301-336-1400 x150
codeenforcement@districheights.org

Report submitted

Police Department Report – Chief Ronald Tarpley

Chief Tarpley shared that the Speed Cameras are now in 24-hour residential enforcement.

There are no longer 'off hours' where speeding would not trigger a ticket.

New cameras installed will provide warning notices for the first 30 days after implementation.

County Road and Marlboro Pike will have 2 cameras installed each.

Chief Tarpley also announced 2 additional locations for the Trunk or Treat to include Elmhurst and Council and Council and Gateway Blvd.

Chief Tarpley announced a future traffic study at Wintergreen and Kipling and a handful of additional other speed studies.

Report submitted.

Youth Services Bureau “YSB Report”- Ms. Katrina Emerson, Director of YSB

Report submitted

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Gomez announced the Sustainability Committees Power in the Park on Sunday, October 8, 2023. Utility assistance will be made available. Residents should bring their energy bills and their ID’s.

Commissioner Janifer announced the YSB Family Engagement night scheduled for October 6, 2023.

Mayor Miller announced the passing of Martha Armstrong. Tuesday, October 10th at the Little Church Chapel at Fort Lincoln. The repast will be held and the City of District Heights in the gymnasium beginning at 4pm.

Teresa Speight greeted the Commission and thanked Mr. Street for his assistance.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn the City Meeting. Commissioner Tilghman seconded the motion which carried a 4-0-1 vote (MM abstained).

The City Meeting adjourned at 8:59 pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF DISTRICT HEIGHTS
City Commission Work Session
Tuesday, October 24, 2023
Action Item 3

Title: Contract Amendment: Extension of Accounting Services
Staff Contact: David Street, City Manager
Purpose: To extend the contract for accounting services to the end of FY 2024.

Summary: The current accounting contract expires at the end of November 2023. Staff recommends extending the current contract from November 2023 to June 2024 to align with the end of the fiscal year.

Alternatives:

1. The Commission could approve the contract extension as provided in Attachment 1.
2. The Commission could not approve the contract extension and direct staff how to proceed.

Draft Motions:

1. I, Commissioner _____, move that the City Commission approve the contract extension for Bridges Associates as provided in Attachment 1.

Attachment:

1. Contract Extension Letter



September 6, 2023

The Honorable Cynthia Miller
 Mayor of The City of District Heights, Maryland
 2000 Marbury Dr.
 District Heights, Maryland 20747

Dear Mayor Miller:

It has been a pleasure serving as the City's Treasurer pursuant to our December 15, 2022 agreement. We believe that the City is making significant strides in its financial operations, and we look forward to assisting the City in reaching even higher levels of corporate governance.

In our original agreement, we had estimated 1,000 hours for the contract period that expires on November 30, 2023. As of the end of July, we have incurred a total of 752 hours, with 248 remaining. Given that the remaining hours would not be sufficient for the period through the end of November, the City Manager requested from us a proposal for an amendment to our agreement for additional hours that would be needed through the end of the original contract period as well as for the next year. Based on our knowledge of the needs for the following months, we estimated the need for additional hours, and propose an amendment as follows:

Treasurer and Accounting Manager	470 hours @ \$125 = \$58,750
Junior Accountant	240 hours @ \$60 = <u>\$14,400</u>
Total	<u>\$73,150</u>

The Honorable Cynthia Miller
September 6, 2023
Page 2

For the following year, we propose a total of 1,400 hours for the Treasurer and Accounting Manager at \$125/hour for a total of \$175,000.

Thank you for inviting us to provide these estimates and we are available to discuss them at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Ralph B. Bazilio". The signature is written in a cursive style with a large, stylized initial "R".

Ralph B. Bazilio
CFO



CITY OF DISTRICT HEIGHTS

City Commission Meeting Title

Tuesday, October, 24, 2023

Information Item 4

Title: Parks and Recreation Department Power Point

Staff Contact: Jeff Taylor, Recreation Department

Purpose: To share with the Mayor and Commission, new opportunities for adding membership and court rental categories and prices.

Summary:

The City of District Heights Parks and Recreation Department would like to offer programs for membership and court rentals. These services will require residents and non-residents to pay a fee.

The recreation department has submitted prices for these services for review and approval by the mayor and commission. Once approved, the recreation department will offer these services through our new website software system, called recdesk.com. The website's software will allow the parks and recreation department to collect fees electronically (instead of cash payments), and track participants easily and more effectively.

Fiscal Impact:

The prices for the membership categories were calculated by reviewing and measuring prices from local fitness and recreation centers and the prices for the court rentals were measured by reviewing the prices of local centers offering court rentals.

Alternatives

1. Alternative 1:
The mayor and commission can decide to have the parks and recreation department collect fees for membership and court rental services in cash.
2. Alternative 2:
The mayor and commission can decide to have the recreation department continue searching for more information on membership and court rental prices.

Attachments

1. Information and prices for membership and court rentals



CITY OF DISTRICT HEIGHTS

RE-OPENING PLAN FOR COMMUNITY ENGAGEMENT RECREATION PARKS AND CULTURE

TEAM RECREATION



STAFF

Jeff Taylor/
Director

Teresa Williams/
Asst Director

Jeanette Williams
Office Administrator

Lunden Blake/
Program Coordinator

Tracy Proctor Jr.
Program Staff

Latisha Harris
Program Staff

MAIN STAFF RESPONSIBILITIES

RECREATION, PARKS AND CULTURE

CITY EVENTS, FACILITY RENTALS

OFFICE ADMIN AND ACCOUNTING

PERSONAL AND GRP TRAINING PROGS

OUTREACH AND SPORTS PROGRAM

AFTER SCHOOL/EVENING ACTIVITIES

OPERATIONS



RECREATION DEPT MAIN SERVICE AREAS:

