



CITY OF DISTRICT HEIGHTS

THURSDAY, FEBRUARY 1, 2024

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**AGENDA**  
**City Meeting**

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

**I. CALL TO ORDER:**

**II. OPENING PRAYER:**

**III. PLEDGE OF ALLEGIANCE:**

**IV. APPROVAL OF AGENDA:**

1. City Meeting Agenda February 1, 2023  
Staff Contact: Starr Jefferson, City Clerk

**V. PRESENTATION:**

1. Community Recognition Award: Mrs. Lou Williams

**VI. PUBLIC PARTICIPATION:**

**VII. ACTION ITEMS:**

1. \*Approval of City Meeting Work Session Minutes -December 12, 2023  
Staff Contact: Starr Jefferson, City Clerk
2. \*Paving Program Update  
Staff Contact: Lakeesha Washington, Director Public Works
3. Ordinance DH-24-01 Introduction: Codification  
Staff Contact: Starr Jefferson, City Clerk
4. Economic Development Proposal  
Staff Contact: David Street, City Manager
5. Fencing Ordinance Introduction  
Staff Contact: Ronald Tarpley, Chief of Police & David Street, City Manager

**VIII. DEPARTMENT REPORTS:**

- Recreation, Parks & Culture
- Youth Services Bureau
- Treasurer's
- Public Works
- Code Enforcement
- Police Department

**MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:**

**ADJOURNMENT:**

- City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjkl-w)  
[https://www.youtube.com/channel/UCOaouHM\\_FeKqwKIYOGjkl-w](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjkl-w)
- Items on the Consent Agenda are denoted with an asterisk (\*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.
- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.

## Action Item 1



**CITY OF  
DISTRICT HEIGHTS**  
MARYLAND

2000 Marbury Drive  
District Heights, Maryland

### City Meeting/Work Session Minutes Tuesday, December 12, 2023, 5:30pm In-Person & YouTube Audio/Visual Conference

#### **CALL MEETING TO ORDER**

The City Meeting of the City of District Heights was held on Tuesday December 12, 2023, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 5:37 p.m.

#### **QUORUM**

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer and Comr. Tilghman. Comr. Gomez arrived at 6:35pm. Also in attendance were David Street – City Manager, Starr Jefferson –City Clerk, Ronald Tarpley – Chief of Police, Cecelia Smith-Budd – Staff Accountant, Bradley Farrar – City Attorney, Michelle Watkins -Code Enforcement Supervisor, Lakeesha Washington -PW Deputy Director, Teresa Williams – Recreation Department Asst. Director

#### **AGENDA ACCEPTANCE**

Vice Mayor Harcourt moved to approve the agenda for the December 12, 2023, City Meeting/Work Session and was seconded by Comr. Tilghman The motion passed a 3-0-1 vote (Comr. Gomez absent, MM abstained).

#### **PUBLIC PARTICIPATION**

None

#### **PRESENTATIONS:**

2023-2026 Ethics Commission Swearing Ceremony, Mayor Cynthia Miller  
Susan Clark -Chair  
Dianna Matthews - Secretary  
Edwin Green  
Bernice McCullough  
Ron Waters  
Catherine Williamson – Alternate

#### **PEPCO: Grove to Talbert Transmission Rebuild Project**

Tony Ruffin, External Affairs Manager (PEPCO) presented to the Commission and residents the plans to rebuild 10.2 miles of critical transmission lines between Oak Grove substation in Upper Marlboro and Talbert substation in Brandywine by using updated technology.

The existing 230V transmission lines were originally built in 1968. The aging infrastructure is due for modernization to ensure continued resiliency. Concerns of increasing storm frequency and intensity is also addressed in the modernization.

There is no expected loss of service or cost incurred by the city.  
The project is expected to begin in June 2024.

### **INFORMATION ITEMS:**

Legislative Outlook: LA Perez

Tony Perez addressed the City Commission and residents to recap the legislative progress of the City of District Heights and introduced integral members of his team. Mr. Perez shared that the city financially saved approximately \$3,000 per month with Health Care changes through Kaiser Permanente.

