



CITY OF DISTRICT HEIGHTS

City Meeting and Work Session

Tuesday, December 12, 2023

Action Item 1

Title: Ratification of Straw Poll: City Holiday Calendar Amendment
Staff Contact: David Street, City Manager
Purpose: To ratify the straw poll conducted on November 20, 2023, and amend the City's official holiday calendar.

Summary: The purpose of this item is to ratify a straw poll conducted on November 20, 2023. The purpose of the straw poll was to determine if the City Commission ("Commission") was amendable to formally amending the City's adopted holiday schedule to include a half day the Wednesday prior to Thanksgiving as a paid holiday. The question was posed to the Commission as follows:

1. Yes or no, are you in favor of adding the Wednesday prior to Thanksgiving to the official City holiday calendar?
2. If so, are you in favor of a full or partial holiday?
3. If partial, what time? (12 or 1 PM is normal for those that observe the half day, but the time is at your discretion).

The Commission responded 4-0-1 (Vice Mayor Harcourt not voting in the straw poll) in favor of amending the holiday schedule. As such, the holiday schedule, as provided in the City's adopted Personnel Manual, has been revised to reflect the following for the Thanksgiving holiday using 2024 as an example:

Table 1. Proposed Holiday Observance

Holiday	Observance(s)
Thanksgiving	Wednesday, November 27, 2024; half-day beginning at 1 PM Thursday, November 28, 2024 (Holiday – Thanksgiving) Friday, November 29, 2024

Fiscal Impact: There is a fiscal impact to formally adding the half day as a holiday, although the City has customarily observed an early dismissal the Wednesday prior to Thanksgiving.

Draft Motion:

I, Commissioner _____, move that the City Commission ratify the straw poll conducted on November 20, 2023 and approve amendments to the City's holiday calendar as provided in Table 1.

I, Commissioner _____, second the motion.



CITY OF DISTRICT HEIGHTS
City Meeting and Work Session
Tuesday, December 12, 2023 Action
Item 2

Title: Sole Source Contract Award: Commission Chamber AV and Technology Upgrade
Staff Contact: David Street, City Manager
Purpose: To award a sole-source contract to One Source LLC in an amount not to exceed \$40,409.38 to purchase, install, and train staff on new AV and technology equipment for the Commission Chambers.

Summary: The City Commission Chambers use old and outdated video broadcasting and audio/visual technology. During the pandemic, the Commission opted to use Zoom to conduct City meetings. During the course of using Zoom, residents and Commissions encountered a number of technical issues with the stream of the meeting. The City has been using a peripheral device designed to facilitate hybrid meetings for its Commission meetings. Recently, the City has transitioned to live-streaming meetings on YouTube with some success, although the technical problems that affected Zoom continue to affect the YouTube stream. The Commission Chambers’ current equipment and technology loadout is not designed to handle simultaneous live broadcasts, live streams, and in-room audio/visual components. The proposal from One Source, provided as Attachment 1, attempts to holistically and expeditiously address these issues by completely upgrading the room’s equipment and technology.

Table 1. Proposed ARPA Spending Plan Amendment

Projects to Remove	
Project Name	Budget Change
Marbury Court Speed Bumps	(\$42,000)
Intersection Cameras	(\$16,000)
Project to Add	
Project Name	Budget
Commission Chambers AV Upgrade	\$58,000

Fiscal Impact: Staff recommends that the City Commission amend the ARPA spending plan to descope two projects – the Marbury Court Speed Bump Project and the Intersection Camera Project to fund the proposed Commission Chambers AV and Technology Upgrade Project in a total amount of \$58,000. The proposed sum is sufficient to fund the project and project contingency as proposed.

Draft Motion:

I, Commissioner _____ move that the City Commission waive the complete bid requirements.

I, Commissioner _____ move that the City Commission amend the City’s approved ARPA spending plan as provided in Table 1.

I, Commissioner _____ further move that the City Commission approve a contract award to One Source LLC in an amount not to exceed \$58,000 for one-time upgrades to the City Commission Chambers and direct the City Manager to finalize and execute the contract.

Attachment:

1. Draft Proposal



ONE SOURCE

One Source LLC
1900 Fenwick Street NE, Suite A,
Washington, DC 20002

BILL TO **JOB LOCATION**

Company: City of District Heights, Maryland
Address: 2000 Marbury Drive
District Heights, MD 20747

Company: District Heights
Address: 2000 Marbury Drive
District Heights, MD 20747

Date: 2023-11-08
Sales Rep: Jon Macklin
Phone:
Email:

Contact: David Street
Phone: (301) 336 1402

Contact: David Street
Phone: (240) 585-1478

TITLE

AV/Streaming component upgrades

SCOPE OF WORK

District Heights Scope of Work

Goal:

- One Source Systems will update the clients existing broadcast capabilities with a streamlined functional solution with improved clarity and infrastructure updates.
- Client will be able to control the system using a touchpad and/or a client supplied iOS/ Android smart device.

Scope of Work:

- One Source Systems Installation Team will deliver and install the following components:
 - Sony wide-angle camera
 - Sony wall mounting bracket
 - Q-SYS Core I/O component
 - Blackmagic Web Presenter
 - Blackmagic HDMI to SDI converter
 - Crestron 7 In. Tabletop Touch Screen
 - Q-SYS POE Network Switch
 - Crestron Control System
 - Barco ClickShare
 - IR Emitter kit
 - Sony 55" TV (with RS-232 capabilities for control)
 - HDBaseT (CAT6) Extender Kit
 - Full Motion Mount
 - HDMI Splitter
 - HDMI Interconnects
 - CAT6 Plenum rated Category cable
 - Power strips
 - Duplex outlet (for Camera's location)
 - SDI cables
- One Source Systems Installation Team will unmount two existing broadcast cameras and replace them with one Sony wide-angle camera.
 - We will attach the camera to the wall surface using a Sony wall mounting bracket.

- Client has existing Category cable at each camera location that we will attempt to reuse.
 - In the event that we cannot utilize the existing Category cable, we will wire conceal CAT6 Plenum rated Category cable from the main equipment location in the nearby office to each of the camera locations.
- We will mount a Blackmagic HDMI to SDI converter next to the Sony wide-angle camera and attach a HDMI cable to it.
- We will attach the SDI cable to the Blackmagic HDMI to SDI converter and wire conceal it to the office equipment location and attach it to the Blackmagic Web Presenter's SDI input.
- We will extend power to the camera's location and install a duplex outlet.
- We will attach the following components to the duplex power outlet:
 - Sony wide-angle camera
 - Blackmagic HDMI to SDI converter
- We will place the Q-SYS POE Network Switch in the main equipment location and attach the following components to it via CAT6 Plenum rated Category cable:
 - Q-SYS Core I/O component
 - Blackmagic Web Presenter
 - Crestron 7 In. Tabletop Touch Screen
 - Crestron Control System
 - Sony wide-angle camera
 - Barco Click Share
- We will install the Blackmagic Web Presenter in the main equipment location and configure it for live streaming capabilities.
- We will attach the Q-SYS Core I/O component to the Blackmagic Web Presenter.
- We will install and configure a Crestron Control System, in the main equipment location, to allow seamless control over the timer, AV streaming equipment and mics using a Crestron touch screen.
- Client has an existing TV facing the council members. We will mount a secondary TV next to the existing TV using a full motion wall mount.
 - The secondary TV will be angled towards the audience to allow a better visual of the content presented on the display.
 - The secondary Sony 55" TV (with RS-232 capabilities for control) has a different IR code for control to allow each TV to be controlled individually when necessary.
- We will wire conceal CAT6 Plenum rated Category cable to the two displays and attach a HDBaseT (CAT6) Extender Kit.
- The HDBaseT (CAT6) Extender Kit will attach to one of the HDMI Splitters to allow a mirror image to both displays.
- We will attach a power strip to the back of the displays and attach the following components to it:
 - TCL TV
 - Sony 55" TV (with RS-232 capabilities for control)
 - Barco Click Share component
 - HDBaseT (CAT6) Extender Kit
 - HDMI Splitter
- We will setup five Barco Click Share dongles to allow users to bring their own device to display on the two TVs or display the live streaming content.
- Client will be able to use the USB link on the Blackmagic Web Presenter to either stream Youtube while they local broadcast with a connection to the ethernet port or vice versa.
 - We will attach a SDI cable from the Blackmagic Web Presenter to the existing client supplied Extron AV Distribution Amplifier to allow a live broadcast with the existing Verizon & Comcast Encoder's.

Payment Terms - 50/35/15

- 50% Deposit Upon Contract Signing to Mobilize, Order Gear and Schedule.
- 35% Due at Work Commencement, this shall be paid to the technician first day of install.
- 15% Due at Substantial Completion to the Technician, Balance paid at Sign Off and all Punch List Completed.
- Adds - Change Orders will also need a deposit equal to the % in which the job is at for balances greater than 2000.00.



- Deletes and Credits - Will be assessed and refunded on the last payment.

All work that is not specifically called out in the Scope of Work but is requested by the client or his/her on-site representative, will be treated as a Change Order. All applicable expenses, including but not limited to: equipment, hardware, software, parts, and labor will be itemized in the Change Order and billed to the client.

All existing infrastructure and any owner-furnished device(s) are assumed functional. Any wire, speaker, source, amp, and/or owner-furnished device(s) deemed inoperable will need to be replaced at client's expense. Client may choose One Source Systems to run critical wires and install critical devices if time allows and if product is available; however, the client is responsible for payment of labor and a signed change order prior to any new installation outside of this scope of work.

*** Client is aware that network services and functionality will vary. Owner-furnished or existing service provider/network equipment must meet or exceed coverage and speed recommendations for above requested functionality. Failure to provide enough wired or wireless connectivity to networked devices will result in limited functionality or failure to operate as designed or intended. One Source Systems is not responsible for reliability of networked devices and overall functionality with any system due to client/ ISP provided WiFi/internet network components.***

Access holes may need to be cut in order to see a clear wire path, away from obstructions that are unforeseen inside a wall/ceiling cavity. One Source Systems is capable of patching holes cut in the dry-wall. One Source Systems is not responsible for the cost associated for painting repair.

*** Equipment will be used in a manner and an environment in which the manufacturer has intended. One Source Systems is not responsible for any damage caused to non-outdoor rated electronic devices not properly housed indoors. Client is aware installing these products outside of normal environments voids servicing/repairing these devices as well as voiding factory warranties***

*** One Source Systems will not install any products or perform services deemed inadequate, unsafe, and/or structurally compromised.***

Cable, satellite, and/or internet service and components will be installed, activated, and functional prior to service date.

All primary users will be on-site during final installation and available for up to 30 minutes of educational demonstration of all systems and components included in the Scope of Work.

Walls, floors, and ceilings are assumed to be structurally sound. Please consult with a structural engineer or contractor for reinforcement recommendations.

MANUFACTURER DESCRIPTION

Broadcast Components

Sony Pro SRG-XP1 Compact UHD 4K Box-Style POV Camera with Wide-Angle Lens, Black



MANUFACTURER	DESCRIPTION	
	Sony Wall Mount Bracket for BRC/SRG X and SRG PTZ Cameras (Black)	
One Source	Countdown Timer RS-232 control	
Blackmagic Design	Blackmagic Web Presenter 4K	
	SDI to SDI Cable 75'	
Blackmagic Design	Micro Converter HDMI to SDI 3G PSU	
		Broadcast Components Total: \$3,175.04

Control		
Q-SYS	Unified Core With 24 Local Audio I/O Channels 128X128 Total Network I/O Channels With 8X8 Software-B	
Crestron	7 In. Tabletop Touch Screen Black Smooth	
QSC	24-port network switch preconfigured for Q-SYS Audio, Video and Control with 12x PoE+ ports.	
Crestron	4-Series Control System	
Barco	IEEE 802.11ac Wireless Presentation Gateway - 2.40 GHz, 5 GHz - 1 x Network (RJ-45) - Gigabit Ethern	
Barco	CLICKSHARE TRAY+ BUTTONS SET	
Barco	ClickShare Conference - Additional Button - USB-C	
	SDI to SDI Cable 10'	
Extron	IR Emitter Kit: With Shield	
		Control Total: \$15,035.34

2nd Display		
CHIEF	THIN SWING ARM (LARGE)	
AV Pro	HDBaseT (CAT6) Extender Kit. ICT 18G, 40m 4K (70m HD) Slim Extender with I-Pass, Bi-Directional Pow	
Sanus	SMALL PARTS PANEL	
Binary	Binary 230 Series Hdmi Splitter - 1X4	
Sony	55" X85K Series TV	
		2nd Display Total: \$3,492.92

Consumables & Labor		
Binary	Binary B4 Series 4K Ultra Hd High Speed Hdmi Cable With Ethernet - 1.5M (5 Ft)	
Wirepath	Wirepath Cat6 Thinrun Ethernet Patch Cable - 2Ft (Black Pack Of 5)	
Wirepath	Wirepath Cat6 Thinrun Ethernet Patch Cable - 3Ft (Black Pack Of 5)	
Binary	Binary B4 Series 4K Ultra Hd High Speed Hdmi Cable With Ethernet -.4M (1.5 Ft)	
Binary	Binary B4 Series 4K Ultra Hd High Speed Hdmi Cable With Ethernet - 1M (3.3 Ft)	
One Source	Cat 6 550MHz Unshielded Plenum Wire - 1000 ft. (Black)	
WattBox	Wattbox Power Strip - 6 Outlets	
WattBox	Wattbox Surge protecting Duplex power outlet - 2 Outlets	
One Source	Commercial Service Partner Program with 2 Semi-Annual Inspections	
One Source	Consumable Materials	
One Source	Freight	
	Installation Services	
		Consumables & Labor Total: \$16,444.74

Subtotal:	\$38,148.04
Tax:	\$2,261.34
Total:	\$40,409.38



CITY OF DISTRICT HEIGHTS

City Meeting and Work Session

Tuesday December 12, 2023 Action

Item 3

Title: Sole Source Contract Award and ARPA Budget Adjustments: TYMCO Street Sweeper
Staff Contact: David Street, City Manager
Purpose: To amend the FY 2024 Adopted Budget and approved ARPA Spending Plan and to award a contract for the purchase of a TYMCO 435 Street Sweeper from Mid-Atlantic Waste on Virginia Sheriff's Association Contract Number # 24-05-0713.

Summary: This item proposes to amend the City's adopted ARPA spending plan by transferring the recurring costs of the clinical therapist position from ARPA funding to the general fund. This position has never been hired but is critical to retain. Vacancy savings in the personnel budget of the Youth Services Bureau is sufficient to absorb the cost of the position should it be hired mid-year. Similarly, staff proposed transferring the Code Enforcement Officer, currently vacant, from ARPA funding to the general fund to ease the transition process for FY 2025 and beyond. The Police Department's budget has sufficient vacancy savings to absorb this mid-year change.

Table 1. Proposed ARPA Spending Adjustments

Full-time Licensed Therapists (1)		
Adjustment	(\$86,112)	Vacant; proposed to be absorbed by the general fund
Balance	\$0 – Project Eliminated	
Code Enforcement Officer (1)		
Adjustment	(\$32,500)	Vacant; proposed to be absorbed by the general fund
Balance	\$0 – Project Eliminated	
FY 2024 Pay Parity Implementation		
Adjustment	(\$55,000)	11% reduction available via fiscal impact estimates.
Balance	\$445,000	
FY 2024 and 2025 Body Camera Contract		
Adjustment (24 and 25)	(\$80,000)	DHPD obtained grant funding to cover this expense.
Balance (24 and 25)	\$0 – Project Eliminated	
DPW Capital Equipment Purchase		
Adjustment	\$253,612	Purchase of TYMCO 435
Balance	\$253,612	

The Department of Public Works is preparing to purchase capital equipment to better maintain the City's streets. A TYMCO 435 is available for purchase through a contract held by the Virginia Sheriff's Association. Staff recommends that the City Commission create a new ARPA project, "Public Works Capital Equipment Purchase" and reallocate the \$253,612 to kickstart the program and authorize the purchase of the sweeper.

The proposed budget amount covers the cost of purchase, outfitting, and staff training.

Draft Motions:

I, Commissioner _____ move that the City Commission reallocate \$253,612 as described in Table 1.

I, Commissioner _____ further move that the City Commission direct the City Manager to include funding for 1.00 FTE in the Youth Services Bureau and 1.00 FTE in the Code Enforcement and Permitting Division of District Heights Police Department in the FY 2025 Proposed Budget to compensate for the reallocation of ARPA funding.

I, Commissioner _____ further move that the City Commission authorize the purchase of a TYMCO 435 from Virginia Sheriff's Association Contract Number # 24-05-0713, not to exceed \$230,000.

I, Commissioner _____ second the motion.

Attachments:

1. TYMCO 435 Quote

Item 3 Attachment 1



Division of THC Enterprises, Inc.

Easton, MD * Baltimore, MD * Chesapeake, VA Chester, PA *
Clinton, MD * Cheswick, PA * Salem, VA

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VIRGINIA SHERIFF'S
ASSOCIATION
HEAVY EQUIPMENT
PROCUREMENT PROGRAM
PROPOSAL

Remittance Address for Deposits:

10641 Cordova Road
Easton, MD 21601

Quote #: RSSQ39940-A

SOLD TO

David Street
City of District Heights, Maryland
2000 Marbury Drive
District Heights, MD 20747

(301) 336-1402
streetd@districtheights.org

SHIP TO

David Street
City of District Heights, Maryland
2000 Marbury Drive
District Heights, MD 20747

(301) 336-1402
streetd@districtheights.org

Account:
Terms:
Date: 09/21/23

VSA CONTRACT # 24-05-0713

Sales Rep Josef Lindsey

QTY	DESCRIPTION	RETAIL PRICE	VIRGINIA SHERIFF ASSC.
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Per Virginia Sherriff's Association, Contract 24-05-0713, Heavy Equipment, Item #2071

1.00	Tymco Model 435 Regenerative Air Sweeper	\$175,550.00	\$175,550.00
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STANDAND EQUIPMENT:

AUXILIARY ENGINE: Kubota V2403-CR-TE48 Final Tier-4 Turbocharged Diesel Liquid Cooled; 4 Cyl.; 148.5 CID; 56 HP @ 2100 RPM; Torque 140 ft. lb. @ 2100 RPM; includes fuel/water, Donaldson PowerCore air filter with pre-cleaner. Includes Kubota Standard Warranty coverage 2 Years / 2000 Hours, contact warranty for details.

ABRASION PROTECTION PACKAGE: Standard Hopper Screen; Separator Liner; Pick-Up Head Suction Nozzle Liner and Pressure Wear Pads; Heavy Duty Pressure and Suction Hoses

AUXILIARY ENGINE PROTECTION SYSTEM: Engine ECU to provide automatic engine monitoring with derate or shutdown when engine problem is detected such as high coolant temperature, low coolant level, or low oil pressure.

BACK-UP ALARM: ECCO Model 510; SAE Type C 97dB

BLUELOGIC CONTROL SYSTEM: Multiplexed electrical system includes hardware and TYMCO designed software that integrates the in-cab controls to the auxilliary engine and all sweeper functions; as well as provides intelligent safety features. The BlueLogic Control System provides sweeper and auxiliary engine data to the operator through the touchscreen display and the multiplexed switch pack. The display is pedestal mounted for improved visibility and includes hour meters (Trip and Total) for the auxiliary engine, pick-up head, blower, gutter brooms and water pump if applicable; sweeper odometer (records curb miles swept, and sweeping hours), service reminders, custom reminders, overspeed warning, low water audible alarm, dust control winterization guide, and On-Board Diagnostics (OBD) for the auxiliary engine and sweeper.

DUO SKIDS: Warranted for Two Years / 2000 Hours Prorated

DUST CONTROL SYSTEM: 150 Gallon Capacity Translucent Polyethylene Water Tank; 5 gpm Electric Diaphragm Type Pump; Low Water Warning/indicator; Spray Nozzles @ Gutter Broom and Spray Nozzle Inside Hopper; Individually Controlled; Flexible 20-Foot Long Water Fill Hose with 2-1/2" Quick Disconnect Coupling; 3/4" garden hose fill connection. 150 gallon capacity only available on Conventional Truck Package & Isuzu NQR 150" wheel base trucks. **options listed below, may change the standard dust control system components listed above**

QTY	DESCRIPTION	RETAIL PRICE	VIRGINIA SHERIFF ASSC.
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DUST SEPARATOR CLEANOUT PLUG EXTENSION HANDLE

GUTTER BROOM, LEFT; LED FLOODLIGHT & PARABOLIC MIRROR: Left Side Mounted 36" Diameter Steel Vertical Digger Type; 10.5" Parabolic Mirror. **options listed below, may change the standard components listed above**

HOPPER DRIP EDGE EXTENSION: Rubber Belting Extends Horizontal Reach 7 Inches

HOPPER DOOR OPENING: DIMENSION 77-1/4" X 70", SCREEN LIFTS WITH DOOR

HOPPER INSPECTION DOOR

HOPPER SAFETY PROP: Integral w/ Frame and Hopper

HYDRAULIC SYSTEM FILTER RESTRICTION INDICATOR: External; Mounted in Filter Manifold

HYDRAULIC TANK SIGHT/TEMPERATURE GAUGE: External; Mounted on Tank**options listed below, may change the standard components listed above**

LED ALTERNATING WARNING LIGHT SET: Rear Mounted Oval Lights (2)

LED STOP/TURN/TAIL/CLEARANCE LIGHTS

PRESSURE BLEEDER: Air Pressure Deflected Out, Allowing Additional Suction Across Front of Pick-Up Head **options listed below, may change the standard components listed above**

REAR BUMPER PADS

REAR MOUNTED LED FLOODLIGHT (1)

REAR STORAGE COMPARTMENTS: Two Rear Storage Compartments with a Total of 26.6 Cubic Foot Capacity. **options listed below, may change the standard components listed above**

REAR VIEW CAMERA SYSTEM: 3rd Eye, heavy duty rear infrared camera with 7" color monitor mounted in cab

REVERSE PICK-UP HEAD SYSTEM: Assists in Backing Up w/ Pick-Up Head Down

RUBBER LINED BLOWER: Warranty: 1 Year / 1,000 Hours Prorated

435 STORAGE COMPARTMENT: A Modular Design Multi-Chamber Compartment w/ a Combined 55 Cubic Foot Protected Storage Capacity, Accessible from Left or Right Hand Side Through Large Gull Wing Doors; Auxiliary Engine and Blower Area is Easily Accessed Through Swing Away Side Access Panels. **options listed below, may change the standard components listed above**

SWEEPER WARRANTY: 1 Year / 1,000 Hours. Contact Factory For Details.