1. RECREATION
2. PARKS
3. CULTURE
4. FACILITY RENTALS
5. WORKFORCE DEVELOPMENT

****NEW SERVICE HOURS:***

STARTING DECEMBER 4, 2023

8:00AM TO 8:00PM

MONDAY – FRIDAY

9:00AM TO 2:00PM

SATURDAYS

CLOSED

SUNDAYS/ MOST HOLIDAYS

*NEW ADDITION

RECREATION



SERVICES, CLASSES, AND PROGRAMS

- MEMBERSHIP SERVICES – 2024
- HEALTH AND WELLNESS – 2024
- MORNING FITNESS CLASSES (SF, LD, MS)
- MIDDAY OPEN GYM ACTIVITIES (BB, RS, V, VR) – 2024
- BINGO – 2024
- AFTER SCHOOL CLASSES (FL, M, T, S) – 2024
- AFTER SCHOOL OPEN GYM ACTIVITIES – Dec. 2023
- CULTURE AND COMMUNITY EVENTS
- WORKFORCE DEVELOPMENT
- COURT RENTALS – 2024
- FACILITY RENTALS – 2024

SENIOR FITNESS CENTER

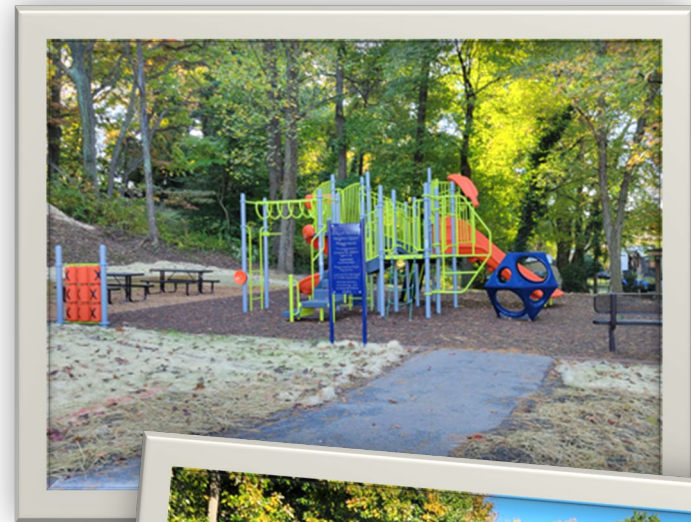
- MORNING YOGA, TAI CHI, MEDITATION
- AFTER SCHOOL LOUNGE

PARKS



SERVICES, CLASSES, AND PROGRAMS

- LEISURE FITNESS – 2024
- AFTER SCHOOL ACTIVITIES (COURT/ TRACK)
- OPEN FIELD SPORTS ACTIVITIES
- CULTURE AND COMMUNITY FIELD EVENTS
- OUTDOOR COURT RENTALS – TBD
- MUNICIPAL FIELD RENTALS – 2024
- PLAYGROUND (PARTY RENTALS) – 2024



CULTURE



CLASSES, ACTIVITIES, and PROGRAMS

- CLASSES (FL, M, T, S, A, M) – 2024
- CITY EVENTS
- COMMUNITY EVENTS

LOUNGE SERIES – 2024

- THEATER AND DRAMA
- MOVIES
- SPORTS PARTIES

COURT and FACILITY RENTALS



<i>ACTIVE COURT RENTALS:</i>	<i>R</i>	<i>NR</i>
• HALF COURT	\$30/hr	\$60/hr
• FULL COURT	\$100/hr	\$130/hr

<i>FACILITY RENTALS:</i>	<i>R</i>	<i>NR</i>
• HOURLY RATES	\$175	\$250
• 8-HR PRIVATE EVENTS	\$1000	\$1300

MEMBERSHIP CATEGORIES and PRICES



INCLUDES ACCESS TO FITNESS ROOM, GYMNASIUM, MEDIA ART SPACE, WORKFORCE JOB CENTER, PLUS MONTHLY INCENTIVES & DISCOUNTS:

	R	NR
• SINGLE	\$5	\$9
• FAMILY	\$15	\$20
• SCHOOL-AGE SUPERSTARS	FREE*	\$4
• ACTIVE SENIOR (60 +)	FREE	\$4
• PEP 30	\$100	\$125
• CITY EMPLOYEE	\$5	<i>Employee Wellness</i>
• DAY PASS GYM	\$7	
• DAY PASS FITNESS	\$10	
• CORPORATE SPORTS, FITNESS, and WELLNESS PACKAGES		

FACILITY TOUR AND UPDATES



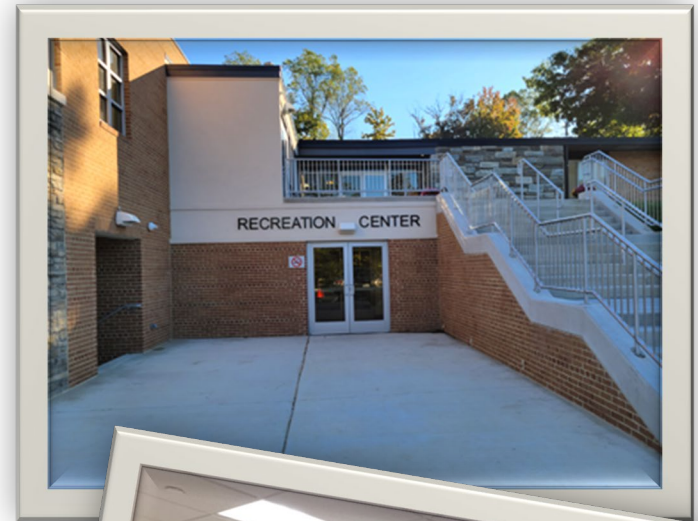
1. FRONT ENTRY and LOBBY AREA
2. COMMUNITY PREP KITCHEN
3. JOB/ WORKFORCE DEVELOPMENT CENTER
4. MEN'S and WOMEN'S RESTROOMS
5. FITNESS TRAINING CENTER
6. CHILDREN'S GAME ROOM
7. GYMNASIUM and STAGE AREA
8. MULTI-MEDIA ROOM