Mr. Perez thanked District Heights and the Commission for its support of legislation to support zoning opportunities.

Dr. Renee Alston recapped the training done with City staff on identifying and securing grant opportunities and detailed the efforts of an RFQ for District Heights to work with a food distribution partner.

Mr. Perez informed that he and Dr. Alston were seeking K9, and equipment grants currently for the Police Department and encouraged the City and Department Heads to continue to review research funding opportunities.

### **CONSENT AGENDA**

David Street introduced the Consent Agenda Items to the Commission. The following 5 items were passed in the motion to approve the consent agenda:

Item 1 – City Holiday Calendar – Including the day before Thanksgiving as a half day.

Item 2 – Commission Chambers AV and Technology Update – A long overdue update to the meeting technology used for the City Meetings

Item 3 – TYMCO Sweeper – Using an existing contract of the Sheriff Association project in Virginia to obtain better pricing. The Sweeper will be purchased using ARPA dollars through a spending plan and include In-person training at the manufacturers facility to operate and maintain the equipment.

Item 4 – Approval of City Meeting Minutes 10/10/23 WS, 10/24/23 WS, 11/2/23 CM and 11/14/23 WS

Item 5 – Surplus of 2 Public Works Vehicles that are costly to maintain.

Vice Mayor Harcourt moved to approve the consent agenda for the December 12, 2023 City Meeting/Work Session.

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

### **DEPARTMENT REPORTS**

#### **Public Works- Lakeesha Washington, Deputy Director**

Vice Mayor Harcourt asked the Deputy Director of Public Works to address the plans for scheduling street sweeping.

Lakeesha Washington indicated that the department hopes to sweep city streets at least bi-weekly.

Commissioner Janifer inquired about the surplus items, whether they would be sold or go to auction. City Manager, David Street expressed that goal would be to

Report submitted

**Treasury – Ceceila Smith Budd, Staff Accountant**

Commissioner Tilghman – Inquired why the grants receivable is at 0.00

Ms. Smith Budd explained that a \$0 grant amount indicated that, the funds haven't been received. There is a strict process about how the grants are distributed. The grants are awarded and then issued based upon grant documents.

Report Submitted

**Human Resources – Nikki Pancho, Manager of HR**

Commissioner Tilghman inquired whether the job postings on the City website were still available and if not, could the Media Coordinator have them removed and the job postings updated.

Report Submitted

**Senior Center – Katrina Polk, Director of Senior Services**

Report Submitted

**General Government – David Street, City Manager**

Report submitted

**Code Enforcement Report- Michelle Watkins**

Report submitted

**Police Department Report – Chief Ronald Tarpley**

Report submitted.

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

Report submitted

**ACTION ITEMS:**

**Action Item 6 -Contract Award: Design/Build Contract for Fiesta Place**

The City received 2 responsive bids on the design/build contract.

The total possible score was 105 and the staff recommended bidder scored the highest at 86 points.

City Manager, David Street shared with the Commission and residents that the contract redesigned itself as a design build contract and is employed by the same firm for architectural, design & construction services.

Commissioner Gomez arrived and elaborated on the RFP process that allowed Fiesta Gardens group to determine which contract was preferred.

City Manager, David Street shared the goal of delivery for the construction and completion in August 2024.

Commissioner Gomez moved 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, which was seconded by Commissioner Janifer and carried a 5-0 vote.

Vice Mayor Harcourt inquired about the final requirements needed before construction could begin. Mr. Street explained that Public Works Deputy Director, Lakeesha Washington had a site survey scheduled and upon the findings, would return to the Commission with the details of the findings and potential recommendations.

#### **Action Item 7 – Ordinance Introduction: Personnel Ordinance DH23-07**

City Manager, David Street and City Attorney, Bradley Farrar presented to the Commission and residents a new Ordinance which formalizes the setting and resourcing role of the Commission, the administrative role of the City Manager, and the operational role of the Office of Human Resources. Further, the proposed ordinance includes HR as a permanent City function/office taken together as a first step towards a collective bargaining environment.