QTY	DESCRIPTION	RETAIL PRICE	VIRGINIA SHERIFF ASSC.
1.00	2023Isuzu NQR 150" WB; 17,950 GVW;	\$0.00	
1.00	Dump Switch In Cab	\$200.00	
1.00	Hazard Reflectors - 3 Triangular Red Reflectors	\$100.00	
1.00	Fire Extinguisher	\$100.00	
1.00	Freight-435	\$0.00	
	ADDITIONAL OPTIONS NOT INCLUDED		
1.00	Auxiliary Engine In-Cab Air Filter Restriction Indicator w/ Gauge	\$600.00	\$564.00
1.00	Auxiliary Hydraulic System	\$1,320.00	\$1,240.80
1.00	Gutter Brooms, Twin; Floodlights & Parabolic Mirrors	\$3,240.00	\$3,045.60
1.00	Gutter Broom Tilt Adjuster (Qty 2)	\$1,920.00	\$1,804.80
1.00	Extra Water Capacity - COMDEX 217 gals	\$1,800.00	\$1,692.00
1.00	Additional Left Gutter Broom Nozzle	\$480.00	\$451.20
1.00	Additional Right Gutter Broom Nozzle	\$480.00	\$451.20
1.00	Additional Pressure Transition Nozzle	\$480.00	\$451.20
1.00	Hi/Low Pressure Washdown System	\$2,040.00	\$1,917.60
1.00	Hydrant Wrench	\$60.00	\$56.40
1.00	Air Purge	\$480.00	\$451.20
1.00	Hopper Deluge System	\$480.00	\$451.20
1.00	Auto Sweep Interrupt (ASI)	\$1,200.00	\$1,128.00
1.00	Linear Actuator w/Gauge - Pressure Bleeder	\$540.00	\$507.60
1.00	Pick-Up Head Curtain Lifter: Hydraulic acutated and retractable roller assembly.	\$1,800.00	\$1,692.00
1.00	Removable Front Curtain Set	\$300.00	\$282.00
1.00	Pick Up Head Pressure Inlet Water Injection System	\$2,160.00	\$2,030.40
1.00	Skid Bumper Extensions - Set (3")	\$300.00	\$282.00
1.00	Stainless Steel Hopper	\$12,000.00	\$11,280.00
1.00	Stainless Steel Blower Housing	\$1,800.00	\$1,692.00
1.00	Stainless Steel Dust Separator	\$2,040.00	\$1,917.60
1.00	Curb View Camera System Right Gutter Broom View	\$5,400.00	\$5,076.00
1.00	CurbView Camera System (MEKRA Lang):Pick-Up Head Camera (Additional}	\$1,200.00	\$1,128.00
1.00	Sweeper Paint - TYMCO standard white (Low VOC Acrylic Urethane)	\$0.00	
1.00	Traffic Directing Light (Arrow Stick) LED	\$960.00	\$902.40
1.00	LED alternating warning light set front bumper	\$540.00	\$507.60
2.00	Parabolic Mirror 10.5"	\$90.00	\$169.20
1.00	Remote Controlled Heated Mirrors	\$1,200.00	\$1,128.00
1.00	Battery Disconnect Switch	\$450.00	
1.00	Customer Discount	\$0.00	(\$2,481.60)

QTY	DESCRIPTION	RETAIL PRICE	VIRGINIA SHERIFF ASSC.
1.00	Terms: Net 30 Days	\$0.00	
1.00	<p>Approximate Delivery: **STOCK UNIT** Subject to prior sale. Expected Delivery to MAWS Mid-November 2023. Customer has agreed to allow us to show the sweeper around for a period of time prior to delivery.</p> <p><i>All built per manufacturer's standard specifications.</i></p> <p><i>No title or tag fees included.</i></p> <p><i>Due to the volatility of the fuel and steel markets, prices are subject to change without notice.</i></p> <p><i>Price does not include any local, state, or federal excise tax.</i></p> <p><i>Price includes freight.</i></p>	\$0.00	

Quote expires 30 days from proposal date. Due to fluctuating materials and fuel charges, final price can change without notice. We appreciate the opportunity to work with you on this!

Subtotal	221,310	\$215,368.40
Federal Excise Tax	\$0.00	\$0.00
Sales Tax	\$0.00	\$0.00
TOTAL*	\$221,400.00	\$215,368.40

*Total does not include optional items

Any cancellation or modification of order will result in a 20% restocking charge to Buyer.



TERMS AND CONDITIONS

1. General

No terms or condition of Buyer's purchase order which is different from or in addition to Seller's terms and conditions set forth herein shall bind Seller unless expressly agreed to in writing by Seller's duly authorized representative. Buyer's acceptance of any offer made by Seller is expressly limited to the terms and conditions provided herein. Unless otherwise stated, Seller's quotation may be modified or withdrawn prior to acceptance, and in any event, shall expire after 30 days from its date. This order is not binding on MID-ATLANTIC WASTE SYSTEMS until officially approved. The said machinery, equipment and/or parts are ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellation by the Purchaser without the Seller's consent. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

2. Price and Payment

****Payments Accepted:** Cash, Checks, ACH & Wires. Credit Card payments above \$5,000 will incur a 3% fee.

(a) Prices quoted herein are exclusive of all taxes. Any taxes levied or which may become due, and other charges or assessments made by any taxing authority in connection with this contract or the sale, except those measured by Seller's net income, shall be the expense of the Buyer and shall be payable to Seller at or before such tax or other amount is due. When Buyer is entitled to exemption from any tax, Buyer shall furnish Seller with a tax exemption certificate acceptable to the taxing authorities.

(b) Interest at the rate of one and one-half per cent (1.5%) per month (18% per annum), or the maximum lawful rate allowable, will be charged, whichever is less, on all past due invoices. The undersigned agrees to pay all expenses, charges, costs and fees, including, without limitation, attorney's fees and expenses, of any nature whatsoever paid or incurred by, or on behalf of MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., in connection with any collection action brought hereunder. The invalidity of all or any part of any provision of this Agreement shall not render invalid the remainder of such provision or any other part of this Agreement.

(c) MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., shall retain ownership of and title to the above machinery, equipment and parts covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of the State of Maryland.

3. Delivery

(a) Delivery dates are estimated and not guaranteed by Seller and, in any event are conditioned upon receipt of all specifications and other data required to be furnished by the Buyer.

(b) If shipment or delivery is delayed because of an act or omission of the Buyer, payment shall be due upon notification by Seller that goods are ready for shipment. Buyer shall pay any additional charges including, but not limited to, cost of storage, handling, and insurance.

4. WARRANTY AND LIMITATIONS OF LIABILITY

ANY EXPRESS WRITTEN WARRANTY PROVIDED BY THE MANUFACTURER OF THE EQUIPMENT DESCRIBED IN THIS QUOTATION IS GIVEN IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM DEFECTIVE GOODS, SELLER'S NEGLIGENCE, BREACH OF WARRANTY OR CONTRACT, OR CLAIMS BASED UPON STRICT LIABILITY. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES COMMERCIAL IN NATURE.

5. Delays

Seller shall not be liable for the failure or delay in the performance of any term, condition, or obligation hereunder due to any cause beyond the Seller's control, including but not limited to Acts of God, acts of the Buyer, war, insurrections or riots, fires, floods, accidents, acts, orders or regulations of any government, inability to obtain necessary materials, services or facilities, strikes or other labor troubles.

6. Development Changes

Changes in design, specifications, construction or materials, may be made at Seller's discretion, and without Buyer's consent, where such changes do not materially affect price, delivery or guaranteed performance (if any) of the goods, or make unusable any other item of goods furnished hereunder.

7. Termination

No order may be terminated without Seller's written consent. Upon any termination Buyer shall pay reasonable termination charges, including but not limited to, manufacturing and sales costs, overhead, costs or goods and profit. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

8. Miscellaneous

This agreement shall be binding upon the successors and assigns of the parties. If any provision herein is found to be invalid as a matter of law or by public policy, it shall be considered severed from the remainder of the provisions which shall remain in full force and effect. This agreement shall be governed by the laws of the State of Maryland.

Equipment Purchase Agreement - [MUST BE COMPLETED OR A PURCHASE ORDER* MUST BE ATTACHED TO PROCESS ORDER]

PO attached ****PURCHASE ORDER MUST INCLUDE BILLING INFORMATION, TAX STATUS AND EXEMPTION (IF APPLICABLE) TO BE ACCEPTED IN LIEU OF COMPLETING BELOW.**

Sales Tax Status - MUST SELECT AN OPTION NOT EXEMPT TAX EXEMPT * *** COPY OF TAX EXEMPTION ATTACHED**

PLEASE NOTE: Tax exemption form is mandatory if the "Tax Exempt" box is checked, otherwise sales tax will be applied if supporting document is not provided. We are not able to remove sales tax once billed. It will be the customers responsibility to contact the state agency in order to request a refund.

Billing Information:

CHECK IF SAME AS SOLD TO ABOVE. IF NOT, PLEASE FILL OUT BELOW.

BILL TO NAME(S): _____

NAME CONT.): _____

ADDRESS: _____

ADD CONT. _____

CITY _____ STATE _____ ZIP _____

EMAIL (where invoice is to be sent): _____

NOTE: Please read carefully. This quote becomes a sales order if signed by customer. Your order will be processed as written! Notify of any changes needed within five (5) days of signing. Financing available, subject to credit approval. I have read and understand the terms and conditions on this Order.

You are agreeing to be invoiced - \$215,368.40 per quote RSSQ39940-A

X _____
Customer Approval to Process Order

Date

Thank you for the opportunity to earn your business!



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes
Tuesday, October 10, 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, October 10, 2023, in person and via YouTube Livestream. Vice Mayor Harcourt called the meeting to order at 7:01 p.m.

Vice Mayor Harcourt requested the calling of the roll for the Work Session:

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, Chief Tarpley – Chief of Police Starr Jefferson -City Clerk, Michelle Watkins – Supervisor Code Enforcement

AGENDA ACCEPTANCE

Commissioner Gomez moved to accept the agenda for the City Work Session of Tuesday, October 10, 2023.

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

CONSENT AGENDA ACCEPTANCE

Commissioner Tilghman moved to approve the consent agenda for October 10, 2023.

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

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

1. Approval of Minutes of September 9, 2023, Meeting Minutes
2. Single-Source Contract Award: Holiday Decorations Contract to Christmas Décor by Watermark, LLC

PUBLIC PARTICIPATION

None submitted

ACTION ITEMS

Item 3 – Fencing Regulations

Historically, District Heights used Building Officials and Code Administrators International (BOCA) standards. Recently, the state changed their reference from BOCA to IBC and as such the City must be updated to International Building Code (IBC) standards as a part of the recodification process. It is important to understand the difference between the historical District Heights standard and the standard found in the IBC.

District Heights' current City Code of Ordinance states that "Any fence erected within the City shall be so constructed that at least fifty percent (50%) of the available light and air can pass through". Total Privacy fencing is a violation of current code.

Commissioner Janifer expressed support for the Commission to maintain authority over fence installations in the city. David Street explained that the Commission could create separate permits regarding standard fence applications and special exceptions.

Commissioner Gomez expressed the desire to incorporate IBC standards but would like to provide more autonomy for residents landscaping and fencing their yards.

Commissioner Janifer requested clarification regarding the need for a permit and a special exception.

The Commission found consensus around solution #2 provided in the presentation where IBC standards are adopted with safety caveats carved out for certain permit requirements for fences and relaxes some requirements with less legislative requirements. Maintaining permitting requirements and guidelines that are currently in place although not necessarily in the form it exists in, with potential tweaking of some standards.

Commissioner Tilghman move that the Alternative 2 as provided to add additional standards with the current permit requirements.

Commissioner Janifer seconded the motion which carried 3-0 vote

Item 4 – Appointments and Confirmations: Ethics Committee

Establish in the charter article 7 and in the Maryland state law, the commission shall adopt a city ethics commission of five regular members and one alternative member will be appointed by the mayor and approved by the City commissioners. The tenure of each member shall be three years or until a successor is appointed. The ethics commission works in conjunction with the city attorney to develop, receive and maintain all related documents, to investigate and to process and to make a determination regarding conduct or violations of the code of ethics. They will conduct advisory opinions to persons subject to the code of ethics to adopt regulations. The Commission required to confirm the current members and appoint individuals to the current agency. We propose the ethics committee holds quarterly meetings on the first Thursday of February, May, August, and September of 2024. The city clerk will assist with open meetings training and public records trainings. Mr. Street added by establishing membership, terms, and scope of this committee to help facilitate the work that they do. Commissioner Tilghman confirmed the commission would be confirming five regular members and one alternative member for the ethics commission. Commissioner Gomez made a comment about advertising for open member seats to see who is interested. Vice Mayor asked if there was anyway to confirm the people we do have while the city advertises for the open seats. The city clerk, the most important thing right ow is to have the ethics committee confirmed and then fill the vacancies.

Commissioner Janifer moved to confirm Catherine Williamson, Susan Clark, Diana Matthews to the City of District Heights Ethics committee and the city will advertises for 30 days for the vacant and alternative members positions to be filled. The terms will commence the day of confirmation and expiring on October 9th 2026.

Commissioner Gomez Second the motion which carried 4-0 vote

Commissioner Gomez moved to confirm the quarterly meeting schedule for the Ethics Committee beginning November 22,2023 and continuing the first Thursday of each schedule month.

Commissioner Tilghman seconded the motion which carried a vote of 4-0

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 .

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, October 24, 2023, 7pm

HYPBRID | Limited Capacity In-Person & via YouTube

Type text here

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, October 24, 2023, via HYBRID fashion: Limited capacity in-person and via YouTube Livestream. Mayor Miller called the meeting to order at 7:06 p.m.

QUORUM

In attendance: Mayor Miller, Commissioner Janifer, Commissioner Gomez, and Commissioner Tilghman. Staff in attendance: David Street- City Manager, Starr Jefferson -City Clerk, Ronald Tarpley – Chief of Police, Nikesha Pancho – HR Director, Jeffrey Taylor – Director of Recreation

AGENDA ACCEPTANCE

Commissioner Janifer moved to accept the agenda for the City Work Session of Tuesday, October 24, 2023.

Commissioner Gomez seconded the motion which carried a 3-0-1 vote (VMH absent, MM abstained).

PUBLIC PARTICIPATION

None

APPROVAL OF CONSENT AGENDA

Commissioner Gomez moved that the City Commission approve the Consent Agenda for October 24, 2023.

Commissioner Tilghman seconded the motion which carried a 3-0-1 vote (VMH absent, MM abstained).

ACTION ITEMS

Item 7 – Legislative Initiative Local Land Use – David Street and Tony Perez

Mr. Street and Mr. Perez presented information to the Commission about a potential legislative initiative they believe 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.

Mr. Street expressed the need for the Commission to present strong and fervent support for the coming initiative.

Commissioner Gomez suggested taking our position to PGCMA and to continue garnering support amongst other municipalities. Mr. Perez shared the conversation at a municipality meeting where Laurel boasted about being the only municipality in Maryland with its own zoning authority and Mr. Perez feels they are “thriving” as a result.

Commissioner Janifer moved that the City Commission adopt Resolution 23-06 Statement in Support of Local Land Use Authority as provided in Attachment 1. Commissioner Gomez seconded the motion which carried a 4-0-0 vote (VMH absent).

Item 4 – Revised Recreation Fee – Jeffrey Taylor

Mr. Taylor presented to the Commission prices and fees for recreational services for review by the mayor and Commission.

Upon approval the Recreation Department will offer all services through the new website software system, RecDesk. 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.

Commissioner Gomez asked for clarity whether the prices were monthly or daily. Mr. Taylor confirmed that the pricing presented is based on monthly membership.

Mr. Taylor shared his excitement about the coming attractions about the

Commissioner Tilghman suggested that \$5 membership for Staff may be excessive and instead offer an employee benefit instead. Mr. Street felt that there may be tax implications adding a benefit to the employee compensation plan.

Mayor Miller scheduled for this topic to be revisited on the next work session, no vote was taken.

Item 5 – Economic Development – David Street

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. The denoted boundaries are for discussion purposes; however, they do accomplish several economic goals of annexation Mr. Street cited 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. Commissioner Gomez inquired how the City would begin approaching larger organizations, such as the Arch Dioces. Mr. Street expressed that the best way to approach this would be by cooperative or Opt-In process. The process you would approach a potential future resident with a value proposition for opting into the city would apply to businesses, civic organizations, etc. Mr. street referenced Commissioner Tilghman’s earlier point that the City is looking to spot fill within the Pro plan.

Commissioner Gomez expressed optimism for beginning growth with Figure 3 Inner Pike Alternative.

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.

Commissioner Gomez moved that the City Commission adopt Municipal Growth Area A “Inner Pike” as shown in Figure 3 and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.

Commissioner Tilghman seconded the motion which carried a Yes-4 No- 0 (VMH absent)

Commissioner Tilghman expressed reservation about the City taking on the Growth outlined in Growth Area B “Outer Pike” in Figure 5 especially with the

Commissioner Gomez reminded the Commission that these discussions are purely for long term planning. She encouraged the Commission to have a dreamer’s mindset about the potential of where they envision the City in 20 years. Commissioner Tilghman revisited his concern regarding current City staffing levels, particularly in the Police Department.

Commissioner Tilghman moved to table the discussion to adopt Municipal Growth Area B “Outer Pike” as shown in Figure 5 for a future Work Session.

Commissioner Janifer seconded the motion which carried a Yes 3 No- 0 vote (VMH absent; MM abstained).

Item 6 – Pay Parity: Uniformed Pay Plan and Implementation Plan

Mr. Street reminded the Commission of the outcome of the September 26, 2023 Work Session where the Commission confirmed 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, 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 a step and grade system for the police pay plan.

Mr. Street returned to the Commission the pay bands and steps for the city’s Police Department and presented the proposed police pay plan accounting for Commission direction and some adjustments for internal equity.

The pay plan creates eight grades and maintains the City’s current law enforcement ranking structure.

Commissioner Gomez moved that the City Commission adopt the Police Step and Grade system provided in 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.

Commissioner Janifer seconded the motion which carried a 4-0 vote (VMH absent).

MAYOR & COMMISSION ANNOUNCEMENTS

Commissioner Tilghman congratulated Krystal Oriadah on her new baby.

Commissioner Tilghman announced the Fall Festival from 12pm -4pm and additionally, Tuesday, October 31, 2023, Annual Trunk-or-Treat at Woodland Springs.

A Sowing Garlic workshop will be held on Sunday, October

ADJOURNMENT

Commissioner Janifer moved to adjourn the Work Session meeting and seconded by Commissioner Tilghman which carried a 3-0 vote (VMH absent; MM abstained).

The Work Session adjourned at 8:28pm.

Respectfully submitted,

Starr Jefferson
City Clerk



City Meeting Minutes

Thursday, November 2, 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 7:01p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Commissioner Gomez

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, Nikeisha Pancho- HR Manager, Lakeesha Washington-Deputy Director Public Works, Katrina Polk- Senior Services

AGENDA ACCEPTANCE

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

CONSENT AGENDA

Approval of Work Session Meeting Minutes from September 26, 2023

Budget Adjustments

Commissioner Harcourt moved to estimate and appropriate \$90,000 in state grant funds for Body Worn Cameras to line item #70801 – Equipment and Machinery for fiscal year 2024 which was seconded by Commissioner Janifer which carried a 4-0-0 vote (MM abstained)

DEPARTMENT REPORTS

Human Resources – Nikesha Pancho

Human Resource Manager, Nikki Pancho introduced to the residents the City's new Deputy Director of Public Works. She was warmly welcomed and her extensive career in sixteen years of experience in supporting the Army DOD Mission, seven years of public works leadership and completing a \$7 million project was also highlighted.

Ms. Pancho reviewed the vacancies within the city highlighting that the city was seeking a Public Works laborer with landscaping experience.

Vice Mayor suggested to post positions on the Maryland Municipal League and expressed his desire to see a woman join the city's police force.

Open Enrollment began on November 1, 2023.

Report Submitted.

Treasury- Ralph Bazilio, Treasurer

Ralph Bazilio presented the financial report for the first quarter to the City Commission and residents.

Mr. Bazilio cautioned that negative number reflected on the Budget vs Actual document was not a cause for alarm.

Fixed assets were listed at 0, to which Mr. Bazilio explained was practically impossible.

He also noted that the city has almost 9 million dollars of underappreciated assets, which needs to be addressed.

Updated on the Commission of the audit which was primarily focused on the managing the determination of fixed assets and depreciation of assets.

Vice Mayor inquired on the if there is an extension on the state audit and if we need to request one. City manager David Street confirmed we have an extension through December 31, 2023 and have received our extension letter.

Commissioner Tilghman inquired about the "Ask My Accountant" line on the report. Mr. Bazillio answered that the phrasing is being changed since it shouldn't be used, the credit cards have a limit and when you're approaching that limit and you don't have enough spending power you make a payment and later it's charged to a specific account. It should be considered a prepaid expense which the phrasing will be changed to reflect that.

Report submitted

Recreation – Ms. Jeanette Williams, Asst. Director of Recreation

Ms. Williams shared the highlights of the Trunk or Treat and the Fall Festival hosted by the Recreation Dept over the weekend.

Ms. Williams thanked Public Works and the Police Department for their continued support of the Recreation Dept events.

Thanksgiving Dinner is almost out – approximately 60 tickets left

Mr. Street included some additional details for the holiday season including targeting meal support for the Senior Services, Police Department and YSB to assist with 'shut in' residents
December 8th and December 16th are coming dates for Christmas tree lighting.

Report Submitted

Department of Public Works – Lakeesha Washington, Deputy Director

Department of Public Works – Lakeesha Washington, Deputy Director

Leaf collection ends on December 22nd.

The city collected over \$3,000 from the City's first Yard Sale

In the midst of submitting a grant on the 30th of this month for the PG Stormwater Stewardship Grant with the Chesapeake Bay Trust, Dr. Austin is assisting with this submission.

Ms. Washington addressed Halleck Street residents with concerns about streetlights not functioning. Ms. Washington confirmed that she has contacted Pepco to see if some of those lights can be replaced and has worked with Chief Tarpley and the police department circling the block until we can get the lights replaced. Ms. Washington stated that if residents do have any concerns to please email publicworks@districtheights.org

Commissioner Tilghman suggested a deer crossing sign for certain areas within the city.

Vice Mayor Harcourt thanked Ms. Washington for attending the MML and attending the various sessions.

Vice Mayor Harcourt also requested Ms. Washington for an inventory of the signage throughout the city.

Ms. Washington restated Leaf Collection end date of December 22nd.

Report Submitted

Code Enforcement Report- Michelle Watkins

Reminded residents that limb collection is over – citations will be issued

Ms. Watkins responded with the code office's information: 301-336-1400 x150 codeenforcement@districtheights.org if you have received any fines or notices and need additional time.

Commissioner Gomez inquired about the business that had a liquid run off in an alleyway. Ms. Williams shared that the owner had obtained permitting documents to allow WSSC to repair a pipe contributing to the run off.

The website for Code Enforcement is in a Beta testing stage which will allow residents to submit Code Enforcement complaints.

Vice Mayor Harcourt inquired about dog complaints and whether that fell under the Code Enforcement helm. Ms. Williams confirmed that indeed the

Report submitted

Police Department Report – Chief Ronald Tarpley

November 13th the District Heights Speed Camera will go Live

Commissioner Gomez suggested moving the speed warning unit that provides the speed of a vehicle to a location that does not have speed deterrent devices.

Offering repeat offender support services.

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

YSB is still looking for Licensed Clinicians to hire.

Report submitted

Senior Services – Katrina Polk, Director of Senior Services

Dr. Polk shared the results of the Senior Services Survey and the forming of the Senior Advisory Committee.

Upcoming events to look forward to include tours of the Senior Building on Friday, December 8th in conjunction with the Senior Christmas luncheon and holiday decorating of the Senior Building –dates and time to be announced.

Report submitted

City Manager – David Street, City Manager

Mr. Street apologized for the delayed delivery of the recent Herald newsletter.

General Government will begin its rolling closures on Friday's beginning, tomorrow, Friday, November 3rd.

Announced occupancy for the Senior Center should be received in the next 2 weeks.

RFP for Fiesta Place has been extended through November 17th.

Mr. Street announced that the Feasibility Study for the renovations has provided an estimate that exceeds the original estimate and budget by approximately \$250,000 due to architect highlighting code related concerns and permitting related review concerns.

Mr. Street stated he is working with Public Works and have released an RFQ for a facility condition assessment for building engineer and architect and other professionals to look at maintenance needs, code deficiencies or code related updates that need to occur.

Mayor Miller questioned if we are going to try to do the best upgrades we can, Mr. Street answered that we are going to pose that question to the architect and any upgrades we do end up pursuing don't trigger a code or maintenance issue.

Announced site planning for 6114 Marlboro Pike has begun. Vice Mayor Harcourt commented on the 56 parking spaces and there being a need for more green space. What was calculated as a maximum based on the formulas for the specifics of the district and the type of use.

Announced a new design is underway for Kipling Parkway to include a shared use path, benches for sitting and gardens.

Commissioner Tilghman inquired about the Workforce Development progress. Mr. Street shared that furniture would be shipped in about 2 weeks.

Commissioner Gomez inquired about Veterans Park phase two, which Mr. Street responded it is a planned update to Veterans Park which include signage to further enhance the park and adding another branch of armed forces.