FRONT ENTRY and LOBBY AREA



LOBBY/ VESTIBULE SPACE:

- TROPHY CASE
- VENDING MACHINES
- SERVICE DESK AREA
- REC DESK MEMBERSHIP SYSTEM
- SEATING – CUSHIONED WALL BENCH



COMMUNITY PREP KITCHEN



REMODELING PROJECT – TBD:

- REPLACE COUNTER TOPS
- APPLIANCES
- UPGRADE STOVE AND OVEN

SERVICES and CLASSES:

- SMALL GROUP - PREP CLASSES
- PREP KITCHEN RENTALS FOR FILMING and SAMPLES
- AFTER SCHOOL COMMUNITY KITCHEN



JOB and WORKFORCE DEVELOPMENT CENTER



FORMERLY KNOWN AS THE MULTIPURPOSE RM:

- PARTNERSHIP W/ EMPLOY PRINCE GEORGES
- KIOSK and COMPUTERS
- SIGNAGE AND BANNERS TO SHOW PARTNERSHIP
- M-F 8:30am-7:30pm, Sat. 930am-1:30PM

MEN'S & WOMEN'S RESTROOMS



REMODELING PROJECT – TBD

- UPGRADE SHOWERS, SINKS AND TOILETS
- ADD NEW UNISEX RESTROOM



FITNESS TRAINING CENTER



UPGRADES:

- FITNESS EQUIPMENT
- PREVENTITIVE MAINTENANCE
- ENHANCE WALL SPACE w/ INFORMATION
- SIGN WITH DAYS, HOURS, and Q/R CODE

FITNESS TRAINING CENTER



FROM POST REHAB TO SPORTS CONDITIONING:

- Personal Fitness Assessments
- Circuit Equipment Demos
- Exercise Program Coaching
- Personal Training Sessions
- Couples Training Sessions
- Small Grp and Functional Bootcamp Classes

- 2024 – Personal Trainers
- COMMUNITY HEALTH PARTNERSHIPS
- COMMUNITY HEALTH GRANTS

CHILDREN'S GAME ROOM



GAMING and ART ACTIVITIES AFTER SCHOOL:

- XBOX, PS5, and Nintendo Switch capability
- Gaming Competitions and Tournaments
- SMALL ART CLASSES (6-8 ppl)

GYMNASIUM and STAGE AREA



MULTIPURPOSE and HALL RENTAL SPACE

- REPLACE STAGE LIGHTING
- ROOM DIVIDERS (4 out of 6)
- RECREATION TABLE GAMES
- DEEP CLEAN BLEACHERS

GYMNASIUM and STAGE AREA



SERVICES, CLASSES, and PROGRAMS:

- MORNING WALK
- FUNCTIONAL STRETCH
- SENIOR FITNESS
- LINE DANCE
- INTRO TO BOXING
- OPEN GYM ACTIVITIES and SPORTS (AF)
- TUMBLING AND COMPETITIVE CHEER
- DANCE AND STEP
- COURT RENTALS – 2024
- FACILITY RENTALS – 2024
- CITY EVENTS

MULTI-MEDIA ROOM

(ROOM 400)



EMPOWERMENT and TRAINING SPACE:

- ADD FRESH PAINT, TILE, and MAT
- REPAIR STAIRS
- ADD SOUND PROOFING SQUARES
- ADD/ PAINT BOXING ROPES ON WALLS
- ADD TECH PORTS FOR PODCASTING, DJ, AND SOCIAL MEDIA BOOKING TIMES
- ADD HEAVY BAG AND SPEED BAG FOR ONE ON ONE AND SMALL GRP TRAINING SESSIONS



2024 MEMBERSHIP CAMPAIGNS



NEW YEAR, SPRING, SUMMER AND FALL/ WINTER

The recreation department will offer up to four membership campaigns, along with special offers, giveaways, social media promos, mailings, flyers, and posters.

- LOCAL APARTMENT BUILDINGS
- LOCALS SCHOOLS: ES, MS, and HS
- SENIOR LIVING FACILITIES
- CHURCHES
- RADIO STATIONS
- TV PERSONALITIES
- PARTNERSHIPS and SPONSORS