Vice Mayor Harcourt shared concern that there was lack of language specifically for the Police Department.

City Attorney Bradley Farrar expressed that the missing component in the proposed Ordinance was that the Charter gives the Commission absolute authority over the Personnel system and that nuance needed to be taken up with the Charter Committee prior to moving forward to that a holistic approach in agreement with the Charter could be ensured.

Vice Mayor Harcourt noted that 13-4 Section D in the proposed Ordinance conflicted with the Charter. Mr. Farrar agreed.

Mr. Farrar suggested that the Charter Committee should take up the Personnel system and consider bifurcating the system, one for the general staff and one for the Police Department.

Commissioner Janifer suggested to Mr. Farrar that he might be able to provide the language necessary to the Charter Committee to review.

Additional discussion ensued.

Mr. Street requested that the Charter Committee be tasked with building out the high level/ executive office duties and responsibilities to include City Manager, Treasurer, Clerk and Police Chief.

Commissioner Tilghman moved to table the item and was seconded by Commissioner Janifer which carried a 5-0 vote.

Commissioner Gomez moved to refer the Personnel Systems matter to the Charter Committee which was seconded by Vice Mayor Harcourt and carried a 5-0 vote.

Mr. Street requested a clarification of the time frame the Commission wished to provide to the Charter Committee.

60 days was the consensus.

Mayor Miller inquired when the Charter Committee had its regularly scheduled meetings.

Mrs. Lou Williams, the Chair of the Charter Committee, informed the Commission that the committee's meetings are held the second Monday of each month.

Commissioner Gomez amended her motion and moved to refer the Personnel Systems matter to the Charter Committee to report back to the Commission within 60 days, which was seconded by Vice Mayor Harcourt and carried a 5-0 vote.

### **Action Item 8 – General Workforce Pay System**

David Street and Nikki Pancho reviewed the approval of the City's ununiformed staff where they Commission approved DMV Market, 110% pay of that market with a Step and Grade system.

Human Resources Manager, Nikki Pancho requested the opportunity to review the proposed tables and pay scales as related to approved job descriptions.

Commissioner Gomez proposed approving the Step and Grade system and returning at a later date to approve job descriptions.

Vice Mayor Harcourt confirmed that the Commission had already approved the DMV market at 110%

Discussion ensued on whether to set up the pay scales and implement them at the same time.

City Manager, David Street offered the Commission their options of allowing Human Resources to go through each individual position or to run a process based on years of service.

Commissioner Tilghman agreed with Vice Mayor Harcourt that delaying the implementation of the findings of the pay study was least desirable.

Human Resources Director, Chris Lawson, offered the importance of the Commission including the performance reviews and not just years of service for the initial placement of employees into their steps and grades.

Vice Mayor Harcourt suggested that 'desk audits' would be helpful in assisting Human Resources drill down into the unique job duties held by various staff members.

Commissioner Janifer suggested approving Tables 1 and 2 as presented in the item in the interim while Human Resources conducted the 'desk audits'.

Commissioner Janifer moved to approve Table 1. General Workforce Pay System and Table 2. General Workforce Step and Grade as presented in the item for the Pay Parity Study. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

Vice Mayor Harcourt moved to allow Human Resources 90 days to compile job descriptions which will be entered into the newly approved pay scale system.

Additional discussion ensued.

City Attorney, Bradley Farrar emphasized that the Charter is clear. The Commission is responsible for the personnel system.

Additional discussion ensued.

Vice Mayor Harcourt amended his initial motion and moved to provide Human Resources 90 days to update job descriptions and provide the Commission and additional 30 days after receipt to review; the entire period not to exceed 120 days which was seconded by Commissioner Tilghman which carried a 4-0-1 vote (MM abstained).

### **Action Item 9 – Economic Development: Municipal Growth Area D**

David Street presented to the Mayor and Commission Council District 6 and 7. The area is comprised of approximately 500 acres which 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.