Commissioner Gomez inquired on how the Advisory Body updates, the anticipated completion says June 2023 and would there be an update. Mr. Street clarified that this is a running series of items and is taking each committee one by one per month based on the needs of each committee. Commissioner Gomez also inquired if the policy updates would reflect how committee members should be working with General Government staff. Mr. Street stated that the final establishment of the committee's administrative structure is that departments will be formally assigned to support the work of the committees.

Commissioner Tilghman inquired about the expired job applications and if they can be taken down so people can't apply for those expired positions. Mr. Street stated he would get the expired jobs on the website updated.

Report submitted

PUBLIC PARTICIPATION

Terry Speight – Fiesta Place Community Garden

Thanked the Commission for the use of the city space.

November 12, 2023 2-330pm will be an indoor grow tutorial for residents.

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Gomez announced that the Marlboro Pike Partnership Community November 22nd at McNamara at 6pm

Commissioner Janifer announced the city will be celebrating our Veterans Day event Saturday November 11th, with a ceremony 10am -11am at the Veteran’s Park Memorial.

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 9:07 pm.

Respectfully submitted,

Starr Jefferson

City Clerk

DRAFT



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 carried 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 Turkey and food give-a-way from 9am to 11am on

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



CITY OF DISTRICT HEIGHTS
City Commission City Meeting / Work Session
Tuesday, December 12, 2023
Action Item 5

Title: Surplus: 1992 Ford F600 and 2011 Silverado Chevrolet.
Staff Contact: Lakeesha Washington, Deputy Director of Public Works.
Purpose: To request that the Commission surplus the vehicles that are no longer in use.
Recommendation: Staff recommends that the 1992 Ford F600 and 2011 Silverado Chevrolet be sold as surplus.

Summary: The city owns and operates a 1992 Ford F600 and a 2011 Silverado Chevrolet. The vehicles have several maintenance concerns that cannot be easily or cost-effectively addressed. As such, staff recommend that the 1992 Ford F600 and the 2011 Silverado Chevrolet be declared surplus and sold.

Fiscal Impact: The fair market value of the trucks is between \$9,600 to \$11,411.

Alternatives:

1. The Commission could approve the staff recommendation and sell the vehicles as surplus.
2. The Commission could choose to retain the vehicles.

Motion:

I, Commissioner _____ move that the City of District Heights declare the 1992 Ford F600 Truck with VIN# 1FDNF60J1NVA37077 and the 2011 Silverado Chevrolet with VIN# 1GC1KVCG8BF153083 surplus that the vehicles be sold at the highest offer received.

I Comr. _____ second the motion.

Attachments

1. Attachment 1
2. Attachment

ITEM 5 ATTACHMENT





CITY OF DISTRICT HEIGHTS

City Commission Meeting and Work Session

Tuesday, December 12, 2023

Action Item 6

Title: Contract Award: Fiesta Place
Staff Contact: Lakeesha Washington, Public Works
David Street, City Manager
Purpose: To award a design and build contract for Fiesta Place to DesignGreen in an amount not to exceed \$350,000.

Summary: On September 29, 2023, the City released a request for proposals for the second phase of Fiesta Place. The project, entitled “Fiesta Place Gathering Place Design and Construction Services” was reconstituted as a design/build project where in the City solicits for and uses the same firm(s) to complete the architectural/engineering design of the space and manage the construction and permitting processes. Bids closed on November 17, 2023. The City received two responsive proposals. The proposals were scored by a proposal analysis group consisting staff, elected/appointed officials, and a community stakeholder. The proposals were scored on a 105 point system using the following criteria:

- Understanding of Community Vision (20 points): Demonstrated understanding of the provided conceptual plan and community visioning process.
- Feasibility and Practicality (20 points): The feasibility of the proposed design and construction plan, including the bidder's ability to meet project objectives within the specified budget and timeline.
- Experience and Qualifications (20 points): The bidder's relevant experience and qualifications in designing and constructing municipal parks or similar projects, as well as the qualifications of key team members.
- Sustainability (15 points): The degree to which the proposed design incorporates sustainable and environmentally friendly elements, such as energy-efficient lighting, water conservation measures, and use of native landscaping.
- Budget (15 points): The competitiveness and reasonableness of the proposed budget in relation to the scope of work and industry standards.
- References (10 points): The quality of references provided, including the ability to demonstrate successful completion of similar projects and client satisfaction.
- Special considerations (bonus 5 points): Prince George’s County businesses will receive 5 additional points during evaluation.

The top scoring bidder received of a total possible 105 points.

Bidding Firm	Bid Amount
DesignGreen	\$349,844.74
Calvert Contracting	\$350,000.00

Alternatives:

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

Draft Motions:

I, Commissioner _____, move that the City Commission approve the bid from DesignGreen LLC for Fiesta Place Gathering Place Design and Construction Services as provided in Attachment 1 and direct the City Manager to finalize and execute a contract not to exceed \$350,000.

I, Commissioner _____ second the motion.

Attachment:

1. DesignGreen Proposal

FIESTA PLACE GATHERING SPACE

Type text here
Design and Construction Services

November 17, 2023



Image from RFP, created by Neighborhood Design Center.



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1. Technical Proposal

Project Vision

Our team understands the value that The Fiesta Gathering Space offers to the City of District Heights. We welcome the opportunity to bring the community-driven vision for the space to life. Our team will build on the four design principles identified during the visioning process to create a space that is accessible, welcoming, sustainable, and educational. We envision a revitalized space that will include improved circulation, new multi-generational gathering spaces, and a variety of plantings and site elements that will breath life into the space. It will incorporate and connect to the existing Fiesta Place Garden, where local residents have grown produce since 2011.

Our team will work carefully to develop the core vision of the Neighborhood Design Center's concept into detailed design and construction documents. To that end, we will ensure designed spaces are ADA accessible, plantings are native and provide pollinator benefits, and all proposed elements are constructible and meet City and Prince George's County review and approval.

We understand that environmental sustainability is a key tenet of the project's construction. As we move from approvals into construction, we will strive to source local, sustainable, and, where appropriate, recycled or salvaged materials. We will work closely with the City to ensure that the community's vision is fully realized.



Image from RFP, created by Neighborhood Design Center.

Design Phase

Conceptualization

Our team understands that the conceptualization for The Fiesta Place Gathering Space rests on a complete understanding of the Visioning conducted and Design Principles developed previously with the community. To that end, we plan to begin our design with a kick-off meeting with the City to better understand the values and priorities for the space. We know that the four design principles are:

- Multigenerational & Accessible
- Togetherness
- Sustainable
- Education

We will use those four principles, feedback from the City, and the Schematic Design prepared by the Neighborhood Design Center as the basis for our concept.

Schematic Design

Using the Neighborhood Design Center concept as a basis of design, we will begin our schematic design phase with a thorough review of the NDC concept. We will identify the core elements of the design to be preserved, but also look for opportunities to improve on it. Where possible, we will look for opportunities to enhance circulation and gathering, potential cost efficiencies, and ways to bring new program elements into the space which build on the four design principles. We will work closely with the City to make sure the Schematic Design represents the vision for the space.

Inclusivity

Our vision for inclusivity in the project design builds on two of the four Design Principles identified in the project visioning: Multigenerational & Accessible and Togetherness. The gathering place will include people of all ages and abilities with ADA compliant surfaces and wheelchair accessible tables. Seating opportunities would be accommodate large groups and be oriented for face-to-face interaction, promoting togetherness.

Construction Phase

Site Preparation

Prior to any construction activity, existing utilities will be identified and marked onsite. We will then layout all proposed elements and stakeout proposed grading. We will then install erosion and sediment control measures as well as temporary stormwater controls and ensure that they meet county approval. Any site grubbing, demolition, or clearing will be conducted with as limited of disturbance as possible.

Infrastructure Development

All major grading and utility work (if necessary), will be completed in the earliest phases of construction. This will be followed by construction of footers and the bases for hardscape surfaces. This work will be completed prior to any surface finishing, and/or plant and furnishing installation. This sequencing will ensure that construction does not impact the quality of the final result.

Landscaping

Our landscaping team has built its reputation on a high standard of quality and care. They will employ best practices for installation of all finish materials and install plant material in accordance with recommendations and requirements of ANSI Z60.1 "American Standard for Nursery Stock". The team landscape architect will work closely with the landscaping team to ensure the design intent is met and the installation process is streamlined. Given the projected installation timeline, the landscape architect and landscaping team will work with the City of District Heights to ensure planting is installed at an appropriate time for optimal plant survivability.

Quality Control

During procurement, our landscaping team will take care to source materials from reputable suppliers and will vet materials for a high quality standard. The team landscape architect will inspect materials during construction and will perform a punch list to verify that final installation is congruent with design intent. The team landscape architect and lead contractor will conduct a final walk-through with the City to confirm that the installation quality meets expectations.

Environmental Considerations

Environmental sustainability will occur at a range of scales, from overall site down to individual material choices. Stormwater, erosion, and sediment will be managed per MDE requirements and, where budget and site constraints allow it, stormwater volumes above those required will be retained onsite. Plant species will be selected with habitat and pollination in mind. All plant material will be native and where possible, provide co-benefits to local fauna. Where possible, construction material will be sourced locally and/or recycled.

2. Project Schedule

3. Budget

Cost Summary

Task	Cost
Boundary and Topographic Survey	\$ 5,000.00
Geotechnical	\$ 5,000.00
Design	
Basemapping	\$ 5,000.00
Engineering Concept - 60% Design	\$ 40,000.00
Engineering Concept - 90% Design	\$ 25,000.00
Permitting	\$ 13,000.00
Construction	
Erosion and Sediment Controls	\$ 10,108.70
North Side Entrance	\$ 19,000.97
Permeable Pathway	\$ 89,454.36
Primary Gathering Space	\$ 104,851.18
Gathering Space Plantings	\$ 8,429.53
Project Management / Overhead	\$ 25,000.00
	Total
	\$349,844.74

Note: See Appendix for Subconsultant’s Detailed Cost Breakdown

4. Relevant Experience

Designgreen | Garfield Park: Circulation and Drainage Improvements *Drainage Analysis, Green Infrastructure Design, and Construction Oversight*

D.C. Department of Transportation (DDOT) is reconstructing pathways abutting and passing through Garfield Park (H St SE to F St SE). This project provides improved bicycle and pedestrian passage and safe conveyance of stormwater currently the cause of significant park erosion issues. The project protects, and adds to, a small grove of large, mature trees adjacent in the park adjacent to the work limits, provides native planting beds, and adds bioretention within the park to better manage tennis courts runoff resolving a runoff erosion issue.

Designgreen collaborated with the transportation prime and subs including Structural, Landscape, and Lighting to provide all drainage and stormwater analysis. Designgreen determined the compliance obligations, produced the compliance design from schematics through 100% permitted construction documents. Designgreen developed comment/response tracking forms and procedures, tracked review comments; resolved all permit comments and provided responses in a comment/response tracker. Designgreen secured construction permits and public space approvals. Designgreen provided material quantity takeoff and construction cost estimates. Designgreen is currently providing review and oversight of the pre-build material selection process, will oversee the installation of active construction and post-construction stormwater and drainage practices, and seal the as-builts as the engineer of record.

Owner |

District of Columbia Department of Transportation

Collaborators

RK&K; LAB

Facts |

Redesign of key pedestrian and bicycle passageway under the Southeast Freeway 2nd Street, SE Bicycle and Pedestrian Safety Tree Preservation, Bioretention Resolution of erosion issues

Services |

Project Management; Engineering Design & Permits; Construction Inspection

Budget | \$2,500,000.00



Designgreen | Adkins Arboretum: Parking Lot Alive! *Stormwater Stewardship: Retrofits for Water Quality and Trees*

The Adkins Arboretum is a unique 400-acre Delmarva site preserving 600-plus native Mid-Atlantic coastal plain plant species. Its 18,000 annual visitors can walk 5 miles of trails through diverse habitats. The Arboretum's 3-acre parking lot was an expanse of asphalt without tree canopy, stormwater management, or a sense of place. Our approach developed plans from concept through construction documents to re-image the Arboretum's parking lot as a living laboratory. Incorporating innovative best management practices (BMPs), the design team worked to improve the site's environmental footprint and connect visitors to its stormwater story.

Parking lot runoff now flows through a sequence of bioretention and permeable pavers. A below ground stormwater pipe network was devised to link BMP underdrains maximizing flow paths and water quality treatment. Services included drainage analysis and flow modeling, hydrological and nutrient load reduction computations, problem solving for high water table, engineering sufficiency reviews, design alternatives, cost analysis, construction bid document production, construction inspection, stakeholder engagement, and stakeholder engagement.

Notable: Award winning installation for place making; Selected as 2019 tour site by the American Public Gardens Association.

Owner | *Adkins Arboretum*

Facts | *3-acre parking lot retrofit*
Place making

Stormwater Treatment train

Pedestrian Safety

Tree Preservation

Constructed wetland

Stream outfall improvement

Services | *Project management;*
Engineering Design & Permits;
Construction inspection;
Interpretive Signage

Budget | *\$450,000.00*



Designgreen | Duke Ellington Park: Storm Keys *District of Columbia: ultra-urban stormwater retrofit*

The Duke Ellington Triangle Park is a high-volume pedestrian gateway providing a platform to demonstrate stormwater management in a public space. Project stakeholders span multiple District and Federal Agencies, citizen organizations advisory commissions, and the Golden Triangle Business Improvement District. Designgreen spearheaded the concept by aligning the community's interest in open active space with the City's directive to educate the public on innovative stormwater management.

The design harnesses existing topography, using curb cuts and sidewalk trenching to direct runoff through a sequence of bioretention, permeable pavers, and rain water harvesting for landscape irrigation.

A small ground-mounted fountain head expresses water only when below-ground tanks reaches a programmed capacity to illustrate the relationship between storm intensities and retention volumes. The project presented significant design challenges including integrating stormwater conveyance and retention within a half-acre ultra-urban footprint with existing mature trees and extensive utility lines. Designgreen was responsible for stakeholder coordination, project design, permitting, construction supervision, and interpretive signage. Additionally, Designgreen created an accompanying Eco-Tour app for mobile devices to deepen educational opportunities.

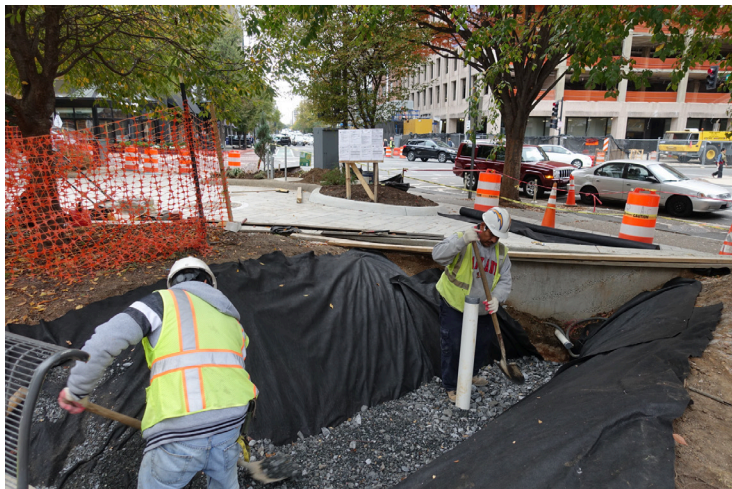
Owner | *District of Columbia,
Department of Parks and
Recreation*

Collaborators | *GTBID, DOEE, DPR,
DGS*

Facts | *½ acre small triangle park
Stormwater treatment train
Pedestrian Safety
Tree Preservation*

Services | *Engineering Technical
Lead; Cost Research; Stakeholder
Engagement; Technical Compliance;
Maintenance Training*

Budget | *\$250,000.00*



References

Designgreen, LLC

Adkins Arboretum

GINNA TIERNAN
Executive Director, Adkins Arboretum
gtiernan@adkinsarboretum.org
410-634-2847 ext. 27
<https://www.designgreenllc.com/adkins-arboretum>

Duke Ellington Park

LEONA AGOURIDIS
Executive Director, Golden Triangle BID
LAgouridis@goldentriangledc.com
202-463-3400
<https://goldentriangledc.com/initiative/duke-ellington-park>

Garfield Park

MIKE GIFFORD
Project Delivery Lead, RK&K (Prime)
mgifford@rkk.com
202-596-8686

ABDULLAHI MOHAMED
Supervisory Civil Engineer, DDOT (Client)
abdullahi.mohamed@dc.gov
202-531-7563



Green Forever

Landscaping and Design, Inc.

6007 S. Osborne Road

Upper Marlboro, MD 20772

(301) 780-7500

(301) 574-3756 Fax

E-mail: greenforever@comcast.net

www.bygreenforever.com

GREEN FOREVER REFERENCES

STORMWATER MANAGEMENT

10944 Beaver Dam Road, Suite C

Hunt Valley, Maryland 21030

Contact: Johnathan Ridolfi

Office: 410-785-0875

Fax: 443-269-0216

PROJECT DESCRIPTION:

Provided services for multiple Pond projects, schools, parks, bioretention areas, etc. for Stormwater's Prince Georges County Government for the past six years.

ANACOSTIA WATERSHED

4302 Baltimore Avenue

Bladensburg, MD 20710

Contact: Matthew Reise

Office: 410-271-4254

PROJECT DESCRIPTION:

Provided service in multiple locations and projects for schools including installation of plantings, hardscaping, outdoor classrooms, and site furnishings.

G & C FAB – CON, LLC

5 Foster Lane Bldg. A

Flemington, NJ 08822

Contact: Derek Giordano

Office: 908-782-0526

PROJECT DESCRIPTION:

Various Lawn and Landscaping services including reforestation, planting a various varieties of plants, Sod, and Seed.

RES

1408 Roseneath Road

Suite B

Richmond, VA 23230

Contact: Joseph Monheit

Office: 410-236-4986

PROJECT DESCRIPTION:

Various plantings including the installation of bareroot plantings, reforestation, stakes, and soil.

GRUNLEY CONSTRUCTION

15020 Shady Grove Rd

Rockville, MD 20850

Contact: Shira Hackman

Office: 202.450.7167

PROJECT DESCRIPTION:

Various landscaping construction projects for apartment complexes including landscaping installation, grass establishment, and maintenance.

TMG CONSTRUCTION

2300 9th Street S

Suite M1

Arlington, VA 22204

Contact: Edgar Palomo

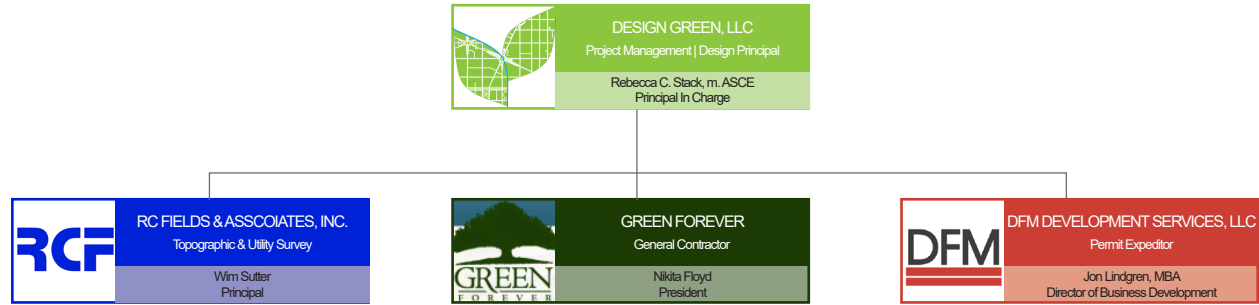
Office: 571.449.0382

PROJECT DESCRIPTION:

Various landscaping construction projects for apartment complexes including landscaping installation, grass establishment, and maintenance.

5. Team and Expertise

Organizational Chart



Company Profiles



Designgreen, LLC is a woman-owned engineering firm offering consulting and technical support services to local government, for-profit, non-profit, and community groups. Our mission is to integrate ecological principles into the urban landscape shaping resilient, environmentally aware communities. Our design approach centers on an interdisciplinary watershed vision to restore urban cultural connections with nature. We have assisted clients with stormwater retrofits on buildings, in schoolyards, at hospital and university campuses, within arboretums and parks, in parking lots and along roadsides.

We offer combined decades of experience working within government and academia bringing science to stormwater management innovation. As former local code officials, and the current administrator for the Department of Energy and Environment’s signature green roof incentive program, clients receive unique insights into regulatory and permit processes. We evaluate every project to align compliance options with the greatest environmental outcome.



Green Forever Landscaping specializes in complete ground maintenance of commercial and residential properties. We have adequate staff capable of fulfilling jobs of all sizes. Our service line includes landscape and architectural design, playground and drainage system installation, water-featured landscapes, various tree services, formal arrangements, mulching, chemical treatments, integrated pest management, sodding, seeding, general property clean-ups, landscape maintenance programs and many more!



Principal

Education

*Ecological Engineering,
University of Maryland, College Park
MA, Urban Education,
Graduate Center, New York City, NY
BS, Civil Engineering,
Northeastern University, Boston, MA*

Select Committees

*National Association of Flood and
Stormwater Management Agencies
(NAFSMA) Green Infrastructure, Judge
Interstate Technology & Regulatory Council,
(ITRC) BMP Verification*

Select Invited Talk

*"DC Sustainability Plan brings
Transformations" Panel Discussion
ACEC/MW, VA, y.2023.*

*"Function, Performance, Resilience:
How are We doing?" Keynote
Mid-Atlantic Green Roof
Symposium, MD, y.2022.*

*"Designing for Our Future:
Ecotechnology for Watershed
Health" Keynote, AEES, Baltimore,
MD, y.2022.*

*"Stormwater Fees, Regulations &
Equity – a reflection on the North
American Experience"
C40 Workgroup Conference, C40,
Virtual, y.2021.*

Rebecca is a civil engineer whose work is at the intersection of urban design, ecosystem science, and water resource management. She is an educator, and principal of Designgreen. During her tenure as a code official for the District of Columbia, she co-authored the city's Stormwater Retention standards and its innovative Stormwater Retention trading market. In the private sector, Rebecca has worked on all aspects of stormwater management retrofits and compliance from planning and design to construction and maintenance. Her most recent work focuses on the integration of water quality and flood management with blue-green infrastructure and community engagement and the consensus design process on neighborhood scale urban resilience projects.

Select Experiences

Engagement, Cost and Permit-ability Analyst: SW Buzzard Point Resilience Plan; Washington DC. *Engagement/Engineer.* Rebecca led the synthesis of existing resilience planning. She identified key stakeholders and supported design charrettes to ensure robust community participation. Rebecca analyzed proposed designs for permit-ability and evaluated financial models against DC pricing data. She proposed a resilience overlay and funding strategies to incentivize private and public choice.

Facilitator and Analyst: Resilient Redevelopment; Washington DC + Lancaster, PA. *Water Environment Federation (WEF). Project Manager/Engineer.* Rebecca led design charrettes in ultra-urban and sub-urban markets to expand community know-how for integrating micro water quality BMPs within flood and brownfield challenged sites. She analyzed 30 development sites for design risk and produced a process digest for urban redevelopment with illustrative case studies.

Engagement: Flood Risk Outreach-Watts Branch; Washington DC. *Project Manager/Engineer/Facilitator.* Rebecca led the development of an educational video series to raise flood risk awareness and share USACE flood model outcomes and infrastructure project options. Her efforts included project management, message content, material production, participant recruitment & stakeholder coordination.

Facilitator: Blue Green Infrastructure Workshop; Washington DC. *Project Manager/Engineer/Facilitator.* Rebecca organized and facilitated a daylong design workshop to introduce local professionals to Copenhagen's Cloudburst approach integrating water quality and flood designs for resilient public space projects. She recruited SMEs from NYC and Copenhagen to share their experiences and process. Rebecca was the project manager and content developer. She led the material production, meeting logistics, participant recruitment, stakeholder coordination, and project outcome reports (inward facing agency reflection and outward facing cloudburst toolbox).