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, October 24, 2023

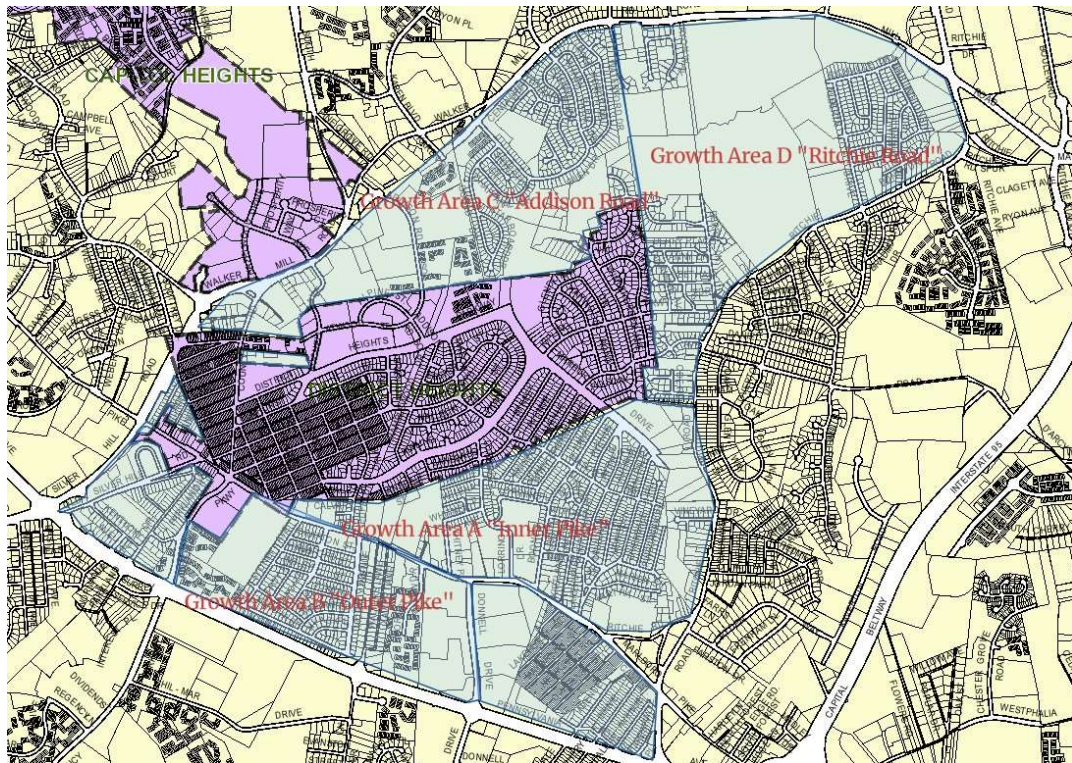
Action Item 5

Title: Economic Development Work Session: Municipal Growth Area Continued
Staff Contact: David Street, City Manager
Purpose: The purpose of this item is to begin deliberation about the City’s potential municipal growth area. Defining the growth area is a critical component in the annexation process; it provides public notice of intention, allows the policy debate to occur in a public meeting, and allows staff to begin the process of identifying costs for providing municipal services to the identified area(s).

Summary: In July, staff prepared a draft growth area to facilitate the Commission’s initial conversations on annexation and economic development. The example growth area envisions the growth boundaries of District Heights to be Pennsylvania Avenue to the south, Walker Mill Road to the west and north, and Ritchie Road to the east. These boundaries are for discussion purposes only, however they do accomplish several economic goals of annexation. For example, the boundaries center the City around Marlboro Pike between Silver Hill/Walk Mill Road and Ritchie Road, creating a downtown corridor that the City can improve, promote, and establish as its commercial base. A secondary commercial corridor is established to the north towards the intersection of Walker Mill and Ritchie.

Figure 1 proposes four growth areas, “Inner Pike,” “Outer Pike,” “Addison Road,” and “Ritchie Road.” These phases could be prioritized for annexation in any order, although each meets the general criteria for annexation set forth by the State of Maryland. For reference, “Inner Pike” brings the southern boundary of the City to Marlboro Pike and includes Bishop McNamara School, the remainder of Marbury Drive, and the residential development in between. “Outer Pike” completes the Marlboro Pike corridor. “Addison Road” firmly establishes the boundary with Capitol Heights, and “Ritchie” completes the residential cluster along Kipling to Ritchie Road. Each section could be further subdivided. This item is designed 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.

Figure 1. Example Municipal Growth Plan



Section I: Growth Area A: "Inner Pike"

At the September 26, 2023 Meeting, the Commission began discussion on Municipal Growth Area A "Inner Pike" as shown below in figure 2.

Figure 2. Inner Pike

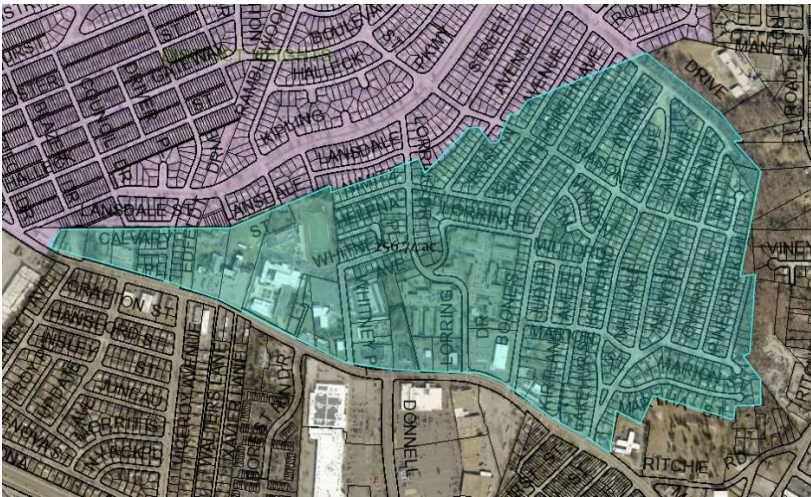


As previously noted, the northern portion of “Inner Pike” completes a number of neighborhoods that are partially within the City including Rosslyn Avenue and Wintergreen Avenue while completing the City’s incorporation of North Forestville Elementary School and Marbury Drive. To the south and southwest, “Inner Pike” completes incorporation of the northern edge of Marlboro Pike – the City would likely move to annex Marlboro Pike’s ROW once the Commission sets its eastern and western boundaries.

- Council District: 6
- Approximately 350 acres
- Consists of the northern portion of the Marlboro Pike corridor between Silver Hill Road and Ritchie Road. Major commercial and civic anchors in this area include North Forestville Elementary School and North Forestville Community Center, Bishop McNamara High School, Mount Calvary Catholic Church, and Lidl.
- Zoning in the area predominantly consists of CGO, RMF-20, CS, RSF-65 with some elements of RSF-95 and ROS. These districts are consistent with existing zoning and development pattern in the incorporated city.
- The area consists of approximately 41,716 linear feet (just under 8 miles) of roadway, a some of which is subject to state maintenance. This calculation also assumes that the City annexes and maintains Ritchie Road between Marlboro Pike and Mane Lane.
- This area would increase the land-area of the city by approximately one half mile squared and an estimated 3,000 residents and 7,000 linear feet of frontage on Marlboro Pike.
- Given that the area has substantially similar development pattern to the incorporated city, was developed during the same time period, and has similar housing stock, it is reasonable to apply the city’s population density (6,889/sq. mi.) to this area for planning purposes. The estimated population is 3,440 residents.