Expert: Removal Rates for Urban Stormwater Retrofits, Chesapeake Bay. *Code Official/Panelist.* Rebecca was the District of Columbia's panelist producing Baywide recommendations currently used as guidance for regulatory valuation of stormwater retrofits across all Chesapeake Bay jurisdictions. Rebecca participated in the collection and reviewed key research and industry publications on Green Infrastructure (GI), aggregated and normalized pollutant removal performance and runoff reduction from findings, and derived methods and protocols to assign nutrient and sediment removal rates for individual retrofits.

Beth Wangaard, m. ACEC



Senior Project Manager, Lead Site/Civil Engineer

Education

*MS, Engineering Management,
George Washington University,
Washington DC*

*BS, Engineering
George Washington University
Washington DC*

Professional Registrations

- *PE (Civil) – DC, # PE906777
Expiration 8.31.22*
- *PE (Civil) – MD, # 33145
Expiration 1.5.24*
- *PE (Civil) – VA # 062481
Expiration 7.14.22*

Leadership Roles

- *District of Columbia Building Industry
Association (DCBIA)*
- *Group Co-Chair, Stormwater Regulations
Task Force – Technical Review Work*

Core Competencies

- *Project Management*
- *Problem Resolution*
- *Organizational Effectiveness*
- *Client Relations*
- *Decision Making*
- *Technical Acumen*

Beth Wangaard is a Professional Civil Engineer with over 16 years of development and redevelopment experience in the Washington, DC Metropolitan Area. She has been the project manager and civil engineer on fifty (50+) projects within D.C., spanning private and public clients. Beth brings a comprehensive knowledge of regulatory requirements to her design work. She takes projects from feasibility assessments through comprehensive engineering plans. Her competencies include roadway and streetscape design, grading design to balance the site and ensure accessibility integration, utility design for water, sewer, and storm, and stormwater management design with a focus on green infrastructure, vegetative practices, and low impact methods, and construction phasing plans. Beth is responsible for all aspects of civil-related construction document and permitting. She is meticulously focused on coordinating design efforts to ensure site plans meet project objectives, achieve design, and projects are kept on schedule and within budget.

Select Experiences

Watershed Retrofits – Design and Outreach: Broad Branch & Spring Valley. *Site/Civil Design, Project Management.* Beth leads the identification, design, and construction document production of public right of way retrofits to achieve 27,000-cf of stormwater treatment and 6,000-sf of surface modifications. Beth conducts a ground-truthed desktop GIS review with layered data analysis for the selection of 260-potential retrofit sites. She facilitates 5-community meetings, produces illustrative renderings for meeting exhibits, develops schematic design and produces permit plans for the final site, utility, demolition, and erosion control, maintenance of traffic, construction documents, and storm water as-builts.

Resiliency Study – Design and Outreach: Southwest/Buzzard Point. *Site/Civil Design, Community Engagement.* Beth provides civil support on the District's comprehensive interior flood resilience strategy for the SW/Buzzard Point neighborhoods. She leads the refinement of design guidelines for the proposed network of Blue-Green Infrastructure strategically creating floodable parks and streets and ensuring resident co-benefits like lowered summer temperatures.

Green Streets Design: ASLA Chinatown-600 Block of H Street NW. (EXP) *Site/Civil Design, Project Management.* Beth led the master planning for an interconnected series of vegetated stormwater management systems designed to optimize perviousness, tree canopy, community benefits, O&M needs, and pedestrian safety within this ultra-urban streetscape.

Stormwater Retention Credits: Catholic Charities--2800 Otis St NE. (EXP) *Project Management.* Beth supported Catholic Charities with their voluntary above-grade bioretention planters and permeable pavers installed to improve site drainage and obtain Stormwater Retention Credits (SRCs). Beth oversaw the feasibility analysis, BMP design, permitting, and SRC certification process.

Resilient Park Design: Washington Canal Park, 200 M St., SE (VIKA CAPITOL). *Site/Civil Design, Project Management.* Beth designed and managed the conversion of a 3-acre parking lot into a mixed-use recreation destination. The site is the District's first shared-BMP facility providing capacity to manage runoff from adjacent developments. Beth led schematic design development and produced permit plans for the final site, utility, demolition, and erosion control, public space exhibits, maintenance of traffic, construction documents, and storm water as-builts. The design maximizes storm water re-use, satisfying 95% of the park's water needs.

Bryan McKnight, PLA



Senior Project Manager Lead Landscape Architect

Education

MS, Engineering with Certificate of Specialization in Sustainable Water Engineering,

University of California, Los Angeles, CA

BLA, Landscape Architecture

SUNY College of Environmental Science and Forestry, Syracuse, NY

Professional Registrations

- PLA– DC, MD, VA, OH
- LEED Green Associate
- SITES Accredited Professional
- Chesapeake Bay Landscape Professional – Level 2

Leadership & Recognition

Virginia Tech Sustainable Land Development Seminar Series - Presenter

“Janelia Recreation Area”

ASLA 2022 Merit Award – Design-Built

“North County Regional Park”

ASLA 2020 Traveling Award for Innovative Excellence – Analysis and Planning

“Design w/Dredge: Resilient Landscape Infrastructure in the Chesapeake Bay”

ASLA 2018 Honor Award - Research

Core Competencies

- Project Management
- Civil 3D
- ArcGIS
- R Studio
- Rhino and Grasshopper
- Sketchup
- Adobe Suite

Bryan McKnight is a Professional Landscape Architect licensed in the District of Columbia, Maryland, and Virginia. He has 10 years of urban design experience spanning the public and private sectors including compliance and retrofit efforts. Bryan’s award-winning work is at the intersection of ecology and sustainable water engineering. He has supported or led the discovery and design of dozens of projects with innovative approaches to sustainable storm and resilient flood water management. Bryan works closely with the engineering team to take projects from master planning through engineering and landscape construction documentation. He brings a comprehensive knowledge of regulatory requirements to his design work. Bryan’s expertise is grounded in the design of pollinator habitats, stream and wetland buffers, and reforestation. His work has explored green infrastructure technologies from green roofs and rainwater harvesting to streetscapes strategies and planted solar fields. Bryan is an experienced grant and report writer. He is an accomplished communicator that leads green infrastructure education workshops.

Select Experiences

Watershed Retrofits – Design and Outreach: Broad Branch & Spring Valley. Landscape Architect. Bryan is providing the landscape design and production of landscape plans for the public right of way retrofits to achieve 27,000-cf of stormwater treatment and 6,000-sf of surface modifications. This includes the production of permit and construction documents with inter-discipline coordination.

Campus Retrofits – Design and Education: Emerson Park HOA; NE, Washington DC. Landscape Architect. Community Engagement. Bryan is supporting site discovery and providing the landscape design and the production of landscape plans for permit and construction documents retrofitting a 5-acre HOA campus. This work will manage 1-acre of impervious surface with strategic bioretention retrofits. The effort addresses water quality and significant nuisance flooding issues. This includes the production of illustrative renderings exhibits for community workshops.

Sustainable Small Park Design and Outreach: Teen Center; City of Hyattsville, MD. Landscape Architect, Community Engagement. Bryan is supporting site discovery and providing the landscape design and the production of landscape plans for permit and construction documents retrofitting a 1-acre steep slope site to convert a disused corner lot into a public pocket park. This work will create ADA paths, an urban reforestation plan, ESC plans, and innovative floodable stormwater BMPs designed for safe conveyance of large storm events. Bryan will support Teen and Adult workshops to engage local stakeholders in the concept planning process.

Solar Facility Landscape Design: Multiple Sites in VA, DC, and OH. (Timmons) Landscape Architect, Project Management. Bryan designed landscapes and written vegetation management plans for thirty utility-scale solar projects in Virginia, DC, and Ohio, including the current Catholic University project. His work extends the sustainability goals of utility-scale solar projects to the land cover and long-term landscape maintenance decisions reducing stormwater runoff, restoring habitat, and providing pollinator benefits. They include designing pollinator habitat and restoring tall-grass prairie ecosystems and planning for sheep grazing in lieu of mowing.

RiverSmart Communities. (Anacostia Watershed Society) Landscape Architect, Project Management. Bryan led engagement and design with over a dozen houses of worship and non-profits for their voluntary bioretention and rainwater harvesting projects, to improve site drainage and obtain Stormwater Retention Credits (SRCs). Bryan led the selection process which included an equity lens analysis. He oversaw the feasibility analysis, BMP design, permitting, and SRC certification process. These projects serve their local communities as demonstration sites and have provided the site basis for Bryan’s further education efforts with Watershed Stewards Academy including a class tour and a rain barrel installation workshop.

NIKITA F. FLOYD, SR.

1988–present

President

- Supervise and schedule 60 employees for various landscape services
- Negotiate and prepare bids for contracts
- Design and develop landscape arrangements and conceptual plans
- Purchase all equipment and parts for landscape arrangements
- Establish budgets and policies
- Monitor financials and investments
- Compensation planning, strategic planning, and labor grievances
- Public relations
- Evaluations
- Risk analysis
- Asset maintenance
- Financing

EDUCATION

- 9/1986 – 6/1987 Capitol College School of Engineering
- 9/1987 – 5/1988 Prince George's Community College for Business
- 2008 – 2010 UMG University of Maryland Global Campus for Environmental Management

PROFESSIONAL AFFILIATIONS

Coalition of Concerned Black Christian Men
The Christian Business Network Ministry
Prince George's County Board of Trade Black Chamber of Commerce
University of Maryland Master Gardener Program
Landscape Contractors Association
Maryland Turf Grass Council

ODALE W. WILSON

1995—present

Vice President of Administrative Services

- Implement and monitor quality control standards
- Recruit and train administrative staff.
- Computerized accounting through financial statements
- Budget preparation and control
- Collections of past due accounts
- Manage all corporate purchases and cash disbursements
- Bank reconciliations and job costing
- Payroll administration to include federal and state tax filing.
- Procure and administer all insurance policies
- Acts as liaison between company and CPA firm

EDUCATION

University of the District of Columbia

- Bachelor of Administration Program
- Major: Accounting

PROFESSIONAL AFFILIATIONS

National Business League, President

SANTOS R. MEDRANO

1990–Present

Operations Manager

- Adheres to all Industry and Company operation and safety policies
- Follow, enforce, and adhere to all Company policies and operation rules
- Interviews and hires operational personnel
- Maintains and repairs small engine equipment
- Coordinates and supervises crew and work orders
- Supervise crews' performance of trade assignments within industry and company standards
- Study, know, and understand project specifications
- Delivers materials to projects as needed
- Processes required field paper work
- Responsible for the accurate and timely reporting of time sheets and time cards
- Performs work per plans according to specifications and authorized change orders
- Maintain job files in a neat and orderly manner

About Us

We are a unique consulting company that provides services that often fall between real estate developers and their design team. Our clients include real estate developers, corporations, home builders, retailers, institutions, general contractors, and other consultants in DC, Maryland, and Northern Virginia. We specialize in the following areas of service:

PERMIT EXPEDITING

- Building Permit Expediting
- Permit Applications
- Permit Tracking & Management
- Site Plan Permit Processing
- Right of Way Permits
- Traffic Control/MOT Permits
- Permit Close-out
- Plan Submission/Tracking/Reporting
- Certificates of Occupancy

ENVIRONMENTAL COMPLIANCE

- Stormwater Compliance
 - o SWPPP Preparation & SWPPP Inspections
 - o Erosion & Sediment Control Inspections
 - o Stormwater Facility Construction Inspections
 - o Stormwater Facility As-Built Certifications
 - o Stormwater Permits Closeout/Notice of Terminations
 - o Post Construction SW Facility Inspections and Maintenance
- Wastewater Compliance
 - o Wastewater Monitoring/Sampling/Reporting
 - o Regulatory Analysis and Related Support
- Wetlands Identification and Delineation
- Water Quality Assessments
 - o Environmental Site Assessments (Phase 1 & 2)
- Erosion & Sediment Control Plan Design

BOND MANAGEMENT

- Bond Release Management & Facilitation
- Bond Agreement Preparation
- Bond Extensions & Reductions
- Bond Tracking & Management
- Street Acceptance Packages
- Easement/Quitclaim Coordination
- Site Punch List Creation
- PE Sealed Documents

TRAFFIC CONTROL PLANS

- Traffic Control (MOT) CAD Drafting
- Maintenance of Traffic (MOT) Design
- In-House Staff with Advanced Work Zone Safety Certification

DRY UTILITY COORDINATION

- Initial Evaluation/Cost Estimate
- Subsurface Utility Engineering/ Designing
- Dry Utility Planning/Design/Coordination
- Demolition Disconnects & Relocations
- PEPCO Structural Facility Drawings (SFD)
- Dry Utility CAD Drafting
- Dry Utility Conduit Plan Design
- Easement Coordination
- Construction Administration
- Team members recruited directly from Dominion Energy, PEPCO & Washington Gas

Appendix A: Proposal Exclusions

Proposal Exclusions and Substitutions

Survey Exclusions

- Boundary Survey

Design Exclusions

- 3-D Modeling
- Color Rendering
- Lighting Design
- Signage Design
- Tree Protection Design

Construction Exclusions

- Solar Panels
- Metal Archway Sign
- 2 of 8 Corten Planters (6 remain in scope)
- 1 of 9 Metal Planters (8 remain in scope)
- Wooden Stump Seating
- Mobile Whiteboard
- Shipping Container Storage Unit
- Split-face Retaining Wall (has been substituted with Timber Retaining Wall)

Post-construction Exclusions

- As-Built Drawings

Appendix B: Subconsultant Fee Proposals

November 15, 2023

Rebecca Stack
Design Green LLC
524 Ava Way NE
Washington DC 20017
rebeccastack@designgreenllc.com
202-987-8594

**Re: Surveying Services for the property located at
Gateway Boulevard, District Heights, MD 20747
SDAT ID #06-0605055**

Dear Ms. Stack;

We are pleased to submit this proposal for surveying services required for the development of the above referenced property. The plans will be prepared in an electronic format (ACAD) so they can be easily shared with other consultants and members of the design team. The scope of work and fees are as follows:

1. **BOUNDARY & TOPOGRAPHIC SURVEY**
Prepare a field run boundary check and topographic survey of the property necessary for preparation of the plans for submission. See Exhibit A below for limits of boundary and topographic survey. The survey will show all existing on-site improvements, tree locations, two-foot contours, power lines, water lines, and sewer lines and spot elevations as may be pertinent to design. Underground utilities will be shown from available records. **A current Title Report to be furnished by owner/client at the time of contract execution (see General Condition #6 below).**
Fee \$5,000.00 (Lump Sum)



EXHIBIT A

GENERAL CONDITIONS:

1. This proposal does not include engineering services.
2. All review, submission/permit fees, and any reimbursable items such as blueprinting, copies, courier service and postage shall be paid by others.
3. Any revisions, changes, or preparation of any documents outside the listed scope shall be billed in accordance with the below schedule of hourly rates. Unless noted above, engineered development plans will be prepared for jurisdictional approval only and may not be formatted for bidding purposes.
4. Invoices will be rendered on a monthly basis and are due upon receipt of same.
 - Any invoice that remains outstanding for thirty days or more will be invoiced a service charge of 1.5% for each month thereafter.
 - In the event the client fails to remit payment within thirty (30) days of the date of the invoice, R.C. Fields & Associates, Inc. (RCF) may suspend its performance under this Agreement until such time as all outstanding invoices are paid,

- Including any accrued finance charges and costs incurred by this firm in collecting the outstanding invoices, including reasonable attorney's fees of 25% of the outstanding invoices; and/or
 - Terminate this Agreement upon seven (7) days prior written and /or verbal notice, with an opportunity for the client to cure during such seven (7) day period by paying all outstanding invoices, including any accrued finance charges and costs incurred by this firm in collecting the outstanding invoices, including reasonable attorney's fees of 25% of the outstanding invoices.
5. If, during the course of this project, the client decides to terminate the surveying and engineering services without cause, he/she shall have the right to do so by notifying RCF in writing; however, the client shall be responsible for compensating RCF for all the time expended to that date at the Hourly Rates previously set forth in this proposal plus accumulated reimbursable expenses and authorized extra charges.
 6. By authorizing this contract, the client agrees to provide a current title report for preparation of a site survey. If a current title report is not provided, the client relieves RCF of any liability related to encumbrances/ easements that would normally be uncovered and shown on the survey if a current title report was provided.
 7. By authorizing this contract, the client hereby gives authorization to RCF to enter the subject property to proceed with land surveying and site data collection services. The client understands that any disturbance to the property will be kept to a minimum. For granting this temporary access, RCF agrees to hold the property owner shown hereon harmless from any liability associated with work performed by RCF, its agents or personnel.
 8. All original documents produced by RCF under this agreement shall remain the property of RCF and remain on file with RCF. Use of original designs, documents, drawings, specifications or work by RCF by a third party for any other endeavor shall only be done so with written consent from RCF.
 9. By authorizing this contract, the client agrees that RCF retains the right to photograph the project and utilize such photography for marketing purposes. The client also agrees to allow RCF to install marketing signage on the property while the project is under construction.
 10. The rates in this proposal are firm for 30 days and subject to change after that time. If services under this agreement are not completed within 12 months, RCF reserves the right to renegotiate the fee. Bills will be rendered based on monthly progress or operation completion and payment is due within thirty (30) days of the date of invoice.

HOURLY BILLING RATES

Principal.....	\$230.00
Project Manager.....	\$165.00
Project Engineer	\$150.00
Engineer.....	\$140.00
Survey Manager	\$165.00
Survey Field Crew	\$160.00
Survey Technician.....	\$135.00
Administration/Plan Processor.....	\$100.00

PRINTING RATES

Large Format.....	\$3.00 per sheet
Large Format (Color).....	\$25.00 per sheet
Mylar	\$25.00 per sheet
Regular Documents	\$0.15 per sheet
Scanned Documents.....	\$4.00 per sheet
CD Preparation.....	\$35.00 each

These rates may be subject to change without notice.

- 11. RCF accepts credit cards for processing payments. Credit card payments may be made on an individual invoice basis by contacting our accounting department. Invoice amounts in excess of \$1,000.00 are subject to a processing fee.
- 12. The laws of the State of Maryland shall govern this Agreement.

This constitutes the terms and conditions under which all professional work will be performed. If this proposal is acceptable to you, please sign and return to this office. This will consummate our agreement and serve as authorization to proceed with the project. Thank you for the opportunity to submit this proposal and I look forward to working on this project.

Respectfully,
R.C. FIELDS & ASSOCIATES, INC.



Chris Ferrara, PE, LS B
Project Manager

In executing this proposal, the Client acknowledges his/her acceptance of the foregoing conditions and his/her willingness to be bound by the terms contained herein.

Approved and accepted by:

*Authorized Signature

Date

Print or Type Name of Authorized Party

Title

*It is the normal procedure for R.C. Fields & Associates, Inc. to require a deposit. Work will commence upon receipt of a signed proposal and deposit payment in the amount of \$3,000.00. The deposited funds will be held in reserve until project completion. Once all outstanding invoices have been paid in full, the deposit will be returned to the client at that time. This ensures R.C. Fields & Associates, Inc. is paid in full for work performed and is customary for all clients.

Electronic payment accepted via link below:



November 16, 2023

Rebecca Stack
Principal
designgreen llc
800 Maine Avenue Southwest, Suite 200
Washington, DC 20024

**Re: Project: Fiesta Place
DFM Proposal #16432**

Dear Rebecca Stack:

Pursuant to your request, DFM Development Services, LLC ("DFM") is pleased to submit this Proposal to you. This Professional Service Agreement ("Agreement") outlines the Scope of Services and Cost Proposal, as understood by DFM, for designgreen llc ("Client"). As provided in this Agreement, DFM will provide services for the following project:

**Fiesta Place
Prince George's County, MD**

PROJECT UNDERSTANDING & ASSUMPTIONS

We have developed this Proposal/Agreement based on our understanding of the Project. In preparation of this Proposal the following have been assumed

1. Project Description: The client would like permitting assistance with the development of a new park in District Heights, MD.
2. Assumes no plumbing work is proposed.
3. Building permit scope includes possible solar panels, lighting, and possible retaining wall.
4. Excludes any and all submissions, comment responses and processing associated with direct civil and landscape design approvals, unless otherwise stated in the proposal, including but not limited to Site Plan Approval, Land Disturbance Permits, Utility submissions, Grading Permits, and Erosion Control and Stormwater Management approvals.
5. Traffic Control plans are not included in this Proposal, unless it is specifically included in the Scope of Work tasks listed below.
6. One submission and two resubmissions of the plans and documents to the jurisdiction for each permit application are included with the lump sum Task fee(s). Additional submissions after the second resubmission and any additional coordination or meetings will be invoiced per the hourly task "Miscellaneous Coordination & Meetings".
7. For any tasks where DFM provides a lump sum fee, DFM to provide client with formal periodic written permit updates as to status of permit(s) as part of the lump sum Task fee.
8. Client and client's consultants to provide all necessary documents, drawings and calculations as required for permit application submissions.

9. Expediting for any required trade permits is not included with this Proposal, unless it is specifically included in the Scope of Work tasks listed below.
10. There are no deficiencies in the documentation provided to DFM for the submission of the application package(s) which would result in rejection of the submission package(s) by the jurisdiction. Additional submissions and any additional coordination or meetings required due to submission deficiencies will be invoiced per the hourly task "Miscellaneous Coordination & Meetings".
11. Plan review comments have been adequately addressed with the resubmission of the design plans. Additional submissions caused by inadequate response to design comments will be invoiced per the hourly task "Miscellaneous Coordination & Meetings".
12. Client to provide all securities and fees unless they are requested for DFM to provide in writing. All such payments made by DFM will be billed back to the client plus an administrative fee of 15% via billable expenses.
13. Assumes no unpredictable items arise that significantly delay the permitting process.
14. DFM provides no code compliance analysis. The owner and/or their design team are 100% responsible for providing all code compliance case arguments and DFM will then present information to the local jurisdiction.
15. Once a permit has been issued, DFM is not responsible for monitoring permit expirations or providing updates or notifications unless the client includes the Post-Issuance Permit Management Task in the proposal.
16. This Proposal is specific only to the project location listed above and the scope of work is limited to the scope specifically identified in the scope of work below.
17. Within the "SCOPE OF WORK & FEE STRUCTURE" portion of the Proposal where a "ESTIMATED QUANTITY" is provided, this estimated quantity is not a guaranteed quantity and it may be increased or decreased due to project requirements or changes, most often when a type of service include the Billing Type of "Per Occurrence". The client will be billed for the total quantity completed by DFM. Client is acknowledging this by authorizing DFM to move forward with this work.
18. DFM does not guarantee any schedule dates or completion dates communicated to client or client's project team for any and all services provided due to numerous variables out of DFM's hands.
19. Proposal excludes the following unless otherwise stated:
 - a. Third party testing
 - b. Third party review
 - c. Guaranteed schedule/completion dates
 - d. Project related liability
20. Pricing provided by DFM for Lump Sum and Lum Sum Each Billing Type tasks assumes all DFM's services are 100% completed within 2 years of Proposal date.

SCOPE OF WORK & FEE STRUCTURE

Proposal is limited to scope of work listed within this agreement; any work outside of listed scope may result in additional fees. The scope of work we are proposing is limited to the below:

TASK	TYPE OF SERVICE	BILLING TYPE / FEE	EST QTY	* EST TOTAL
1	<u>Site/Road Permit</u>	Lump Sum	1.00	\$6,500.00

	<p>**INCLUDES UP TO 2 RESUBMISSIONS** DFM to submit application and documents as needed to obtain a Site/Road Permit from Prince George's County. Coordination of fee payments and up to two resubmissions is included with this task. Resubmissions and coordination beyond the second resubmission will be invoiced per the Hourly Task "Miscellaneous Coordination & Meetings."</p>	\$6,500.00		
2	<p><u>Building Permit</u> **INCLUDES UP TO 2 RESUBMISSIONS** DFM to assemble and submit the plans and documents in order to obtain a Building Permit from Prince George's County, MD. Permit expediting, coordination of fee payments and two plan resubmissions are included with this task. Includes coordination of approvals from the Building Department, Health Department, Maryland National Park & Planning, and Site Road from within the ePlans submission process. Does not include any additional direct submissions to any agency besides the Department of Permitting. Resubmissions and coordination beyond the second resubmission will be invoiced per the Hourly Task "Miscellaneous Coordination & Meetings" if required.</p>	Lump Sum \$6,500.00	1.00	\$6,500.00
3	<p><u>Misc. Coordination & Meetings (Permits)</u> Anticipated services that may be required for the Project or requested by Client. Work will be invoiced per our hourly rates as specified on attached Exhibit A. a) All coordination and resubmissions of permit applications after the second resubmission of the plans. b) All client requested coordination and requests for information not specifically identified in tasks above. c) All Meetings and calls either specifically requested by the client or project team for DFM attendance or required for DFM to perform its scope of work, including (but not limited to) meetings and calls to discuss 1) proposed responses to and clarification of comments received by jurisdiction, 2) all submission strategy meetings and 3) project updates above and beyond periodic written updates provided by DFM. d) Public right of way Permit renewals.</p>	Hourly Per Exhibit A		
GRAND ESTIMATED TOTAL *				\$13,000.00

* EXCLUDING ANY HOURLY TASKS (IF APPLICABLE)

BILLABLE EXPENSES

***** CLIENT'S WITH THEIR OWN FORM OF CONTRACTS/AGREEMENTS SHOULD INCLUDE THE RATES LISTED BELOW WITHIN THE CONTRACTS/AGREEMENTS. DFM WILL NOT PAY BILLABLE EXPENSES ON BEHALF OF THE CLIENT UNLESS THIS IS INCLUDED. *****

a) Project Related Vehicle Mileage Reimbursement..... \$0.625/ mile

(Standard Mileage Rate is based on current rates determined by the IRS and is subject to change without prior notification).

- b) All Other Out of Pocket Expenses Paid to Third Parties are Billable Expenses @ Cost + 15%**
Possible billable expenses may include plan copies, mailing, permit fees, bond extension fees, etc., on Scope of Work tasks. DFM assumes no contractual responsibility (with client) for any services provided by a third party that are running through DFM as billable expenses, such as work being completed by a designer.

ADDITIONAL WORK

Experience indicates that certain additional items of work may be required or necessary which DFM cannot presently determine or estimate. For this reason, the fee for these items is not included in the SCOPE OF WORK/ FEE STRUCTURE above. Further, the performance of these items is not included in the Work unless the item is expressly described as the Work in the preceding SCOPE OF WORK section. These additional items of work ("Additional Work") are caused by many factors, usually at the discretion of the Client and/or his contractors and consultants. They may also be caused by reviewing agency or Client variance/deviation from present policies and standards of reviewing governmental agencies. "Additional Work" may sometimes be referred to as extras, change orders, or add-ons, but for purposes of this Agreement all such descriptions are intended to be encompassed within the term Additional Work.

For Client's reference, the following are some of the services that may be required as Additional Work to complete the Work but that are expressly excluded from the Scope of Services listed above. In view of their exclusion from this Proposal, DFM is not and shall not be held responsible for their performance as Work within the Scope of Services:

1. Work revisions on any Scope of Services items that are required because of a change requested by Client after previous approval by it, the Project team or any approving agencies
2. Work revisions on any Scope of Services items that are required because of design revisions by the Project team
3. Work revisions on any Scope of Services items necessitated by a change in the approving agencies' codes, policies or guidelines during the progress of the work
4. Work revisions on any Scope of Services items necessitated by unforeseen circumstances that cause significant delay in the schedule
5. Procuring plats from the DOB office of the Surveyor.
6. Third party review services.
7. Securing, scanning and returning of permit drawings for hardcopy submissions. If required, this task will be negotiated separately.

STANDARD TERMS AND CONDITIONS

1. Invoices are typically provided monthly and will be sent via email unless otherwise specifically directed by client.
2. The price quoted is firm only if an executed copy of this Agreement is received by DFM at DFM's office within 30 days of the date of this Agreement. It is agreed that this Agreement shall be incorporated into and shall become a part of any further or additional agreement made for this Project.
3. Quoted prices are based upon representations made by Client to DFM concerning the work and the work schedule. Quote price assumes a clean and unoccupied Project site with unencumbered access.

4. Services can be terminated at any time, via written notice only from either party. Upon notice to terminate services, final payment shall be made within 60 days of receipt of final invoice.
5. For all tasks that include lump sum/fixed fee pricing, if DFM is told to stop working on task and/or project for any reason after notice to proceed, DFM will bill client for task on a pro-rated basis based on percentage of work completed. This pro-rated billing is not based on a deliverable being achieved, but on the portion of required process completed BY DFM in order to achieve the deliverable.
6. DFM assumes all tasks included in Proposal are approved and DFM is authorized to start working on all tasks unless client crosses out tasks when returning signed Proposal. If no tasks are crossed out, it is assumed DFM is authorized to immediately start working on all tasks and bill the client per the pricing provided.
7. For any Proposal where DFM provides an "estimate" or "cost estimate" or "budget", these prices are not guaranteed and are simply a best guess of total fees at that time.
8. For any tasks DFM provides a Hourly Not To Exceed (HNTE) fee amount, these fees are not to be viewed as a "fixed fee", "lump sum fee", "estimate", "cost estimate", "budget" or "guaranteed not to exceed amount" for a task. They should be viewed only as contract mechanism for DFM not to exceed total billings of the HNTE figure without notifying the client prior to.
9. Invoices are to be paid in full within 30 days of invoice date. Otherwise, client to pay interest of 2.0% per month, APR of 24% on all overdue balances both before and after judgment, and further agrees to pay attorney's fees equal to 33% of any balance due on default, and all reasonable legal fees incurred by DFM in the event of any other dispute, whether or not suit is filed. Client further agrees to submit to personal jurisdiction in and that the forum for any litigation pursuant to this Agreement shall be the County and State where the Project is located, whether suit is brought by Client or DFM. This Agreement shall be governed by and construed in accordance with the laws of that state, without regard to its conflicts of laws principles.
10. DFM Development Services, LLC acts as a consultant only providing advisory services. DFM has no liability associated with this agreement and the services provided within, the project, the client or the client's parent company.
11. These terms and conditions shall apply to any and all subsequent additional services agreements provided to client.
12. For all tasks with an hourly fee structure:
 - a. All travel time to be billed at applicable hourly rates for all hourly billing.
 - b. Hourly rates are not guaranteed for any specific period and are subject to change.
 - c. DFM to bill client in ¼ hour (.25 hour) increments and all time to be rounded up to closest ¼ hour for billing purposes.
13. In the event that any suit or action is instituted under or in relation to this Agreement, including without limitation to enforce any provision in this Agreement, the prevailing party in such dispute shall be entitled to recover from the losing party all fees, costs and expenses of enforcing any right of such prevailing party under or with respect to this Agreement, including without limitation, such reasonable fees and expenses of attorneys and experts, which shall include, without limitation, all fees, costs and expenses of appeals.
14. For all tasks that include lump sum/fixed fee pricing, invoices will be generated once work commences on a % completed basis.
15. For Lump Sum Tasks, if client engages DFM for task, client will pay DFM in full for task even if client decides to participate in a hands-on manner with the task.
16. DFM shall have no obligation to begin or continue performance until adequate credit and funding information is provided, at any time on request of DFM. DFM may stop the manufacture or supply of any Work, services, labor or materials when payments to DFM pursuant to this Agreement stop, until payment is made and any dispute or insecurity has been resolved.
17. DFM agrees to replace or, at DFM's option, correct any defective Work, services, drawings or other deliverables under this Agreement within a reasonable time as Client's sole and exclusive remedy and DFM's limit of liability for any and all loss or damage resulting from defective Work, services, drawings or other deliverables. THE FOREGOING WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, WHETHER

WRITTEN, ORAL, EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF TITLE, AGAINST LIENS, INFRINGEMENT, THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL DFM OR ANY OF THEIR AFFILIATES, OR ANY OF ITS/THEIR RESPECTIVE DIRECTORS, OFFICERS, EMPLOYEES OR REPRESENTATIVES, BE LIABLE HEREUNDER OR IN CONNECTION HEREWITH FOR ANY SPECIAL, RELIANCE, CONSEQUENTIAL, DELAY, EXEMPLARY, PUNITIVE, INCIDENTAL, LIQUIDATED, OR INDIRECT DAMAGES, INCLUDING WITHOUT LIMITATION, FOR LOSS OF PROFITS, INCOME, USE, OR TIME, WHETHER IN CONTRACT, TORT, OR OTHERWISE.

18. Client shall make a careful inspection of the Work, services, drawings or other deliverables on receipt. Client's failure to give written notice of any type of claim within ten (10) days of delivery shall constitute an unqualified acceptance of the Work, services, drawings or other deliverables and a waiver of all claims of shortages, damage or defect or any other claim. In no event shall DFM be liable for any damage due to delay of any type, nor consequential, special or punitive damages. DFM shall not be responsible for damage or delay due to strikes, fires, accidents, or other causes beyond its reasonable control.
19. Client shall indemnify and hold harmless DFM and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, incurred in enforcement of this Agreement by DFM, or arising out of this Agreement or the described supply of services, labor or materials if any such claim is attributable to bodily injury, sickness, disease or death or injury to or destruction of tangible property, including the loss of use resulting therefrom, only to the extent caused in whole or in part by any negligent act or omission of Client, any subcontractor, employee, agent, or anyone else directly or indirectly employed by any of them or by any third person, regardless of whether or not it has been also been caused in part by a party indemnified hereunder.

If acceptable, please sign and return the Proposal via mail or email at your convenience.
Thank you very much for the opportunity!

Sincerely,

Jon Lindgren
Director of Business Development
jlindgren@dfmdevelopment.com
5715815948

Attachment: Exhibit A, DFM Hourly Rates

EXHIBIT A

The following is a listing of DFM's professional services hourly rates and are subject to change.

PROFESSIONAL SERVICES

Principal	\$255.00
Professional Engineer	\$245.00
Director	\$215.00
Assistant Director	\$205.00
Senior Project Manager	\$190.00
Project Manager	\$175.00
Assistant Project Manager	\$145.00
Senior Designer	\$175.00
Designer	\$160.00
Junior Designer	\$135.00
Utility Locator (Includes Location Device)	\$175.00
Licensed Surveyor	\$225.00
Survey Technician	\$150.00
Survey Crew (Includes Total Station)	\$250.00
Senior Inspector	\$165.00
Inspector	\$155.00
Junior Inspector	\$135.00
Senior Project Coordinator	\$155.00
Project Coordinator	\$145.00
Senior Construction Manager/Supervisor.....	\$195.00
Construction Manager / Supervisor	\$175.00
Arborist	\$175.00
Project Administrator	\$90.00



CITY OF DISTRICT HEIGHTS

City Meeting and Work Session

Tuesday, December 12, 2023 Action

Item 7

Title: Ordinance Introduction: Personnel Code
Staff Contact: David Street, City Manager
Bradley Farrar, City Attorney
Purpose: To introduce new ordinance DH-2023-07 to codify the City's Personnel System.

Summary: The purpose of this item is to propose a new ordinance, DH-2023-07, to codify the City's personnel system. The City's personnel system is comprised of three components: the Personnel Manual, the annual budget, and the administrative procedures promulgated by the City Manager (instructions to staff about how to apply certain policies, etc.). The proposed ordinance accomplishes several City Commission ("Commission") priorities; it formalizes the policy setting and resourcing role of the Commission, the administrative role of the City Manager, and the operational role of the Office of Human Resources ("HR"). Further, the proposed ordinance includes HR as a permanent City function/office.

Formally establishing the City's personnel system in ordinance is also the first step towards collective bargaining. To effectively and efficiently administer a collective bargaining environment, the City's personnel policies, procedures, practices, and resourcing must be clearly articulated with similarly clear lines of responsibility and accountability. The City's personnel system, as proposed and as administered since July 2023, is stratified into four areas of responsibility, described below.

- **City Commission:** The City Commission sets the City's personnel policies by reviewing and amending the City's Personnel Manual. The City Commission sets FTE and funding allocations for positions through the annual budget process.
 - **Responsibility Center:** The City Commission is responsible to the residents for the policy and resourcing decisions made on their behalf.
- **City Manager:** The City Manager administers the policies, FTE allocations, and budget as approved by the Commission and within authority explicitly delegated within the personnel system. The City Manager advises the Commission on policies and priorities and implements policy and priority decisions once made by the Commission.
 - **Responsibility Center:** The City Manager is responsible to the Commission for the ethical and impartial administration of the City's adopted personnel system.
- **Human Resources:** The Office of Human Resources is responsible for the daily implementation of the City's personnel system.
 - **Responsibility Center:** The Office of Human Resources is responsible to the City Manager for interpreting and applying the City's adopted personnel system and associated administrative procedures citywide.
- **City Departments:** City Departments are responsible for the daily supervision of their personnel and associated financial resources to deliver City services.

- Responsibility Center: Departments are responsible to the City Manager for the daily operations of their departments and to Human Resources for the correct application of City personnel policies and procedures.

The next steps in process are as follows:

Timeframe	Step
December 12, 2023	Introduce Personnel Ordinance
January Work Sessions	Amend Draft Ordinance as needed
February City Meeting	Personnel Ordinance Action
	Introduce Labor Relations Ordinance
February Work Sessions	Amend Draft Ordinance as needed
March City Meeting	Labor Relations Ordinance Action

Fiscal Impact: There is no fiscal impact associated with codifying the City’s personnel system.

Draft Motion:

I, Commissioner _____, move that the City Commission introduce ordinance DH-2023-07, Personnel System, and forward the ordinance to a future City Meeting for action.

I, Commissioner _____, second the motion.

Attachment:

1. Proposed Ordinance DH-2023-07

CITY OF DISTRICT HEIGHTS, MARYLAND

2023 Legislative Session

Ordinance Number: DH-2023-07

Date of Introduction December 12, 2023

ORDINANCE

1 AN ORDINANCE

2 OF THE COMMISSION OF THE CITY OF DISTRICT HEIGHTS, MARYLAND concerning
3 Personnel System for the City of District Heights, Maryland

4 For the purpose of amending the City of District Heights Code of Ordinances regarding the
5 Personnel System of the City of District Heights, Maryland.

6 BY enacting:

7 SECTION 13-2. PERSONNEL SYSTEM

Type text here

8 The City of District Heights Code of Ordinances
9 (2023 Edition).

10 SECTION I: WHEREAS, the Commissioners of the City of District Heights, Maryland,
11 have adopted a Code of Ordinances pursuant to the authority contained in Section 309 of the City
12 of District Heights' Charter; and

13 SECTION II: WHEREAS, the Commissioners of the City of District Heights, Maryland
14 believe that it is in the best interest of the City to enact in its Code of Ordinance changes to the
15 Personnel section; and

16 SECTION III: BE IT ORDAINED BY THE COMMISSIONERS OF THE CITY OF
17 DISTRICT HEIGHTS that this Ordinance shall be introduced this the twelvth day of December,
18 2023 and posted on the City's website and in the City Clerk's office for at least six (6) days but
19 no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be effective
20 twenty (20) days after adoption. Notice of its passage shall be posted in a public place within the
21 CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a publication of
22 general circulation within the City.

23 SECTION IV. BE IT ENACTED by the Commission of the City of District Heights,
24 Maryland, that Section 13-2 et. seq. of the Code of Ordinance of the City of District Heights,
25 Maryland, be and the same are hereby enacted:

1 **Section 13-2. Establishment; applicability.**

2 By virtue of the authority vested in the Commission by Section 4-101 et. seq., Local Government
3 Article, Annotated Code of Maryland, there is hereby established a personnel system for the City
4 of District Heights. All offices, employments, and positions now existing or hereafter created
5 within the City service, except those filled by election or by direct appointments of the Mayor
6 and Commission, are hereby placed within the jurisdiction of said personnel system and shall be
7 subject to such rules and regulations and procedures as are hereinafter set forth and which may
8 be set forth by provisions of this article. Elected and appointed officials are not entitled to
9 employee benefits except those otherwise mandated by law.

10 **Section 13-3. Implementation.**

11 The responsibility for implementing this article and for the general supervision of the personnel
12 system is hereby vested in the City Manager. The City Manager may delegate, in writing,
13 responsibility for implementing some or all of this article to the City's Office of Human
14 Resources.

15 **Section 13-4. Responsibilities of City Manager.**

16 The City Manager shall be responsible for the following:

- 17 A. Making recommendations to the Commission with regard to the classification of
18 positions and compensation therefor; the administration of the classification system and
19 the rates of compensation; and the inclusion of said recommendations each year in the
20 budget submitted to the Commission.
- 21 B. Making recommendations concerning measures calculated to increase efficiency and to
22 promote the interest and welfare of employees.
- 23 C. Devising necessary administrative procedures to execute the personnel policies of the
24 Commission.
- 25 D. Administering such rules and regulations and procedures as may be set forth by the
26 Commission and as amended from time to time.
- 27 E. Providing supervision and leadership to department directors and exercising direction
28 over programs and duties administered by those departments.
- 29 F. Developing and maintaining an effective working relationship with all department
30 directors, the Commission, other municipal officials, civic associations, county and state
31 officials and the residents of the City of District Heights. .

1 G. Developing new and revised recommended policies, strategies and procedures designed
2 to improve City operations and service to the public.

3 H. Undertaking union negotiations.

4 I. Interpreting and amending personnel regulations and administrative policies, including
5 the Personnel Manual, other than those issues for which authority is specifically
6 reserved to the Commission.

7 **Section 13-4. Responsibilities of Commission.**

8 **The Commission shall:**

9 A. Adopt personnel policies with respect to positions, classification, staff levels, pay and the
10 following benefits: insurance, pension, retirement and amount of paid leave, in
11 conformity with and in furtherance of this section.

12 B. Authorize staff levels (number of positions) with the adoption of the annual budget.

13 C. Approve, establish or modify all salary schedules for classes of positions with the
14 adoption of the annual budget.

15 D. Individual members of the Commission shall not direct or request the recommendation of
16 any person to, or removal from, employment by the City Manager or in any manner
17 dictate the recommendation of any potential employee to the Commission by the City
18 Manager. Except for the purpose of inquiry, Commission members shall deal with the
19 administrative service solely through the City Manager, and no Commission member
20 shall give orders to any subordinates of the City Manager either publicly or privately.

21 **SECTION V.** BE IT ORDAINED BY THE COMMISSION of the City of District Heights,
22 If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for
23 any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such
24 invalidity shall be severable, and shall not affect or impair any remaining section, subsection,
25 provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of
26 the City that the remainder of the Ordinance shall be and shall remain in full force and effect,
27 valid and enforceable.
28

1 COMMISSION FOR THE CITY OF DISTRICT HEIGHTS, MARYLAND

2 BY: _____
3 Cynthia L. Miller, Mayor

4 BY: _____
5 Xander Harcourt, Vice-Mayor

6 BY: _____
7 Gyasi Gomez, Commissioner

8 BY: _____
9 Pamela Janifer, Commissioner

10 BY: _____
11 Anthony Tilghman, Commissioner

12 ATTEST:

13 _____
14 Starr Jefferson
15 City Clerk

16 I, Starr Jefferson, City Clerk of the City of District Heights, Maryland hereby certify that the
17 following motion was made at the meeting of the Mayor and City Commission of District
18 Heights on _____, 2023

19 Motion: I, Commissioner _____, move that the Commission adopt Ordinance No. DH
20 2023-_____, and to amend the the Code of Ordinances with this Section 13-2, et. seq.

21 Motion Seconded: I, Commissioner _____, Second the Motion.

22	Vote	AYE	NAY	ABSTAIN
23	Miller	_____	_____	_____
24	Harcourt	_____	_____	_____
25	Gomez	_____	_____	_____
26	Janifer	_____	_____	_____
27	Tilghman	_____	_____	_____

28 Effective Date: _____, 2023

29 City Clerk to the Incorporated City of
30 District Heights, Maryland

31 _____
32 Starr Jefferson
33

KEY:

Underscoring indicates language added to existing law.

~~[Strikethrough]~~ indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, December 12, 2023

Action Item 8

Title: Pay Parity: Police Step and Grade Pay Plan and Implementation

Staff Contact: David Street, City Manager
Nikesha Pancho, Human Resources

Purpose: To provide the general workforce step and grade pay plan to the City Commission (Commission) for review and to request authority to implement the new pay plan.

Summary: On November 14, 2023, the Commission confirmed (5-0) several policy decisions regarding the pay plan for the City’s general workforce 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 (5-0) a step and grade system for the General Workforce pay plan.

Part I: General Workforce Pay System

Table 1. Salary Spread by Grade

Grade	Spread Across Range	Job Type
G0	\$10 hourly	Intern
G1	\$13,631	Staff
G2	\$15,593	Staff
G3	\$17,235	Staff
G4	\$19,560	Staff
G5	\$21,420	Staff
G6	\$23,562	Staff
G7	\$25,103	Staff
G8	\$27,500	Staff
G9	\$30,114	Staff
G10	\$34,761	Staff
E1	N/A	Single Salary Grade
E2	N/A	Single Salary Grade

The pay plan creates ten general workforce (“G”) grades and updates the City’s Job classification structure. Grade G0 is a grade specifically for interns and seasonal workers and has a reduces scale that may be set by job. The “E” Grades are single-purpose and single salary grades.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). 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. General Workforce Step and Grade

Grade	Steps										
	1	2	3	4	5	6	7	8	9	10	11
G0				\$15.00	\$17.50	\$20.00	\$22.50	\$25.00			
G1	\$38,949	\$40,154	\$41,396	\$42,676	\$43,996	\$45,357	\$46,717	\$48,119	\$49,562	\$51,049	\$52,581
G2	\$44,554	\$45,932	\$47,353	\$48,817	\$50,327	\$51,884	\$53,440	\$55,043	\$56,695	\$58,396	\$60,147
G3	\$49,245	\$50,768	\$52,338	\$53,957	\$55,626	\$57,346	\$59,067	\$60,839	\$62,664	\$64,544	\$66,480
G4	\$55,890	\$57,618	\$59,400	\$61,237	\$63,131	\$65,084	\$67,036	\$69,047	\$71,119	\$73,252	\$75,450
G5	\$61,202	\$63,095	\$65,047	\$67,058	\$69,132	\$71,270	\$73,409	\$75,611	\$77,879	\$80,216	\$82,622
G6	\$67,323	\$69,405	\$71,551	\$73,764	\$76,046	\$78,398	\$80,749	\$83,172	\$85,667	\$88,237	\$90,884
G7	\$71,727	\$73,945	\$76,232	\$78,590	\$81,021	\$83,526	\$86,032	\$88,613	\$91,271	\$94,010	\$96,830
G8	\$78,575	\$81,005	\$83,511	\$86,094	\$88,756	\$91,501	\$94,246	\$97,074	\$99,986	\$102,986	\$106,075
G9	\$86,045	\$88,706	\$91,449	\$94,278	\$97,193	\$100,199	\$103,205	\$106,301	\$109,490	\$112,775	\$116,158
G10	\$99,323	\$102,394	\$105,561	\$108,826	\$112,192	\$115,662	\$119,132	\$122,705	\$126,387	\$130,178	\$134,084
E1											
E2											

The General Workforce step and grade system assumes an approximately 30-year career window and evenly distributes increases across those years in 3 percent increments every two years. The spread increases of minimum and maximum salary increases as the grade increases because the system encourages employees to move up in grade. As an example, Laborer I (G1) is encouraged to progress to Laborer II (G2) and Laborer III (G3) through a combination of certifications for specialized skills and years of service. Jobs found in the lower grades have more opportunities for progression, e.g. Laborer I-III, Administrative Assistant I-III, than those in higher grades.

Step 6 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. Grades G0 through G4 are non-supervisory grades. Grades G5 and G6 may or may not supervise. Grades G7 through G9 have progressively responsible managerial and supervisory responsibilities.