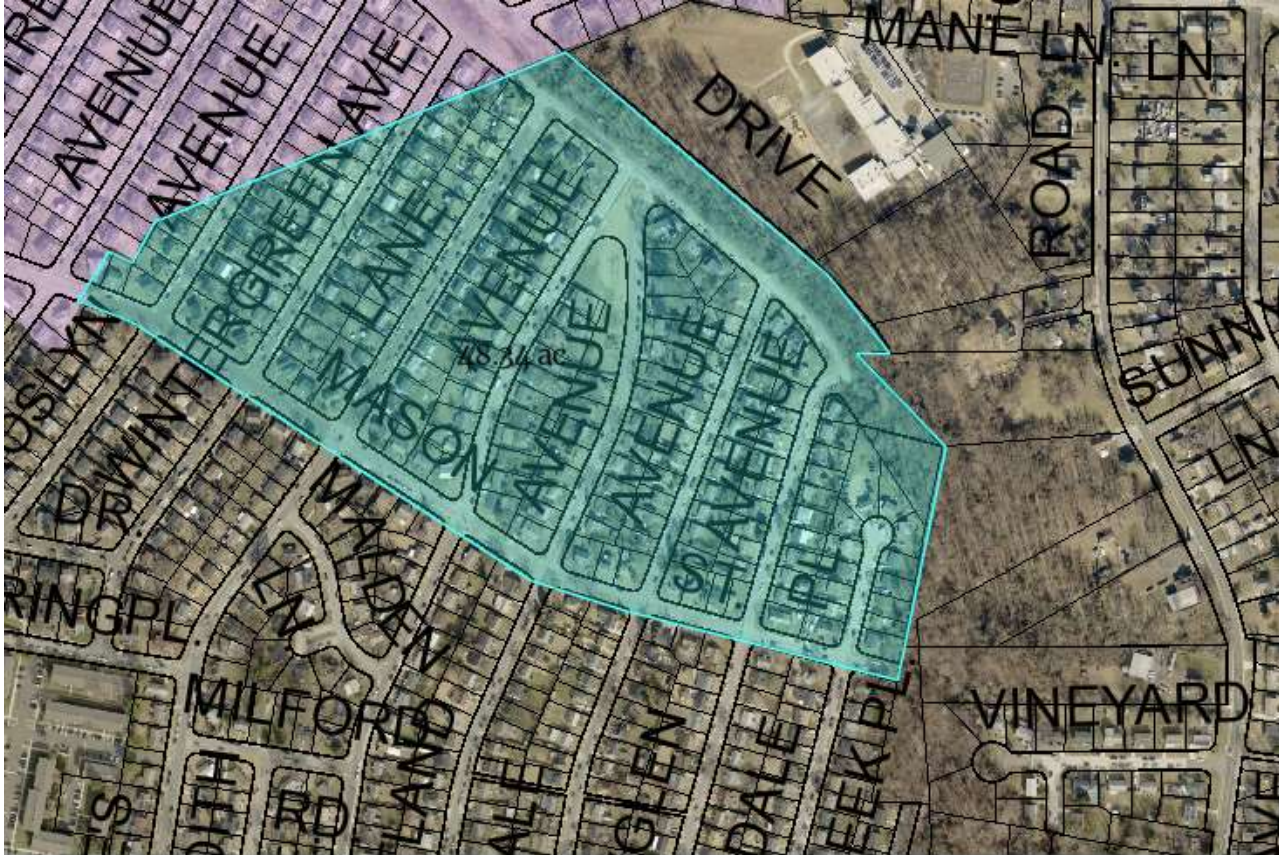
The Commission requested two additional pieces of information following preliminary discussion of Growth Area A. Figure 3 provides an alternative to Growth Area A which backs the eastern boarder of the City away from Ritchie Road and only captures the residential neighborhoods rather than the neighborhoods in addition to the North Forestville Elementary School and Community Center, Ritchie Road, and the various parcels that front Ritchie Road.

Figure 3. Inner Pike Alternative



The Commission also requested that “Inner Pike” be subdivided into smaller areas for further discussion. Figure 4 divides “Inner Pike” into smaller subareas for further discussion.

Figure 4A. Inner Pike 1 – Mason and Marbury

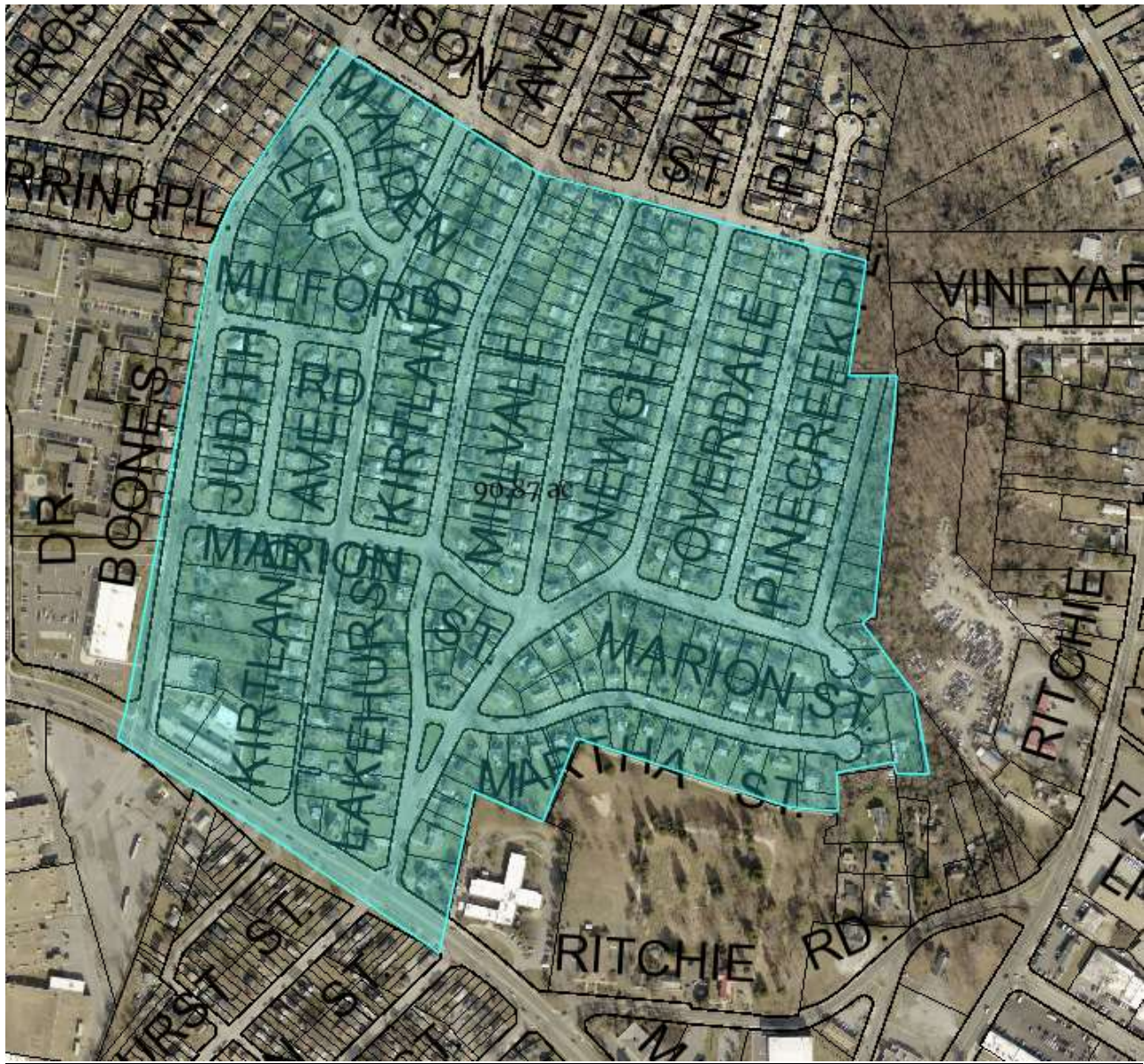


Mason and Marbury at a Glance¹

Land area:	48 acres
Linear road miles:	1.5 miles
Number of homes	150
Number of residents:	429
Commercial/civic uses:	0
Notes:	Completes Roslyn and Wintergreen Ave. communities between Mason St. and Marbury Dr. Incorporates the remainder of Marbury Dr., Overdale Pl., Millvale Ave., Lakehurst Ave. Kirtland Ave. and Boones Ln.

¹ All figures are estimates

Figure 4B. Mason and Marlboro



Mason and Marlboro at a Glance²

Land area:	90 acres
Linear road miles:	2.5 miles
Number of homes	337
Number of residents:	965
Commercial/civic uses:	3
Notes:	Completes Boones Ln. from Mason to Marlboro Pike to the west. Sets the eastern gateway to the City as Lakehurst and Marlboro Pike intersection under "Inner Pike Alternative." Mason and Marlboro, as depicted above, would need to follow annexation of the Marlboro Pike ROW or the Mason and Marbury area shown in Fig. 4A to maintain contiguity.

² All figures are estimates

Figure 4C. Boones Lane and Whitney Place



Boones Lane and Whitney Place at a Glance³

Land area:	85 acres
Linear road miles:	3 miles
Number of homes	150
Number of residents:	895
Commercial/civic uses:	7
Notes:	Incorporates several prominent businesses on Marlboro Pike and The District at Forestville apartments.

³ All figures are estimates.

Figure 4D. McNamara and Calvary



McNamara and Calvary at a Glance⁴

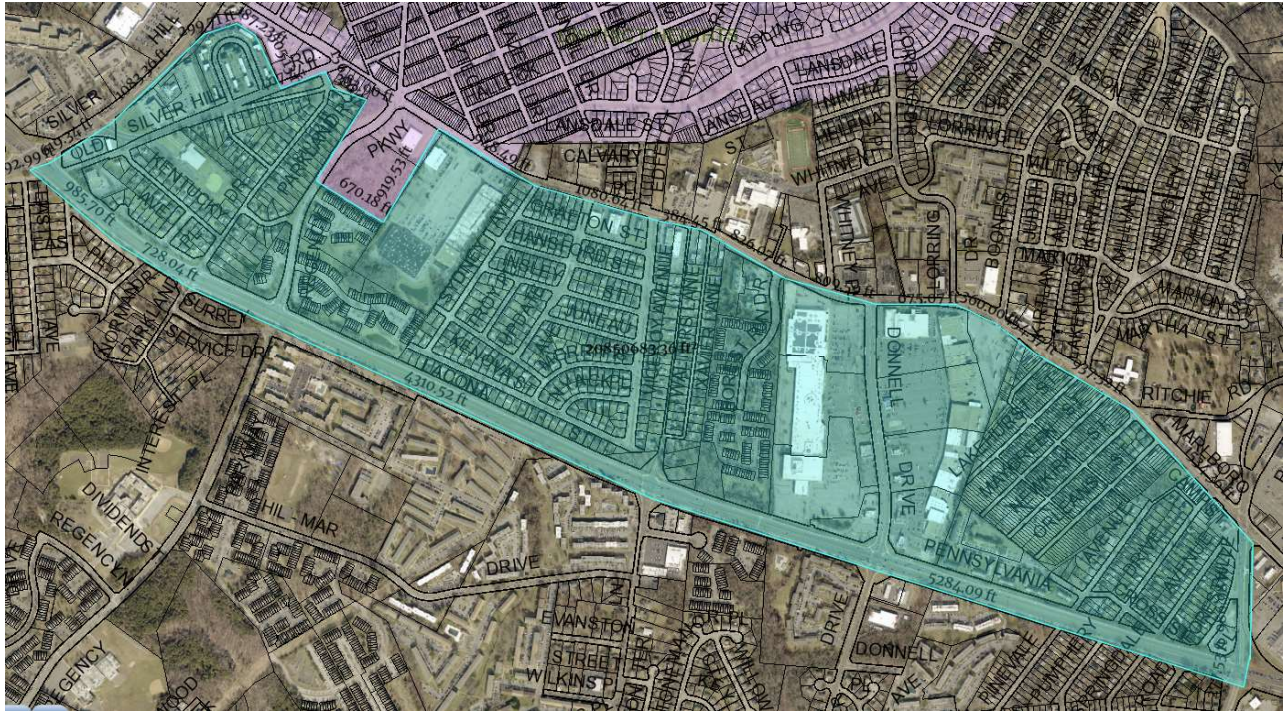
Land area:	48 acres
Linear road miles:	1 mile
Number of homes	28
Number of residents:	80
Commercial/civic uses:	9
Notes:	Incorporates several prominent civic institutions on Marlboro Pike.