Table 3. Tentative Job Classification by Proposed Grade³

Grades	Job Classifications	Grades	Job Classifications
G0	Interns and Seasonal Staff	G5	Clinical Therapist I
G1	Laborer I		Ops/Admin Manager I
G2	Laborer II		Program Manager I
	Admin Asst. I		Code Enforcement Officer II
G3	Laborer III		Admin Asst. IV
	Admin Asst. II	G6	Clinical Therapist II
	Prog. Coordinator I		Program Manager II
G4	Admin Asst. III	G7	Assistant Director
	Prog. Coordinator II		

³ This table represents tentative job classifications – final determinations on grades may change following HR classification review.

			Clinical Therapist III - Supervising
	Code Enforcement Officer I	G9	Director
	Laborer IV - Team Lead	G8 & G10	Not in use

Table 3 shows the proposed distribution of jobs by grade. The majority of the jobs are found within the middle grades (G3-G6). As noted previously, jobs in the lower grades include more classifications to provide a career progression and to incentivize acquisition of additional education, certifications, and skills. G8 is the only proposed grade that is not proposed for use. Grade G8 was created to 1) fill the gap in the salary ranges between the director (G9) range and the next highest range (Assistant Director, G7) and 2) to allow easier future expansion of the pay system. Following Commission approval, current positions and titles will be converted to conform with the proposed classification system.

Part II: Pay System Implementation

Staff proposes the following methodology for placing employees on new pay bands:

1. Each position will be evaluated based on written job description and accounting of actual day-to-day responsibilities and duties.
2. As appropriate, the position description will either be converted into the new system as currently drafted or will be amended to reflect the actual day-to-day responsibilities and duties of the job. Each job will be reviewed for FLSA classification, position classification, reporting structure, and for internal equity. Staff notes that some job descriptions are more up to date than others.
3. Each employee will be reviewed to place them onto their jobs new pay band. In some instances, job titles may change in alignment with the new pay system and the classification review described above. Each employee will be placed on their new pay band using *Grade = ½ Years of Service* as the conversion formula.
4. Implementation for the pay system will commence mid-December and continue through January. Employees will be notified of their new rates of pay in February with a target final implementation of the second February pay period.
5. Internal equity will be considered when applying pay increases across a given department or given classification. For example, if an employee in a given classification makes \$21 per hour, but every other employee in that classification makes an average of \$27 per hour, an internal equity adjustment will be made to bring the outlying employee into conformance with the pay of the other employees.

Note: Staff will process the 5 percent merit increase as approved in the FY 2024 budget in January. That said, staff notes that in most cases, the employee’s new pay band and pay rate will supersede any adjustments made to their prior rates of pay because their new pay rate will be higher than their old pay rate plus a 5 percent increase when processed in February.

Fiscal Impact: Pay increases associated with the pay parity study as budgeted to be absorbed by ARPA funding in the first year (FY 2024). The estimated annualized fiscal impact is shown below by department.

Department	Estimated Annualized Fiscal Impact
General Government - Encumbered	\$11,531.92
General Government - Vacant	\$0.00
Recreation – Encumbered	\$52,898.40
Youth Services – Encumbered	\$11,179.00
Youth Services - Vacant	\$5,000.00
Public Works - Encumbered	\$18,574.18
Public Works - Vacant	\$0.00
Code - Encumbered	\$20,321.92
Code - Vacant	\$30,000.00
Senior Services - Encumbered	\$0.00
Senior Services - Vacant	\$0.00
Estimated Total:	\$149,505.43

Alternatives:

1. The Commission could approve the step and grade pay plan as described in tables 1, 2, 3 and 4 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 General Workforce Step and Grade system provided as Tables 1, 2, and 3 and direct the staff to implement the new pay plan beginning in February 2024.



CITY OF DISTRICT HEIGHTS

City Commission Meeting and Work Session

Tuesday, December 12, 2023

Action Item 9

Title: Economic Development Work Session: Municipal Growth Area Continued
Staff Contact: David Street, City Manager
Purpose: The purpose of this item is to continue deliberations on 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.

The Commission has adopted boundaries for growth areas A, B, and C. The final growth area for consideration by the Commission is proposed growth area D “Ritchie Road.”

Figure 1. Example Municipal Growth Plan

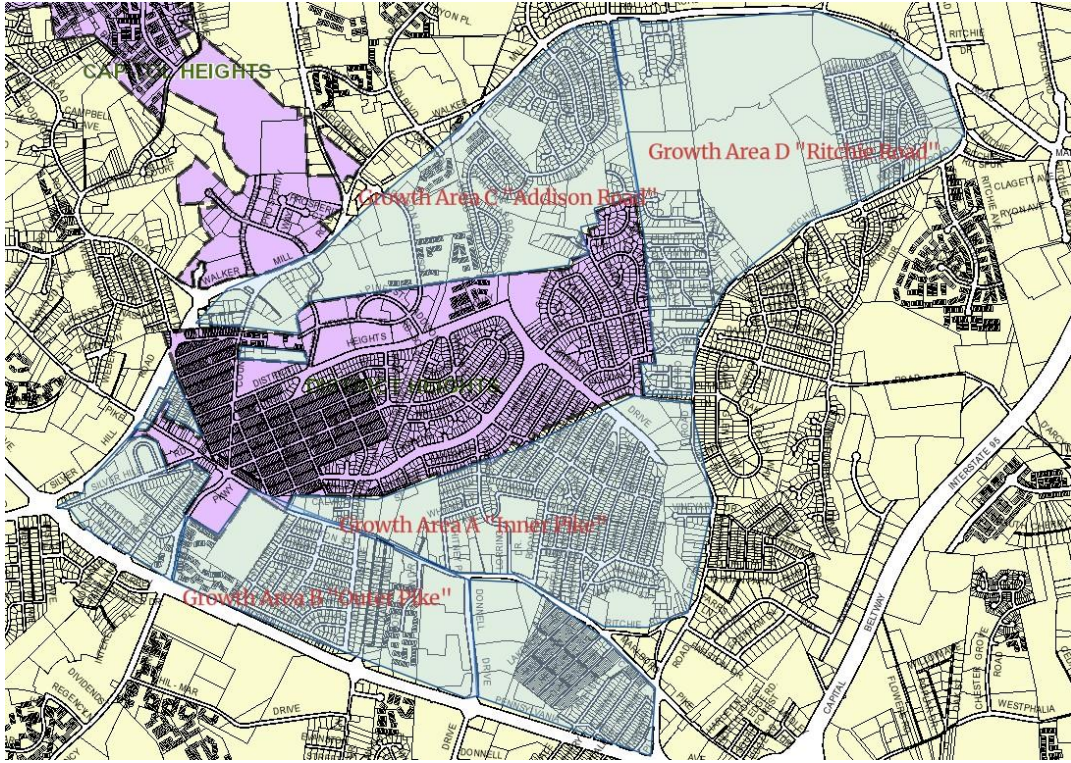
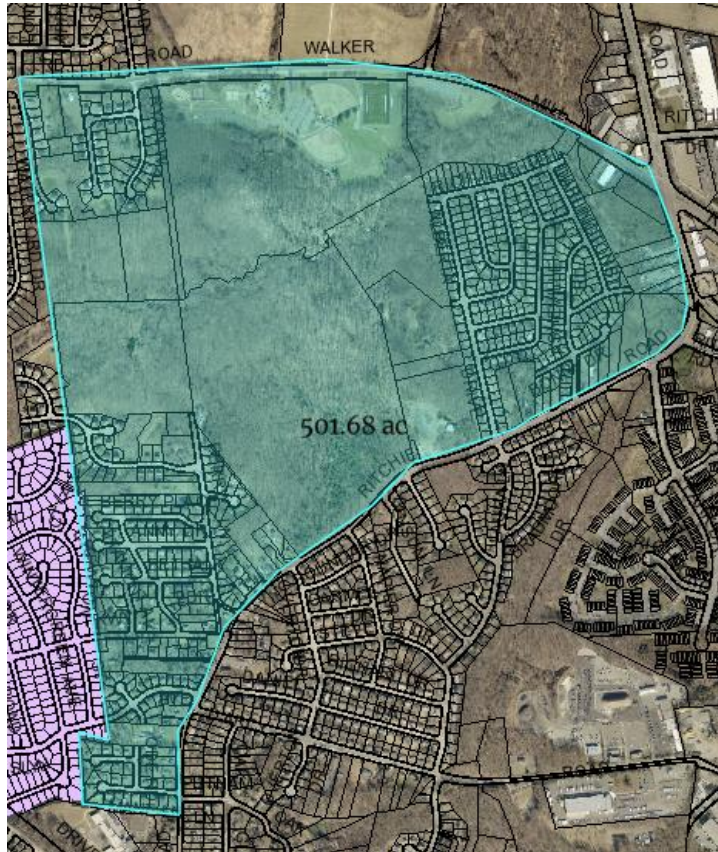


Figure 2. Proposed Municipal Growth Area D



- Council District: 6 and 7
- Approximately 500 acres
- Consists of the area east of the City's current boundary to Ritchie Road and continues along Ritchie Road to Walker Mill Road. The subject area includes the proposed annexation of Walker Mill Road to complete the northern boundary to the City.
- Zoning in the area predominantly consists of RSF-95, RSF-65, ROS, and a small section of IE at the intersection of Walker Mill and Ritchie Roads.
- The area consists of approximately 6.5 miles of roadway.
- Annexing "Ritchie Road" would add approximately 1,500 residents and a significant amount of undeveloped and open space, including Walker Mill Park.

Figure 3. Growth Area D, Lower Half

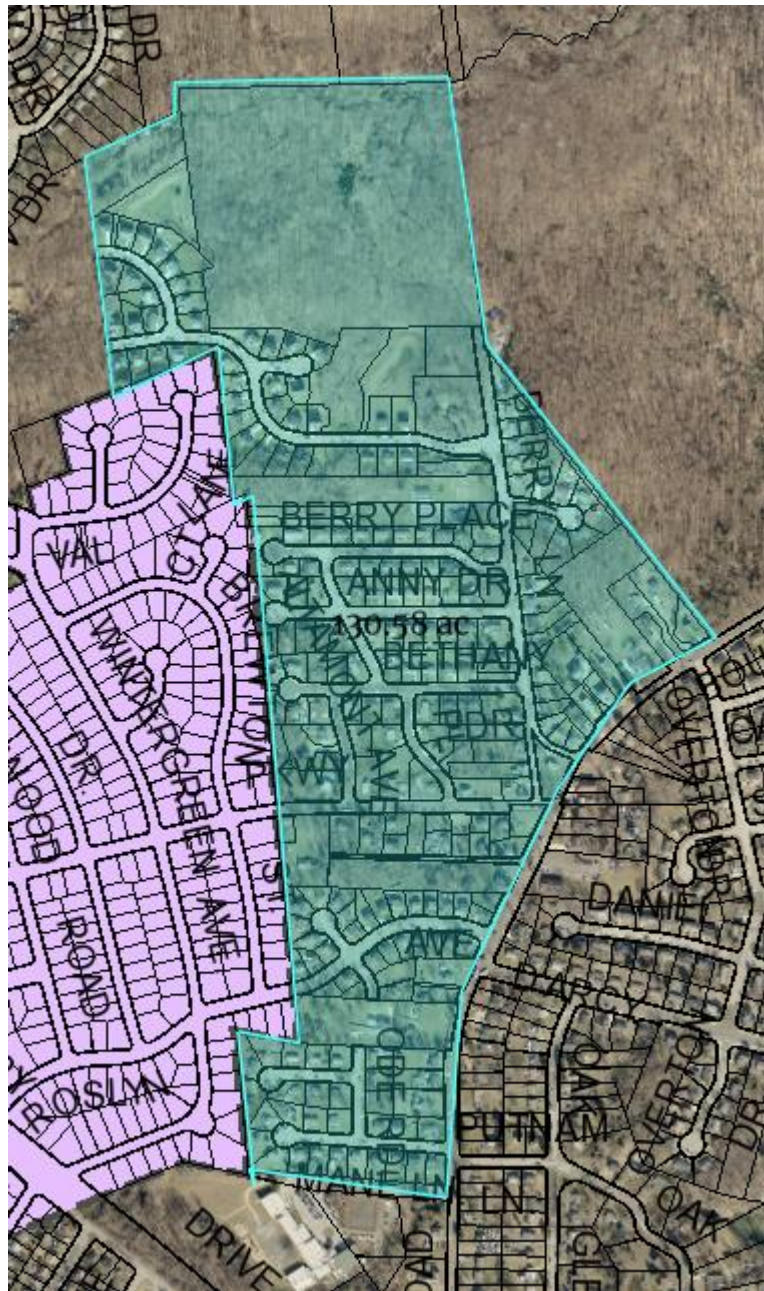


Figure 3 shows the lower half of proposed Growth Area D. The area shown in figure 3 is significant for two reasons: 1) because the “Barry Lane” are was subject to somewhat recent annexation discussions and 2) because the development pattern in this area is nearly identical to that of the City today. Importantly, this area also moves the entry to the City from approximately the intersection of Brewton Street and Kipling Parkway to Ritchie Road and Kipling Parkway.

Alternatives:

- 1. The Commission could adopt “Municipal Growth Area D: Ritchie Road” as shown in figure 2.
- 2. The Commission could request information on/modifications to the proposed growth area and direct staff how to proceed.

Draft Motion:

- 1. I, Commissioner _____, move that the City Commission adopt Municipal Growth Area D “Ritchie Road” as shown in Figure 2 and direct staff to conduct a fiscal analysis on the cost for service delivery for that area.

I, Commissioner _____, second the motion.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, December 12, 2023

Action Item 10

Title: Ordinance Introduction: Sec. 204 Fences
Staff Contact: Michelle Watkins, Code Enforcement
Purpose: To propose a new section 204 that governs the regulations of fencing on residential lots.

Summary: On October 10, 2023, the Commission was presented with a report on the City's current fencing requirements, new International Building Code (IBC) requirements, and engaged in a discussion as to what fencing regulations the Commission should adopt as a part of the recodification process. As noted in the prior item, District Heights used Building Officials and Code Administrators International (BOCA) standards. Recently, the state changed their reference from BOCA to IBC and as such the City must be updated to IBC standards as a part of the recodification process.

During the October 10 meeting the Commission came to a general consensus on several topics:

- Desire to eliminate or reduce the number of hearings for fences brought to the Commission;
- Interest in matching the County's 4 foot height limit over District Height's Historical 3 ½ foot height limit, and;
- Provide a better experience for residents in the application and permitting process.

As such, staff have drafted a new ordinance, Article II Sec. 204: Fences, that addresses the Commission's concerns. The draft ordinance language is provided as Attachment 1. Generally speaking, the ordinance removes the City's reliance on amendments to BOCA and creates a standalone section specific to residential fences.

Of particular note is the residential fence administrative variance process. This process is created to allow for privacy fences in qualifying rear yards, subject to a review and inspection process. The administrative variance requirements are proposed as follows:

- The proposed fence must use materials, colors, and other architectural selections that are visually consistent with the surrounding built environment.
- If the subject lot abuts an alley, as defined in this section, the portion of the fence that directly abuts the alley must adhere to proposed Sec 204. IV(b).
- Abutting property owners are required to be notified of the application for an administrative variance by certified mail and have seven (7) days to comment on the application.
- A final inspection must be performed and approved prior to issuance of the final variance.
- Granting the variance will not impair the intent, purpose, or integrity of the ordinance.

Administrative determinations may be appealed to the City Commission subject to some time constraints: An applicant may appeal, in writing, a decision not to grant an administrative variance no more than 14 days

following the written determination. The appeal shall be heard by the City Commission in a public hearing not more than 90 days after the appeal is filed.

This ordinance also updates how permitting for privacy fences are processed. The ordinance contemplates:

- 1. An applicant submits a variance application with requisite information (site plan, sketch, etc.)
- 2. Staff review the submission using the criteria in the ordinance.
- 3. If the application meets the criteria, a notification to proceed is issued (e.g. temporary permit) to allow building to commence.
 - a. When construction is complete, a final inspection is conducted to confirm the fence was built in accordance with the submitted plans. The final permit is issued following final inspection.
- 4. If the application does not meet the criteria, the applicant is provided with guidance and an opportunity to revise the application.
 - a. If the applicant does not wish to revise the application, they may appeal the application denial as provided for in the ordinance.

Fiscal Impact:

Alternatives:

- 1. The Commission could introduce and adopt the ordinance as provided for in Attachment 1.
- 2. The Commission could direct alterations to the proposed ordinance and direct staff how to proceed.

Draft Motions:

I, Commissioner _____, move that the City Commission introduce Ordinance DH-2023-08 "Sec. 204: Fences" and forward the ordinance to a future City Meeting for action.

I, Commissioner _____, second the motion.



CITY OF DISTRICT HEIGHTS

City Meeting and Work Session

City Manager’s Report

Thursday December 12, 2023

Title: City Manager’s Report
Staff Contact: David Street, City Manager

Construction/Capital Projects

The City has four active construction/capital projects and five projects that are queued. The queued projects do not have any noteworthy updates. The three active project updates are as follows:

- The Senior Center is scheduled to reach substantial completion. The facility passed fire inspection this week. Staff has begun work on final occupancy and delivery of the project.
- The contract award for Fiesta Place is on the agenda for this meeting.
- Preliminary site planning on 6114 Marlboro Pike is complete. The feasibility study with development options is provided as Attachment 1.

Figure 1, below, shows the status of the City’s active and queued construction projects. An asterisks in the project status indicates a change from the prior report.

Fig. 1. Active and Queued Projects

Project	Project Status - November	Project Status – Current	Funding Source(s)
District Heights Senior Center	Reaching Substantial Completion	Reaching Substantial Completion	Debt financed
Fiesta Place Garden	RFP released	Contract Award*	ARPA
Municipal Center Restrooms Renovation	Design phase	Design Phase	ARPA
Veteran’s Park Phase II	Design phase	Design Phase	POS & local funds
Municipal Field Restrooms	Pre-design phase	Pre-design phase	POS & local funds
Kipling Parkway shared use paths	Design phase	Design phase	POS
Marlboro Pike Site Development	Pre-design phase	Design phase*	ARPA & local funds
Dog park relocation	Planning phase	Planning phase	POS
Fiesta Place Linear Park	Planning phase	Planning phase	Not funded
Edfield Lane	Planning phase	Planning phase	Not funded

Active City Projects

Figure 2, below, shows a list of special projects currently under way or planned for significant progress and/or completion within the next six months. Projects on this list mostly, but not exclusively, fall outside of the normal day-to-day operations of departments.

Fig. 2. Active Special Projects

Project	Lead Department	Status	Anticipated Completion
Codification Update	City Clerk	In progress	Dec 2023*
Fence Ordinance Update	DHPD – Code	In progress	Dec 2023
Dept. Safety and Security Plans	DHPD	Delayed	Q1 2024
Fines Backlog	DHPD	In progress	Jun 2023
24-hour Service Transition Plan	DHPD	Queued	TBD
Payroll Audit	Treasurer	In progress	Dec 2023
Collective Bargaining I: Personnel Code	City Attorney/Manager	In progress	Dec 2023
Collective Bargaining II: Labor Relations Ordinance	City Attorney/Manager	Queued	Jan 2023
Pay Parity: Police	City Manager/HR	Completed	NA
Pay Parity: Gen. Workforce	City Manager/HR	In progress	Dec 2023
Advisory Board Updates	City Clerk	In progress	Jun 2023
Enclave Review/Annexation	City Attorney/Manager	In progress	TBD
Economic Development Plan Development	City Manager/LA Perez	In progress	Jan 2023
Municipal Growth Area Map	City Manager/LA Perez	In progress	Dec 2023
Charter Review Process	City Manager/Attorney	Queued	TBD
Purchasing Ordinance	City Manager	Completed	Nov 2023
Major Equipment/Asset Inventory	DPW	Queued	TBD
Fee & Membership Structure Review - Recreation	Recreation	In progress	Dec 2023
Digital Archive Implementation – Phase I	City Clerk/Manager	In progress	Dec 2023
Employ Prince George’s County	Recreation	In progress	Nov 2023

ATTACHMENT:

1. Media and Engagement Data
2. Revised 6114 Marlboro Pike Preliminary Site Report

**City of District Heights, Maryland
6114 Marlboro Pike, 2355 Scott Key Dr, & Parcel 241
Feasibility Study Report**

December 2023

Prepared by:
ADTEK Engineers, Inc.
9440 Marlboro Pike, Suite 310
Upper Marlboro, MD 20772
301.662.4408

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- B. Zoning
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- D. Environmental Features
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- B. Zoning Map
- C. City Water, Sewer, and Storm Drain Map
- D. Floodplain Map
- E. Options

City of District Heights, Maryland
6114 Marlboro Pike, 2355 Scott Key Dr, & Parcel 241
FEASIBILITY REPORT

A. INTRODUCTION

The following report presents a site assessment of the site located at 6114 Marlboro Pike, 2355 Scott Key Dr, and Parcel 241 in the City of District Heights, Maryland. The site is comprised of three lots with a total land area of 1.4496 acres. 6114 is comprised of 0.5040 acres of land; 2355 is comprised of 0.2456 acres of land; 241 is comprised of 0.7000 acres of land. The sites are currently, generally, unimproved. There are small areas of pavement associated with adjacent development. 6114 is currently located within the city limits while 2355 and 241 are outside the city.

B. ZONING

The City of District Heights uses the same Zoning Ordinances as Prince George's County. The site is split between the CGO (Commercial, General, and Office) and RSF-65 (Residential, Single-Family-65) zoning districts. 6114 is zoned CGO while 2355 and 241 are zoned RSF-65.

The proposed use of the project is a Government Services Center – office space. Office space is not a permitted use in the RSF-65 zone. There is no category for government facilities in the Zoning Ordinance. Government facilities are typically allowed in all zoning districts and generally exempt from most zoning requirements. This use may require re-zoning or special exemption.

Public projects within Prince George's County are required to be reviewed by the Maryland-National Capital Park and Planning Commission (M-NCPPC). These projects utilize the zoning requirements as guidelines, but strict adherence is not required.

Setbacks in the CGO zone are as follows (non-residential uses):

- Front: 0'
- Side: 0'
- Rear: 0'

The building height is limited to 50' whereupon additional setbacks are required. Overall height for office builds is limited to 110'.

Setbacks in the RSF-65 zone are as follows (non-residential uses):

- Front: 25'
- Side: 8'
- Rear: 20'

The building height is limited to 40’.

The maximum impervious area in the RSF-65 is 60% with no limit in the CGO.

Parking for the site should meet City zoning requirements. Offices and general business require a minimum of 1 parking space per 300 sf for 300 – 1,500 gsf and 1 per 400 sf over 1,500 gsf.

C. UTILITIES

Water: There is an existing 8” watermain along Scott Key Dr, and a 16” watermain along Marlboro Pike. Once water demands for the use are determined a study will be required by WSSC as part of the Site Plan submission.

Sanitary: There is an existing 8” sanitary sewer line along Marlboro Pike. Additionally, there are 8” lines with manholes in the two corners of the site along Scott Key Dr. Once sewer demands for the use are determined a study will be required by WSSC as part of the Site Plan submission. Assuming gravity flow, either connection along Scott Key Dr would be preferable since they are located along the lower side of the site.

Drainage: The site generally flows overland from the high point along Marlboro Pike to the low side along Scott Key Dr.

There is an existing public storm drain at the northern corner of the site that flows down District Heights Pkwy. But the capacity of this, apparent 27” diameter pipe, is unknown. Any upgrades to the site may require an upgrade to this existing drainage system to accommodate increased flows from the site. The site is located in the portion of the County where management of the 100-yr storm is required.

D. ENVIRONMENTAL FEATURES

Soils on the property are comprised of:

- BuB (Beltsville-Urban land complex); this soil is classified as Hydrologic Soil Group ‘C’, which may not be conducive to on-site infiltration thus stormwater techniques may require underdrains.

This site is not located within the FEMA mapped floodplain per FEMA map 24033C0235E.

Per MD-DNR there are no wetlands or streams within the property that would impede development.