Section II: Growth Area B “Outer Pike”

Proposed Growth Area B “Outer Pike” extends north to south between Marlboro Pike and Pennsylvania Avenue and sets Pennsylvania Avenue as the future southern boundary of the City. “Outer Pike” matches the eastern and western boundaries of “Inner Pike” at Silver Hill Road to the west and Ritchie Road to the east.

⁴ All figures are estimates.

Figure 5. Growth Area B “Outer Pike”



- Council Districts: 6 and 7
- Approximately 471 acres
- Consists of the southern portion of the Marlboro Pike corridor between Silver Hill Road and Ritchie Road. The “Outer Pike” is characterized by mixed commercial and residential development. “Inner Pike” is anchored by Great Eastern Plaza (St. Paul), the Penn Mar Shopping Center, the Forestville Mall, Spaulding Library, and several housing developments.
- Zoning in the area predominantly consists of CGO, RMF-12, CS, RSF-65, RSF-95, RSF-A, with some elements of RSF-95 and ROS. These districts are mostly consistent with existing zoning and development pattern in the incorporated city, although “Outer Pike” has significantly more commercial development than the City.
- The area consists of approximately 8 miles of roadway, a some of which is subject to state maintenance. This calculation also assumes that the City annexes the right-of-of way for Pennsylvania Avenue.
- Annexing the “Outer Pike” would add approximately 3,000 residents and a significant number of commercial/industrial firms to the City.

Alternatives:

Section I:

1. The Commission could adopt either “Inner Pike” or “Inner Pike Alternative” as Municipal Growth Area A.
2. The Commission could adopt another boundary for Municipal Growth Area A.

Section II:

1. The Commission could adopt “Outer Pike” as Municipal Growth Area B.

2. The Commission could request information on/modifications to the proposed growth area and direct staff how to proceed.

Draft Motions:

1. I, Commissioner _____, move that the City Commission adopt Municipal Growth Area A “Inner Pike” as shown in Figure ____ and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.

AND/OR

2. I, Commissioner _____, move that the City Commission adopt Municipal Growth Area B “Outer Pike” as shown in Figure 5 and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, October 24, 2023

Action Item 6

Title: Pay Parity: Police Step and Grade Pay Plan and Implementation
Staff Contact: David Street, City Manager
Purpose: To provide the police step and grade pay plan to the City Commission (Commission) for review and to request authority to implement the new pay plan.

Summary: On September 26, 2023, the Commission confirmed (4-0-1, Mayor Miller absent) several policy decisions regarding the pay plan for the City's uniformed positions; the Commission approved the City's targeted recruitment region as the Mid-Atlantic,¹ the City's salary comparator region as Virginia, Maryland, and Washington, DC (DMV) and the target percentage of market as 110 percent. The Commission further approved (4-0-1, Mayor Miller absent) a step and grade system for the police pay plan. Tables 1 and 2, below, represents the proposed police pay plan accounting for Commission direction and some adjustments for internal equity.

Table 1. Job, Grades, and Salary Spread

Job	Grade	Spread Across Range
Academy Recruit	P0	N/A
Officer I	P1	\$ 16,506
Officer II	P2	\$ 17,449
Corporal I	P3	\$ 18,958
Corporal II	P4	\$ 20,467
Sergeant	P5	\$ 21,976
Lieutenant	P6	\$ 26,033
Chief	E1	N/A

The pay plan creates eight grades and maintains the City's current law enforcement ranking structure. Grade P0 is a single salary grade specifically for academy recruits. Conceptually, staff in the P0 grade would automatically move to the first step of the P1 grade upon qualification. Grade E1, for Police Chief, is also a single salary grade.²

¹ Delaware, the District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.

² The proposed pay plan creates three categories, Police (P), General (G), and Executive (E). The proposed G grades will be the subject of November and December Commission items. There are two proposed E grades, E1 for Police Chief and E2 for City Manager. The City Commission sets the salary of the City Manager. The City Manager will set the salary for the Police Chief following guidance from the Commission regarding E grades.

Table 2. Police Step and Grade

Grade	Steps									
	1	2	3	4	5	6	7	8	9	
P0					\$50,000					
P1	\$60,831	\$62,712	\$64,652	\$66,652	\$68,713	\$70,774	\$72,898	\$75,085	\$77,337	
P2	\$64,305	\$66,294	\$68,344	\$70,458	\$72,637	\$74,816	\$77,061	\$79,372	\$81,754	
P3	\$69,866	\$72,027	\$74,255	\$76,551	\$78,919	\$81,287	\$83,725	\$86,237	\$88,824	
P4	\$75,428	\$77,761	\$80,166	\$82,645	\$85,201	\$87,757	\$90,390	\$93,101	\$95,894	
P5	\$80,989	\$83,494	\$86,076	\$88,739	\$91,483	\$94,227	\$97,054	\$99,966	\$102,965	
P6	\$95,942	\$98,909	\$101,968	\$105,122	\$108,373	\$111,624	\$114,973	\$118,422	\$121,975	
E1										

The Police Step and Grade system assumes an approximately 20-year career window and evenly distributes increases across those years in 3 percent increments every two years. Step 5 represents the mid-point of the salary range. Progression in a grade assumes that all minimum job qualifications are met, satisfactory performance reviews, and in the instance of changes of grade, qualification for the next grade. P0, P1, and P2 (Recruit, Officer I, Officer II) are non-supervisory grades, P3 and P4 (Corporal I and II) may supervise, and P5 (Sergeant) and P6 (Lieutenant) are supervisory/managerial grades. Police Chief is proposed as one of two Executive (E) grades and is not included in Table 2.