E. PROPOSED OPTION

It is understood that the City's intent is to create a presence on Marlboro Pike in order to attract and retain businesses in the area. With that in mind, the site was analyzed in an attempt to provide a facade and site access on Marlboro Pike. This aligns with the commercial zoning along Marlboro Pike as well as the higher road classification. Unfortunately, the frontage of 6114 is limited. The 85' +/- width does not facilitate a driveway and substantial building size.

Layout 1

The layout provides a three-story building. The first two floors have a footprint of 11,500 sf with a 2,500 sf third floor for a total of 25,500. The L-shaped layout allows a portion of the building to be closer to Marlboro Pike. The third story is over the portion closer to Marlboro Pike. The rest of the building is to the rear of the site where more space is available. The site entrance and a portion of the parking lot is in front of the building and a driveway to additional parking is set beside the building. This could allow for separate parking areas for staff and customers. This provides parking of 66 spaces (1 space for every 400 sf).

Layout 2

This option was reviewed for the feasibility of providing an underground parking garage below the building. The slopes required to provide enough drop limit the amount of area below the building that can be used for parking. Approximately 83' at a 12% slope is required to descend 10'. Access to the lower level would need to be via the front of the building. This leaves room for roughly 15 spaces below the building. A portion of the first-floor area would need to be reserved for access to the parking garage. The remaining first floor footprint would be 10,000 sf with second and third floors of 11,500 sf for a total of 33,000 sf. The site provides parking of 81 spaces (1 space for every 400 sf).

Layout 3

This option provides for ground level parking in place of a portion of the first floor of the building. 20 parking spaces are provided below the second floor. This allows for a remainder of 4,300 sf on the first floor. The second and third floors are both 11,500 sf for a total area of 27,300 sf. The site provides parking of 81 spaces. At 1 space per 400 sf the allowable building area of 32,400 sf is greater than provided. It does not appear feasible to increase the building to four stories. At this point extra parking could be considered for the site or the parking under the building could be reduced to increase the building size. For example, only 10 parking spaces could be provided under the building to allow the first floor to increase by 1,100 sf for a total building size of 28,400 sf.

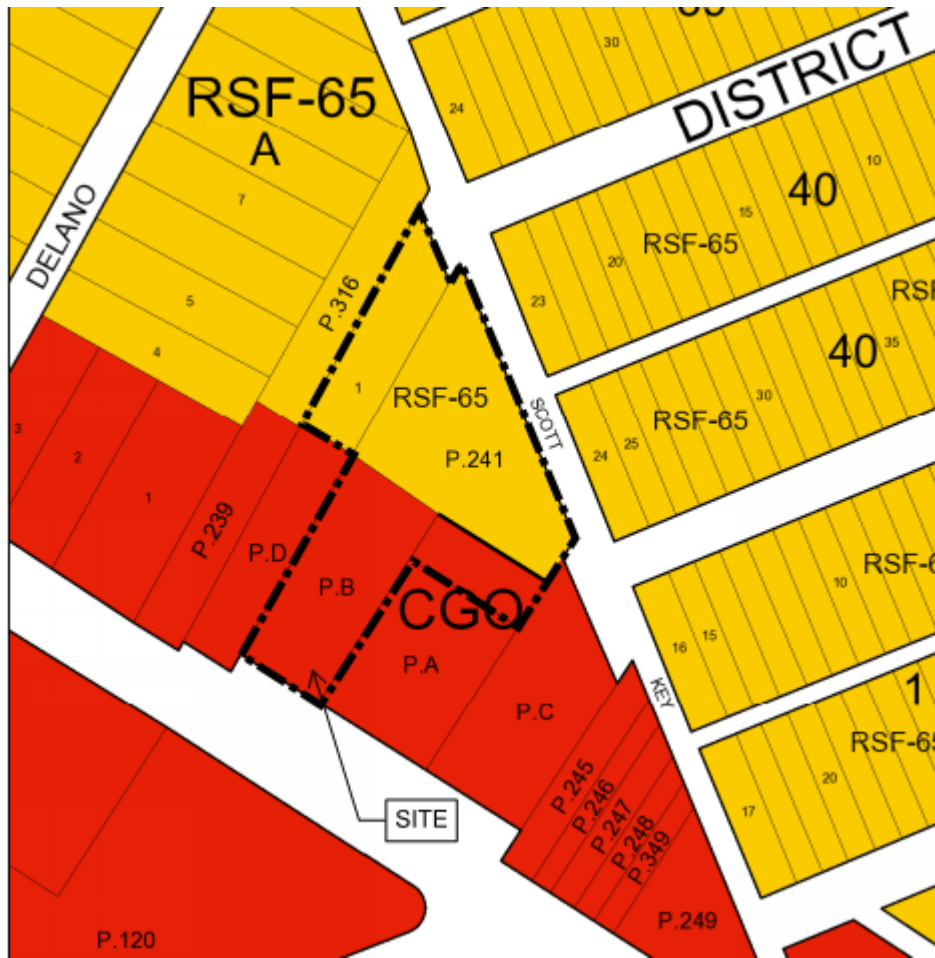
Appendix A

Vicinity Map



Appendix B

Zoning Map

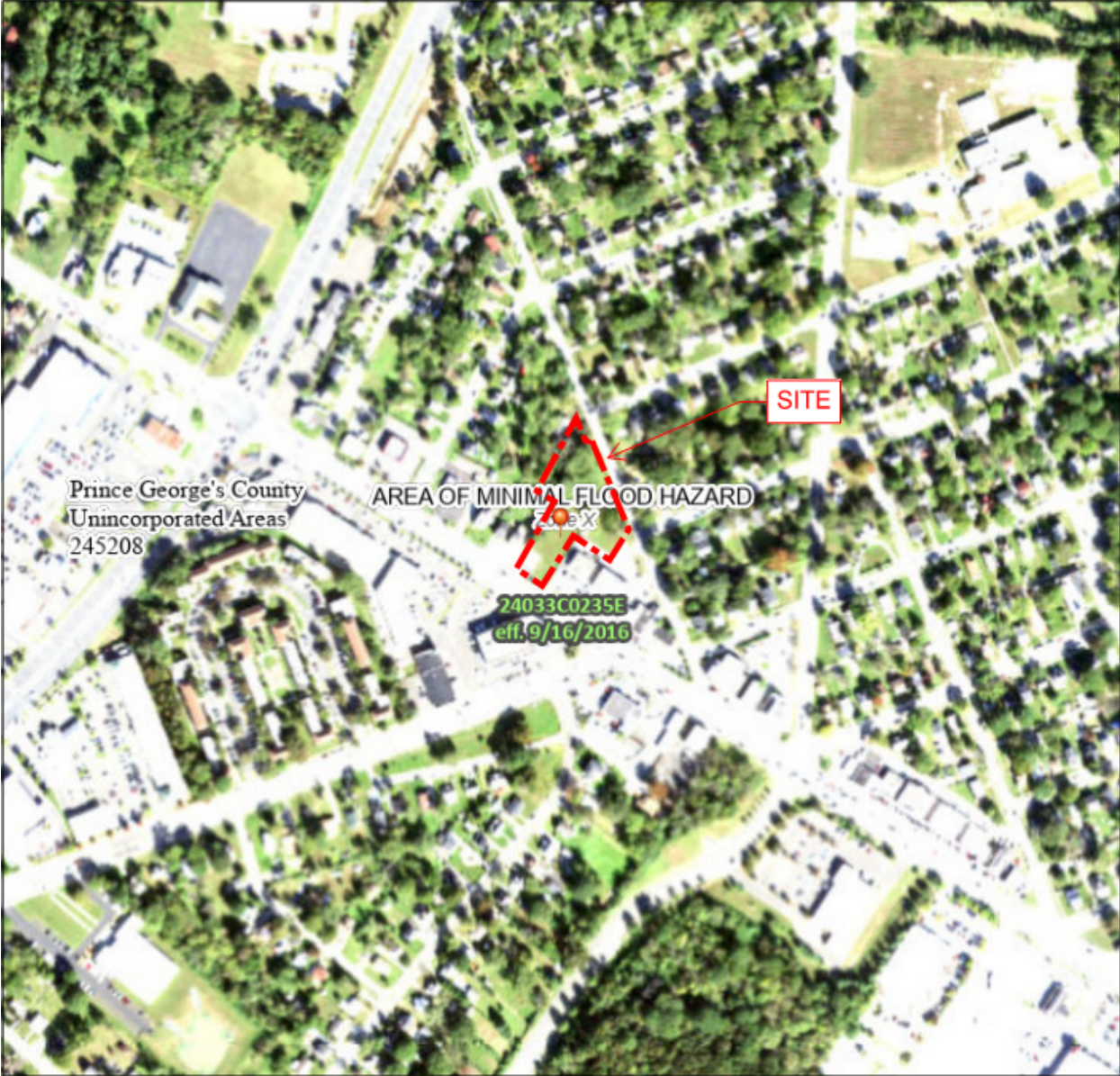


Appendix C

City Water, Sewer and Storm Drain Map

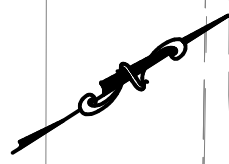


Appendix D
Floodplain Map

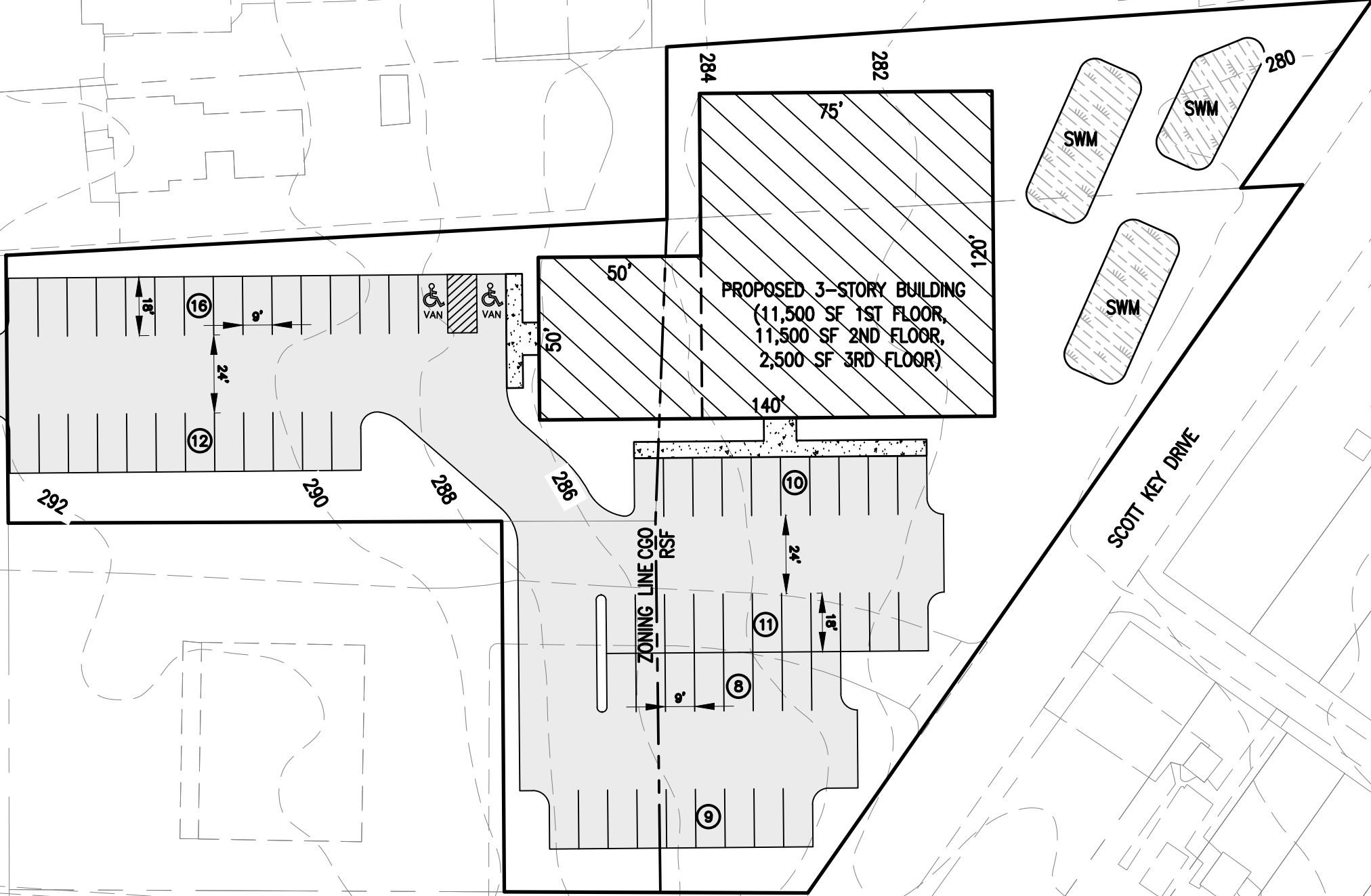


Appendix E

Options



MARLBORO PIKE

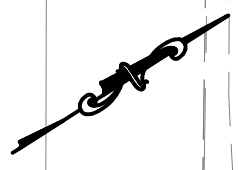


CIVIL, STRUCTURAL, SPECIALTY ENGINEERING
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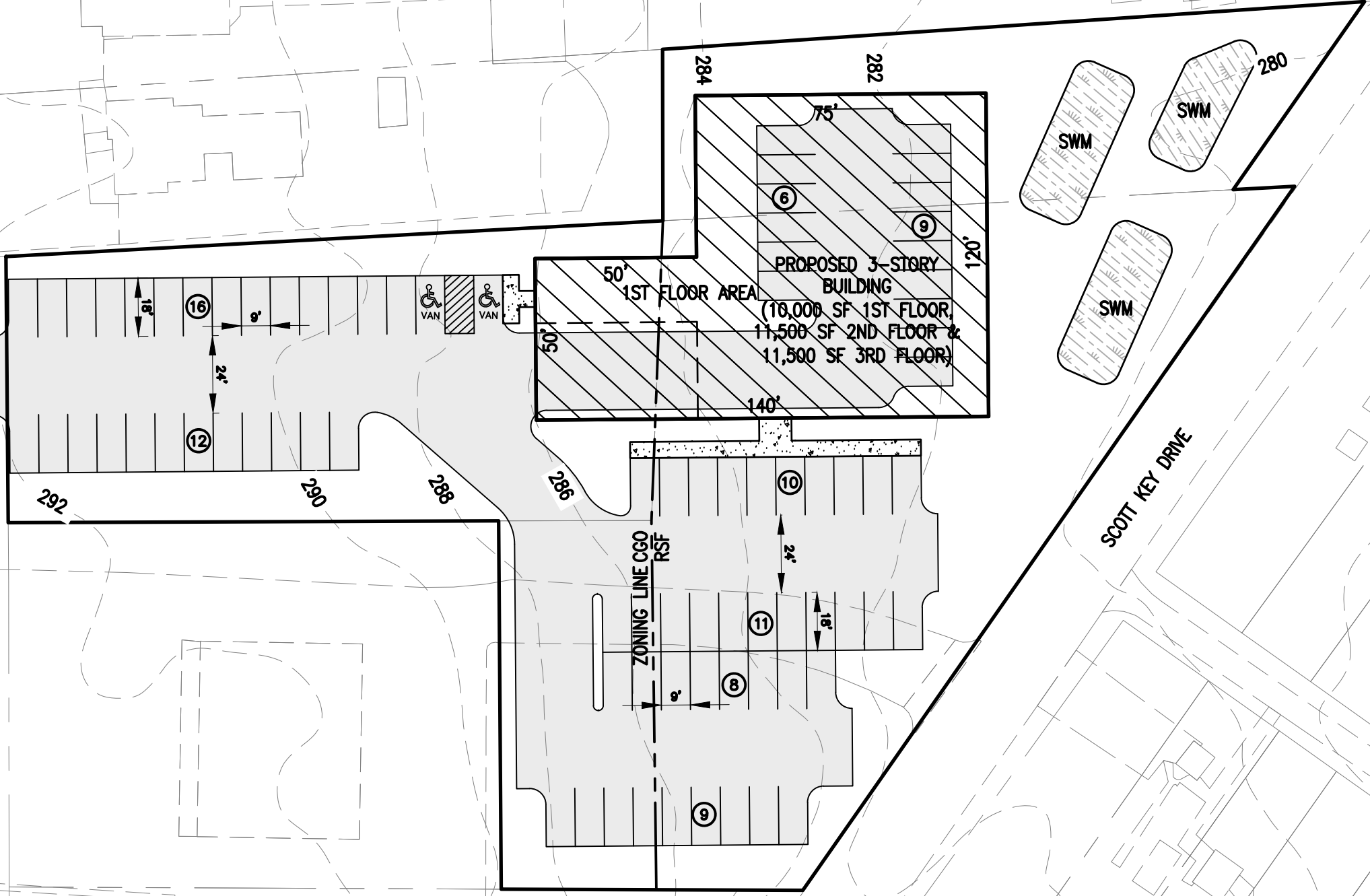
CITY OF DISTRICT HEIGHTS
FEASIBILITY STUDY OPTION #1
 PRINCE GEORGE'S COUNTY, MARYLAND

NO.	DATE	DESCRIPTION	ISSUE

SCALE: 1" = 40'	DATE: 12/1/2023	CHECKED BY: DM	PROJECT NUMBER: 2301.0081	SHEET 1 OF 1
DRAWN BY: DM				DRAWING NUMBER: 1



MARLBORO PIKE

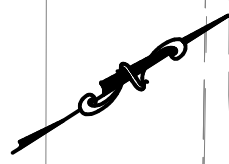


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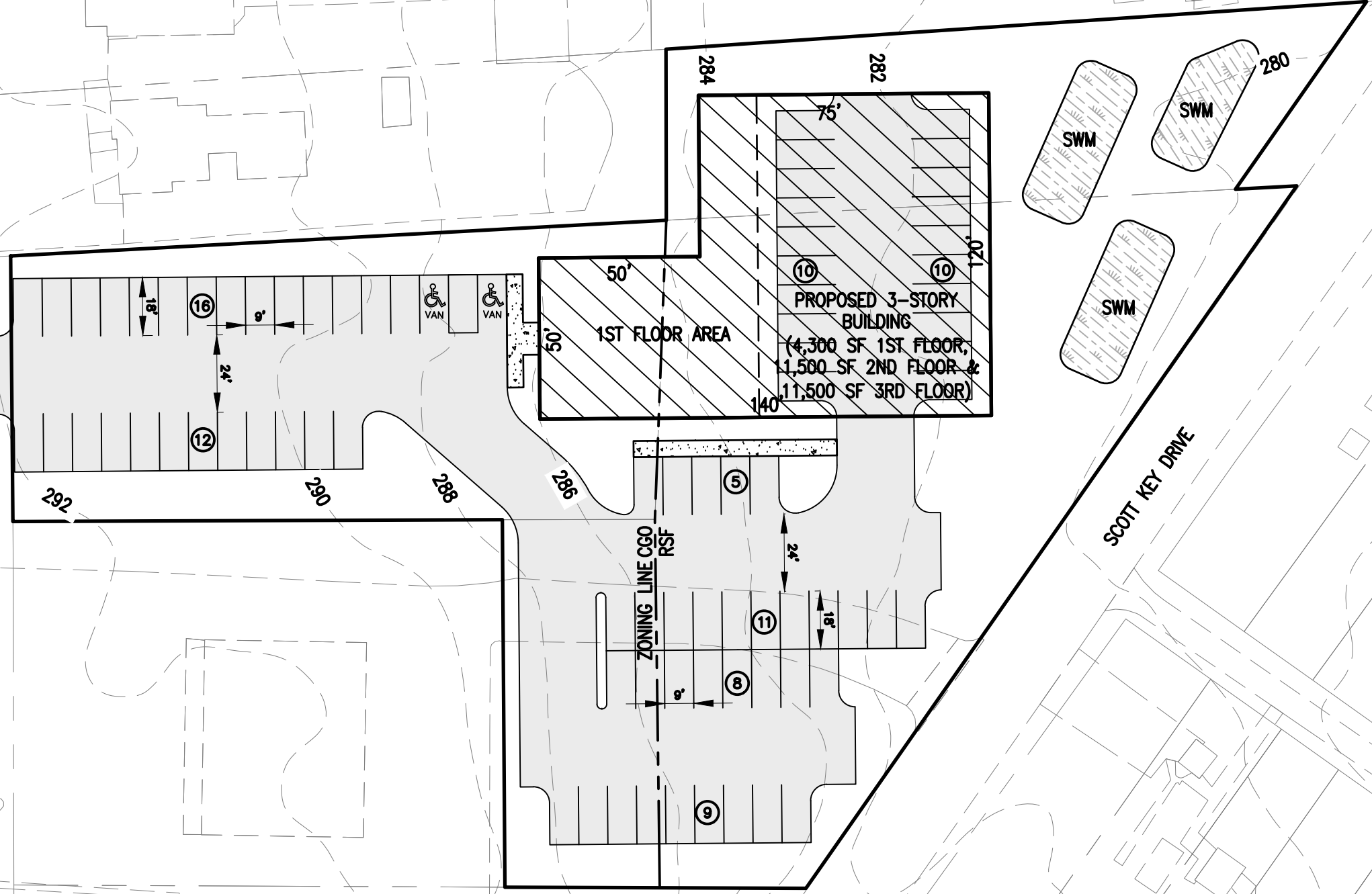
CITY OF DISTRICT HEIGHTS
 FEASIBILITY STUDY OPTION #2
 PRINCE GEORGE'S COUNTY, MARYLAND

NO.	DATE	DESCRIPTION	ISSUE

SCALE: 1" = 40'	DATE: 12/1/2023	PROJECT NUMBER: 2301.0081	SHEET 1 OF 1
DRAWN BY: DM	CHECKED BY: DO	DRAWING NUMBER: 2301.0081	DRAWING NUMBER: 1



MARLBORO PIKE



SCOTT KEY DRIVE

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 Fairfax, Virginia 22030
 Phone: 703-691-4040 Fax: 703-691-4056
 www.ADTEKengineers.com

CITY OF DISTRICT HEIGHTS
FEASIBILITY STUDY OPTION #3
 PRINCE GEORGE'S COUNTY, MARYLAND

NO.	DATE	DESCRIPTION	ISSUE

SCALE: 1" = 40'	DATE: 12/1/2023	CHECKED BY: DM	PROJECT NUMBER: 2301.0081	SHEET 1 OF 1
DRAWN BY: DM				DRAWING NUMBER: 1

MONTHLY REPORT

COMMUNICATIONS/MEDIA
DEPARTMENT



DATE: DECEMBER 12, 2023

TIME: 7:00 PM

GROSS STATISTICS



YOUTUBE ENGAGEMENT

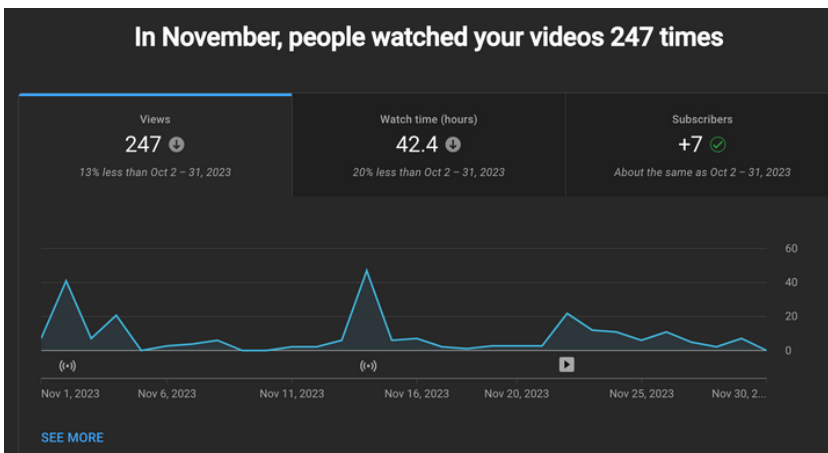
Traffic source	Views ↓	Watch time (hours)	Average view duration	Impressions	Impressions click-through rate
<input type="checkbox"/> Total	247	42.4	10:18	2,410	5.5%
<input type="checkbox"/> Channel pages	62 25.1%	17.0 40.0%	16:26	269	11.2%
<input type="checkbox"/> Suggested videos	51 20.7%	1.4 3.4%	1:40	720	5.8%
<input type="checkbox"/> Browse features	34 13.8%	8.8 20.7%	15:27	949	2.6%
<input type="checkbox"/> YouTube search	31 12.6%	10.7 25.2%	20:40	391	7.7%
<input type="checkbox"/> Direct or unknown	26 10.5%	2.0 4.8%	4:40	—	—
<input type="checkbox"/> External	24 9.7%	1.0 2.5%	2:37	—	—
<input type="checkbox"/> Playlists	15 6.1%	0.3 0.8%	1:20	81	6.2%
<input type="checkbox"/> Other YouTube features	4 1.6%	1.2 2.7%	17:26	—	—

2,410

2,410 Impressions for the month of November.