Staff proposes implementing the pay plan by mathematically calculating each employee’s placement on the new ranges based on prior years of experience and tenure in current grade equivalent. Years spent in current grade or equivalent are valued at a 1:1 ratio. Years spent in a prior grade or equivalent are valued at a ½:1 ratio.

Fig. 1 Step Conversion Formula

$$Step = \frac{(Years\ in\ Prior\ Grade \times 0.5) + Years\ in\ Current\ Grade}{2}$$

The fiscal impact for the remainder of FY 2024 is calculated assuming that the new pay structure for police is implemented in November 2023.

Table 3. Implementation Fiscal Impact Table

FY 24 Impact Salaries	FY 24 Impact Payroll Taxes	FY 24 Impact Retirement Contributions	FY 24 Total Fiscal Impact
\$50,506	\$7,727	\$3,535	\$61,768

Alternatives:

1. The Commission could approve the step and grade pay plan as described in tables 1 and 2 and direct the City Manager to implement the new pay plan.
2. The Commission could direct alterations to the proposed step and grade pay plan and direct the City Manager to return to the Commission with a revised proposal.

Draft Motions:

1. I, Commissioner _____, move that the City Commission adopt the Police Step and Grade system provided as Tables 1 and 2 and direct the City Manager to implement the new pay plan as described in Figure 1 and Table 3 beginning in November 2023.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, October 24, 2023

Action Item 7

Title: Legislative Initiative: Local Land Use Authority
Staff Contact: David Street, City Manager
Purpose: To request the City Commission take a position regarding local land use controls.

Summary: The Maryland General Assembly is currently in the pre-file process for the upcoming legislative session. This means that policy initiatives are being considered by legislators for sponsorship, etc. There is one potential legislative initiative that the City Commission should consider taking an early position on. In the 2012 session, HB 892 was introduced, which would effectively authorize a governing body of a qualifying municipal corporation by resolution to exercise the powers of the Prince George's County Planning Board, the zoning hearing examiner for Prince George's County, or the County Council for Prince George's County, sitting as a district council, to make specified land use decisions; subjecting the exercise of those powers to the substantive and procedural requirements and standards established in the Prince George's County zoning ordinance. In effect, this legislation would have returned land use authority back to local governments in Prince George's County.

There is some discussion about reviving, in concept, 2012 HB 892, to reestablish local land use authority. The City Commission should consider supporting this initiative by adopting the resolution provided as Attachment 1. Land use and zoning authority is one of the primary responsibilities of local government. Local land use authority is important for several reasons:

- Comprehensive and long-term planning: District Heights is unable to guide future growth and (re)development of the City. Comprehensive planning is used to set the long-term policy direction of a jurisdiction for service delivery, utility support, and development patterns. Comprehensive plans guide public and private decisions to ensure the development of public and private property occurs appropriately.
- The City is not empowered to consider or adopt zoning regulations/districts. Zoning refers to municipal laws that govern how real property can and can't be used in certain areas. For example, zoning laws can limit industrial uses adjacent to or in residential neighborhoods.
- The City cannot make quasi-judicial decisions about land use proposals within the incorporated boundaries. Quasi-judicial decisions are decisions a governing body takes to address requests like zoning variances, special exceptions, subdivisions, and site planning, to further guide real property development.
- The City cannot currently leverage land use decisions or incentives for economic development purposes. One major incentive a municipality can offer a commercial entity to entice them to locate in a municipality is attractive land use and/or zoning regulations. For example, if the City had authority, it could approve higher density development than the County and thereby offer a value for annexing or locating in the City.

Alternatives:

1. The Commission could adopt the resolution provided as Attachment 1 supporting the reestablishing of local land use authority.
2. The Commission could wait to see what bill, if any, bills are filed regarding this matter.
3. The Commission could decide not to support reestablishing local land use authority.

Draft Motions:

1. I, Commissioner _____, move that the City Commission adopt Resolution 23-06 Statement in Support of Local Land Use Authority as provided in Attachment 1.

Item 7 Attachment

CITY OF DISTRICT HEIGHTS, MARYLAND

2023 Legislative Session

Resolution 2023-06

A Resolution of the Commission of the City of District Heights, Maryland Supporting Legislative Initiatives that Re-establish Local Land Use Authority

WHEREAS, § 5–213 of the Maryland Code states, “a municipality may adopt zoning regulations, subject to any right of referendum of the voters at a regular or special election as may be provided by the municipal charter;” and

WHEREAS, § 5-212(a)(2) of the Maryland Code states, “it is the policy of the State that planning and zoning controls shall be implemented by local government;” and

WHEREAS, the City of District Heights, Maryland, is subject to the land use decisions of the Maryland-National Capital Park and Planning Commission and does not have dedicated representation on the Maryland-National Capital Park and Planning Commission; and

WHEREAS, municipal governments outside of Maryland-National Capital Park and Planning Commission’s jurisdiction can and do successfully and responsibly exercise local land use authority; and

WHEREAS, the Commissioners of the City of District Heights, Maryland believe that it is in the best interest of the City’s residents to have direct control over the development patterns, policies, and objectives within the City;

NOW THEREFORE BE IT RESOLVED that the City of District Heights supports legislative initiatives that establish local land use control and authority to municipal governments.

Cynthia Miller, Mayor

Xander Harcourt, Vice Mayor

Pamela Janifer, Commissioner

Anthony Tilghman, Commissioner

Gyasi Gomez, Commissioner

ATTEST:

Starr Jefferson, City Clerk