In November, people watched your videos 247 times



In the month of November, our channel has been viewed 247 times. 7 new subscribers.

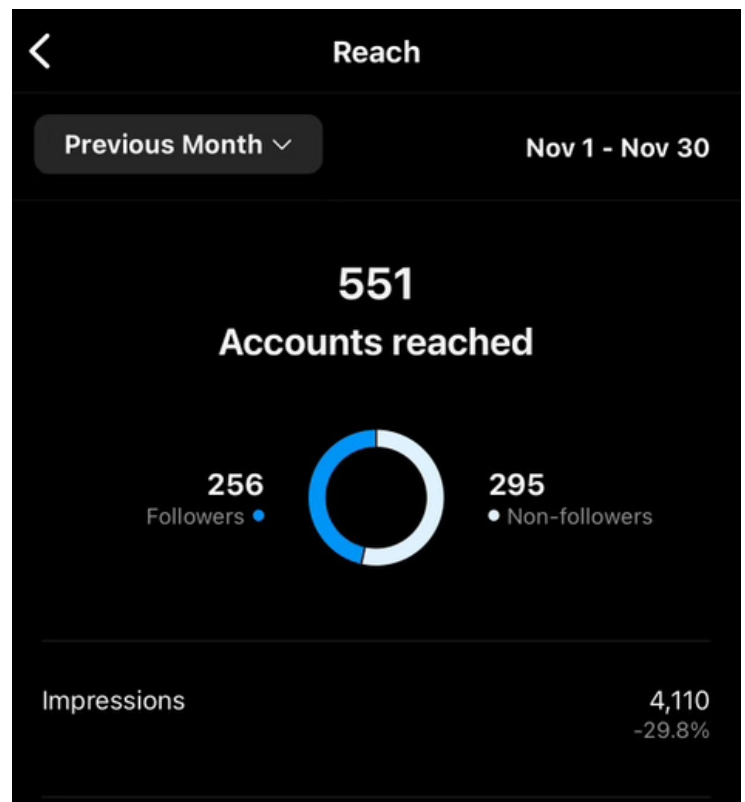
GROSS STATISTICS



INSTAGRAM ACCOUNTS REACHED

During the month of November, we reached a total of 551 accounts with 4,110 impressions.

4,110



425

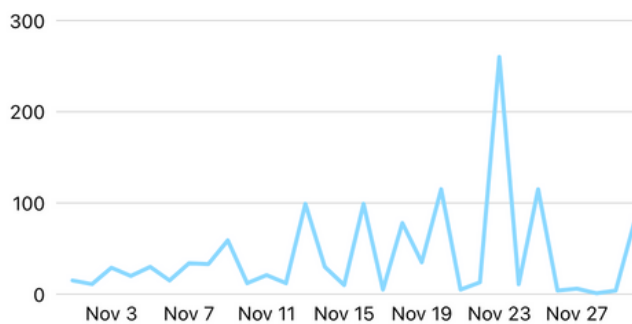
Total number of followers as of November 30, 2023: 425
Increase of 25 overall followers.

GROSS STATISTICS



Facebook reach ⓘ

1,100 ↑ 110.7%



FACEBOOK POST REACH

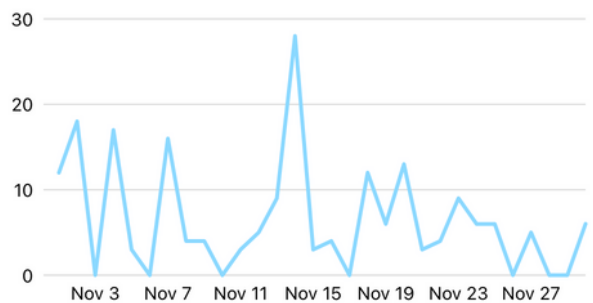
During November, we have reached 1,100 accounts.

196

Facebook Page Visits

Facebook visits ⓘ

196 ↑ 113%



FACEBOOK PAGE VISITS

During the month of November, we increased our page and profile visits by 113%



www.districtheights.org



Page path and screen class		↓ Views	Users	Views per user	Average engagement time	Event count All events	Conversions All events
		7,005 100% of total	1,964 100% of total	3.57 Avg 0%	0s	11,693 100% of total	0.00
1	/	1,302	697	1.87	0s	2,719	0.00
2	/advanced-search	306	138	2.22	0s	313	0.00
3	/police-department	272	207	1.31	0s	558	0.00
4	/public-works/pages/trash-collection	263	157	1.68	0s	546	0.00
5	/home/pages/job-opportunities-1	211	99	2.13	0s	325	0.00
6	/contacts-directory	149	97	1.54	0s	190	0.00
7	/public-works/pages/bulk-trash-removal	149	83	1.80	0s	295	0.00
8	/public-works/pages/limb-leaf-collection	147	83	1.77	0s	243	0.00
9	/government-resources/pages/city-code-ordinances	143	72	1.99	0s	187	0.00
10	/code-enforcement/pages/license-permit-fees	135	71	1.90	0s	244	0.00

DEFINITIONS

- **Views-** The number of app screens or web pages your users saw. Repeated views of a single screen or page are counted. (screen_view+ page_view events).
- **Users-** The total number of active users.
- **Views per user-** The average number of mobile app screens or web pages viewed per user.
- **Average engagement time-** The average length of time that the app was in the foreground or the website had a focus in the browser.
- **Event count-** The number of times your users triggered an event.
- **Conversions-** The number of times your users triggered a conversion event.



CITY OF DISTRICT HEIGHTS

MARYLAND

Balance Sheet

As of October 31, 2023

ASSETS

Current Assets

Checking/Savings

10000 · Truist - Checking - 1460	1,770,492
10005 · Trust - Payroll - 5731	110,135
10010 · Truist - Forfeiture - 6119	14,837
10015 · Industrial Bank - CD 2165	6,791
10020 · Truist - Mayor's Youth Council	3,402
10040 · MLGIP - PNC	3,054,594
1072 · Bill.com Money Out	143,802

Total Checking/Savings 5,104,052

Other Current Assets

1010 · Cash - Petty Cash	700
1046 · Cash 2020 CDA Bonds	1,572,644
1055 · Accrued Interest Receivable	2,134
1065 · Personal Prop Tax Receivable	14,444

Total Other Current Assets 1,589,922

Total Current Assets 6,693,973

Fixed Assets

1500 · Municipal Buildings	66,386
1510 · Land Improvements	2,043,670
1520 · Parking Lot	54,000
1530 · Equipment	790,962
1540 · Automobile & Truck	852,509
1550 · Municipal Center	1,723,349
1560 · Parks & Playground	1,306,849
1570 · Infrastructure	112,939
1580 · Investment if GFA	-6,419,896
70002 · Furniture & Fixtures	112,498

Total Fixed Assets 643,265

Other Assets

1420 · Amts to be Prov for Auto Lease	76,818
---------------------------------------	--------

Total Other Assets 76,818

TOTAL ASSETS 7,414,056

Type text here



CITY OF DISTRICT HEIGHTS

MARYLAND

Balance Sheet

As of October 31, 2023

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 34,123

Total Accounts Payable 34,123

Other Current Liabilities

2005 · Accounts Payable - Accrual 46,125

2010 · Security Deposits 2,550

2020 · Deferred Property Taxes 57,539

2021 · Deferred Revenue ARPA Funds 2,883,945

2031 · Auto Leases 76,818

2100 · Payroll Current Liabilities 51,564

2111 · Direct Deposit Liabilities 1,584

2176 · Colonial 11

2410 · Accrued Comp S/T 18,379

2420 · Accrued Comp - L/T 193,518

Total Other Current Liabilities 3,332,032

Total Current Liabilities 3,366,155

Long Term Liabilities

2300 · Amts to be Prov for GLTD 2016 -193,518

2302 · Amts to be Prov for GLTD 2020 -2,100,225

2311 · 2016 CDA Bonds Payable 3,130,000

2312 · 2020 CDA Bonds Payable 1,766,000

2314 · Premium on Bonds Payable 2020 334,225

2401 · Amts to be Prov for GLTD 2016 B -3,130,000

Total Long Term Liabilities -193,518

Total Liabilities 3,172,637

Equity

30000 · Opening Balance Equity 4,484,646

32000 · Retained Earnings -9,503

Net Income -233,724

Total Equity 4,241,419

TOTAL LIABILITIES & EQUITY 7,414,056



Budget vs. Actual
October 2023

	Oct 23	YTD Actual	YTD Budget	Variance	Annual Budget
Income					
I · Local Taxes	1,577,350	1,767,668	3,527,318	-1,949,968	3,527,318
II · State Shared Taxes	89,676	269,854	304,295	-214,618	912,884
III · License & Permit - City/County	24,780	36,225	84,936	-60,156	254,808
IV · Youth Service Bureau	525	1,469	82,000	-81,475	246,000
V · Recreation Revenues	474	9,995	12,000	-11,526	36,000
VI · Fines & Vehicles Releases	33,849	93,595	99,167	-65,317	297,500
VII · Miscellaneous	22,041	543,369			
VIII · Use of Fund Balance	0	0	183,333	-183,333	550,000
VIII · Grants/Other/Misc.	0	0	1,367	-1,367	4,100
Total Income	1,748,697	2,722,175	4,294,415	-2,545,718	5,828,610
Expense					
00 · Non-Departmental	58,889	296,523	571,572	-512,683	1,714,715
01 · Mayor and Commission	4,353	29,335	47,243	-42,889	141,728
02 · General Government	84,833	293,610	206,249	-121,416	618,747
03 · Youth Services Bureau	11,683	78,280	121,678	-109,995	365,033
04 · Parks Rec Culture	16,439	156,359	171,103	-154,664	513,309
05 · Code	7,401	53,071	63,323	-55,922	189,970
07 · Public Works	33,266	365,971	475,526	-442,260	1,426,579
08 · Police	28,898	304,432	286,176	-257,279	858,529
09 · American Rescue Plan	36,504	840,272			
50009 · Contractual Services	0	85			
5953 · Construction Managers	0	12,375			
61000 · Prior Year Expenses	25	525,586			
Total Expense	282,290	2,955,899	1,942,870	-1,660,580	5,828,610
Net Income	1,466,406	-233,724	0	1,466,406	0



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

Mayor
Cynthia Miller

Vice Mayor
Xander Harcourt

Commissioner
Pamela Janifer

Commissioner
Gyasi Gomez

Commissioner
Anthony Tilghman

City of District Heights Department of Public Works Monthly Report

Reporting Period: November 1st - November 30th

****Highlights****

1. District Heights (DH) selects W.L. Meekins for Fiesta Place Street Boundary Survey, ensuring precision and reliability in delineating property lines for enhanced urban planning and development. Our meticulous research secures the expertise of W.L. Meekins fostering accurate assessments and informed decision-making.
2. Implemented workflow application "Monday.com" to Operations and Logistics Team to enhance collaborating and communicating, engaging and scaling workflow transparently.
3. Deputy Director attended National League of Cities (NLC) Atlanta, GA engaged with fellow municipal leaders, fostering valuable connections. Attended informative municipal strategies, gaining insights into best practices emerging trends such as policy advocacy, sustainability workshops, exhibition exploration, leadership forums, community engagement strategies, policy innovations, and federal funding opportunities.
4. Public Works alongside Parks and Recreation team members Kyle Thompson, Cordell Marbury – Green, Derrick Ford, Teresa Williams, Lunden Blake, Tracy Proctor, Jr., and Leticia Hawkins recognized November 7 for their collaborative and continued commitment to sustainability with DH Sustainability Committee.
5. Angela -Barnhill-Love promptly conducted inspections after residents identified environmental tree hazard removed by contractors.

****Operations and Logistics****

1. Road Maintenance:
 - DH persists in its commitment to urban renewal through the continuance of milling and overlaying concrete projects, shaping a resilient and upgrading cityscape.
 - Developing an impervious surface plan involves meticulous drafting to balance urban development needs with environmental conservation, ensuring sustainable growth and water management.
 - Efficient preparedness measures ahead of winter, ensuring prompt response to adverse weather conditions.

2. Leaf Collection Program:
 - Successful completion of the fall leaf collection for sections 1-4, enhancing the city's aesthetic appeal ensuring thorough cleanup throughout the city.
 - One of our Leaf machines are currently out of operation due to needed maintenance services.
 - Coordinated with residents to facilitate bagged leaf collection, promoting a cleaner environment.
3. Community Cleanup Initiative:
 - Collected and responsibly disposed of waste materials, contributing to a healthier community.
4. Equipment Maintenance:
 - Conducted regular maintenance on departmental leaf collection vehicle/equipment to ensure operational efficiency. Obtain replacement hose for machine.
 - Addressed reported technical and mechanical issues promptly, minimizing downtime during critical operations.

****Upcoming Initiatives****

1. Training:
 - UDEMY Training implementation plan involves strategic integration of diverse courses to enhance employee skills, fostering dynamic learning culture with organization. Project Management, Operations, Inclement weather, HAZMAD, and Safety training sessions for Public Works staff.
2. Winter Snow Removal:
 - Continued focus on snow removal and ice control strategies to maintain safe roadways.
 - Regular communication with residents regarding winter weather updates and safety precautions.
3. Infrastructure Improvement Projects:
 - Planning for upcoming infrastructure projects, including road repairs and maintenance.
 - Exploring grant opportunities to support the city's commitment to sustainable and resilient infrastructure.
4. This report highlights the dedication of the Department of Public Works to maintaining and enhancing the quality of life for the residents of the City of District Heights.

Submitted by:

Lakeesha Washington

Lakeesha Washington, Deputy Director of Public Works.



CITY OF DISTRICT HEIGHTS FAMILY & YOUTH SERVICES BUREAU

6421 Atwood Street ★ District Heights, Maryland 20747
Phone: (301) 336-7600 ★ Fax: (301) 499-2121
Email: ysb@districtheights.org

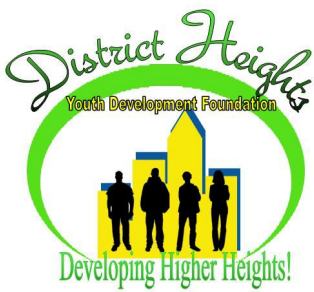
November 2023

STRATEGIC FOCUS

- Crucial to the Youth Service Bureau's (YSB) sustainability in providing licensed, professional mental/ behavioral health services is having a strong team of clinicians to provide support to the residents of District Heights and surrounding communities. The YSB is actively seeking support to recruit and retain qualified candidates for the agency.
- The YSB is actively focusing on supporting our families through advocacy with MAYSB and providing information and resources within the community and greater Prince George's County.

COMPLETED



- **Thursday, November 2nd:** The YSB director attended the monthly MAYSB meeting for all YSBs in the state of Maryland to discuss advocacy efforts and support for the various bureaus. The YSB also hosted their bimonthly parent support group utilizing the Active Parenting Workshop.
- **Wednesday, November 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of November 30th: 0 new formal; 19 carryover formals; 0 formal closed and 0 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Thursday, November 16th:** The YSB clinical staff hosted their bi-monthly parent support group utilizing the Active Parenting Workshop.
- **Monday, November 20th:** The YSB staff attended the Sand Therapy training at the Sand Therapy Training Institute. This annual training focused on the ethical and safe use of Sand Therapy through facilitating rigorous and immersive training for mental health professionals.
- **Tuesday, November 21st:** The YSB distributed twelve Thanksgiving baskets for clients receiving services at the bureau.
- **Wednesday, November 22nd:** The YSB released the first video of its holiday check-up series in collaboration with Media Coordinator, T. Turner, to help families to navigate the holidays with tips to minimize stressors and improve/maintain their mental well-being during this season.
- **November 30th:** The YSB director attended the monthly MAYSB meeting for all YSBs in the state of Maryland. The YSB director hosted a meeting with PG County YSBs and Mr. Robert Murphy, Senior Manager, Office of Strategic Partnerships and Community Solutions with Dept. of Social Services to discuss opportunities for collaboration and support for existing programming within the county schools and referral resources.



The District Heights Youth Development Foundation
2000 Marbury Drive * District Heights MD 20747
301-336-7600 * fax 301-499-2121
www.developinghigherheights.org

"Developing Higher Heights"

November 2023

-  The YDF continues to engage in its partnership with the Hope In Action Antiviolence Collective within Prince George's County.
-  For more information, please email at ydf@dhydf.org.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katrina Emerson".

Katrina Emerson, Director

District Heights Family & Youth Services Bureau

SENIOR SERVICES DEPT.

Good evening, Mayor, Commissioners, Residents, and Colleagues.

In November, the Community Aging and Service Department focused on solidifying core elements of the facility, such as furniture and equipment set-up, delivery and installation of décor items, preprogram evaluations, and formative analysis with community seniors. We ensure that all development, planning, and implementation phases are community-driven and embrace purposeful aging methods to establish a multi-tier fundable program (City, County, State, and Federal).

Accordingly, my report summarizes the department's progress in preparation for the opening of the Senior Center and the completion of our aging report that will set benchmarks for programs and services. Please accept this information as presented.

Announcements:

- Collaboration with YSB for a family activity with senior volunteers on Friday, December 15th at 6 pm (YSB Center); we will make Christmas Tree ornaments for the community.
- Active Aging meeting for individuals 40-64 on Wednesday, December 27th; we will make introductions, and discuss assessment data and program and service alignment while enjoying egg nog and holiday snacks (and maybe some karaoke).

Tasks Completion:

- Completed Active Aging Assessment Draft Report (distribute and present on January 4th Meeting)
- Received and installed 95% of furniture and equipment.
- Provided Senior Services for five DH Residents (two referred to service supports)
- Completed a LOI for a 300K—1M to "Improve Outcomes for [Identified] Priority Needs" for all residents of District Heights and surrounding municipalities in Prince George's County (PGC)."

Tasks Pending:

- Active Aging Mobile App Development
- Partnership MOUs with PGCCC, PGCAH, PGCAD & AARP MD 939 (other partners will be added to this list)
- Letter of Intent for Grant (300k-1M)

We are excited about our progress and completed milestones! As always, we engage in community outreach to make introductions, improve our work products, and build stronger relationships in the Incorporated City of District Heights.



CITY OF DISTRICT HEIGHTS
PARKS and RECREATION DEPARTMENT

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

DECEMBER 2023 City Report

RECREATION – CLASSES AND PROGRAMS UPDATE:

- Veterans Day – November 11, 2023
- Thanksgiving Luncheon November 20, 2023

CULTURE EVENTS AND ACTIVITIES

NOVEMBER

- Saturday, November 11, 2023, 10:00 am – 12:00 pm
- Monday, November 20, 2023, 12:00 pm to 3:00pm

DECEMBER

- Senior Christmas Party – December 8, 2023, 12:00 pm – 3:00 pm
- DH Christmas Tree Lightening Ceremony – December 8, 2023, 5:00 pm – 6:00 pm
- Senior Trip Publick Play House - Holidays in Harmony - December 15, 2023 – 11:00 am
- Childrens Christmas Party – December 16, 2023, 12:00 pm – 2:00 pm
- DH Elementary School Concert – December 21, 2023, 5:30 pm – 7:30 pm

Respectfully submitted,
Parks and Recreation Department

CODE ENFORCEMENT REPORT

October 2023

SECTION 413 - ABANDONED VEHICLES

Oct	Nov	
2	8	Vehicles identified as Abandoned, Unregistered, and Under Repair
2	8	15 Days stickers have been posted(Private Property)
0	0	Vehicles towed - <u>Citations Issued</u>
1	0	Vehicles removed by owners
0	1	Vehicles had new tags affixed
1	7	Correction date of next month
0	0	Requested Extension
24	32	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

17	18	Notices posted to private homes for violations
8	5	Notices mailed to private homes reference city violations and notifications
5	3	Stop Work Orders issued
22	9	Building permit - posted/email
7	2	License applications received and processed

MANDATORY INSPECTIONS

6314-A Marlboro Pike - Commercial - Initial
6908 Kipling Parkway - Rental - Initial
6112 Marlboro Pike - Commercial - Initial
2311 Roslyn Avenue - Rental - Initial
6027 Marlboro Pike - Commercial - Initial
6307 Elmhurst Street - Rental - Initial
6342 Marlboro Pike - Commercial - Initial
2210 Roslyn Avenue - Rental - Initial
6216 Marlboro Pike - Commercial - Initial
6723 Gateway Boulevard - Rental - Initial

CODE ENFORCEMENT REPORT
October 2023

REVENUE

PERMITS	AMOUNT	REVENUE
Rental License	2	\$ 200.00
Building Permits	9	\$ 1,597.32
Total	11	\$ 1,797.32

JOURNAL

Performed construction inspection on building permits

Performed housing or commercial inspections requested by property owners or renters on vacant properties only

Violation concentrated on: Section 413 - Storage of Wrecked or Junked Vehicles

-	<i>September</i>	<i>October</i>	<i>November</i>
CALLS FOR SERVICE			
Total CFS Received	405	469	472
HOMICIDE	0	0	1
SEXUAL ASSAULT	1	0	1
ROBBERY AND ATTEMPT	2	1	1
ASSAULT	4	1	2
BURGLARY	0	0	1
AUTO THEFTS	2	6	1
ATTEMPTED AUTO THEFTS	0	0	0
VANDALISM	7	1	1
THEFTS	9	4	1
DOMESTIC CFS	18	24	12
TOTAL (MOST SERIOUS)	43	37	21
REPORTS WRITTEN			
MOTOR VEHICLE ACCIDENTS	3	2	8
ACCIDENT HIT & RUN	3	1	4
IMPOUNDS	19	10	16
RECOVERED STOLEN AUTOS	1	1	1
MISSING PERSON	3	3	0
TOTAL	29	17	17
ARREST			
ADULTS	4	2	3
Summons in Lieu/Criminal Citation	0	0	0
J-2 / JUVENILES	0	0	0
Warrant Service	0	0	2
TOTAL	4	2	5
TRAFFIC/PARKING ENFORCEMENT			
SPEED CAMERA CITATIONS ISSUED	2,680	3,347	2,787
MOVING VIOLATIONS ISSUED	157	69	169
WARNINGS ISSUED	91	20	101
OTHER MOVING VIOLATIONS	47	33	52
RADAR/SPEEDING	0	0	0
STOP SIGNS	20	12	25
SEAT BELTS	8	0	0
EQUIPMENT REPAIR ORDER (ERO)	1	1	4
DUI/DWI - ALCOHOL	0	0	0
PARKING CITATIONS/NOTICES	25	24	15
TOTAL Violations Issued	192	90	197
REVENUE			
CRASH/INCIDENT REPORTS	\$90.00	\$50.00	\$0.00
PARKING CITATIONS	\$50.00	\$440.00	\$50.00
SPEED CAMERA CITATIONS	\$32,629.30	\$32,987.67	\$24,690.00
VEHICLE RELEASES	\$900.00	\$450.00	\$600.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00
SURPLUS VEHICLE		\$3,000.00	\$0.00
TOTAL	\$33,669.30	\$36,927.67	\$25,340.00