Vice Mayor Harcourt inquired whether the gifted areas of Walker Mill Park were eligible for development and who would be responsible for its maintenance. Mr. Street opined that the County would remain responsible for the parks maintenance.

Commissioner Tilghman moved that the City Commission adopt Municipal Growth Area D, Lower Half as shown in Figure 3 and direct staff to conduct a fiscal analysis on the cost for service delivery for that area, which was seconded by Commissioner Gomez and carried a 4-0-1 vote (MM abstained).

#### **Action Item 10 – Section 204: Proposed Fencing Regulations**

Michelle Watkins presented to the Commission a proposal for new fencing regulations, highlighting the inclusion of definitions providing clarity on fence location.

The new ordinance also provides for an appeal process.

The ordinance removes the City's reliance on amendments to BOCA and creates a standalone section specific to residential fences.

Ms. Watkins highlighted the residential fence administrative variance process. The process was created to allow for privacy fences in qualifying rear yards, subject to a review and inspection process.

Additionally, the ordinance allows for the city to address legal and non-legal fences within the city.

Vice Mayor Harcourt moved that the City Commission introduce Ordinance DH-2023-08 Sec. 204: Fences and forward the ordinance to the last Work Session in January 2024, which was seconded by Commissioner Janifer and carried a 4-0-1 vote (MM abstained).

#### **MAYOR AND COMMISSION COMMENTS/REPORTS**

David announced the Senior Center finally passed its Fire Inspection

Commissioner Tilghman announced Christmas Party on Saturday December 16<sup>th</sup> 12pm-2pm.

Commissioner Tilghman announced Santa is Coming to Town 5pm-8pm

Commissioner Gomez Christmas Caroling December 23<sup>rd</sup> at 2:15pm

Commissioner Gomez moved to suspend the Rules of Procedure to allow the Union Representative 3 minutes to address the Commission and was seconded by Commissioner Tilghman and carried a 4-0-1 vote (MM abstained).

Vice Mayor Harcourt moved that the Commission go into recess from December 13<sup>th</sup> and return on January 4, 2024 for the City Meeting and was seconded by Commissioner Janifer which carried a 4-0-1 vote (MM abstained).

#### **ADJOURNMENT**

Commissioner Tilman moved to adjourn the City Meeting. Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained). The City Meeting adjourned at 10:20 pm.

Respectfully submitted,

Starr Jefferson



City Clerk

DRAFT



**CITY OF DISTRICT HEIGHTS**  
City Meeting  
Thursday, February 1, 2023  
Action Item 2

**Title:** Paving Program Update  
**Staff Contact:** Lakeesha Washington, Public Works  
**Purpose:** To propose amendments to the City's adopted paving plan.

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**Summary:** In 2023, the City Commission approved a paving plan. There are two outstanding streets that were included in the original paving which remain outstanding due to ongoing, incomplete utility work. As such, staff proposes the following substitutions to complete the paving program in order to close out the paving project for the year. The roads subject to the substitution will be reevaluated and included in the next paving project.

Current Road	Proposed Roads
1800 Block of Glendora Drive	7700 Block of Kipling Parkway
	2200 Block of Marbury Drive

**Fiscal Impact:** There is no fiscal impact to adopting the resolution initiating codification.

**Draft Motion:**

I, Commissioner \_\_\_\_\_ move that the City Commission approve paving plan amendments as described in the February 1 staff report.

I, Commissioner \_\_\_\_\_ second the motion.



# CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, February 1, 2023

Action Item 3

**Title:** Introduction of Resolution Recodifying the City of District Heights' Codified Ordinances  
**Staff Contact:** Starr Jefferson, City Clerk  
**Purpose:** To introduce the resolution recodifying the City's Code of Ordinances.

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**Summary:** The purpose of this item is to introduce a resolution initiating the recodification of the City's Codified Ordinances.

**Fiscal Impact:** There is no fiscal impact to adopting the resolution initiating codification.

**Draft Motion:**

I, Commissioner \_\_\_\_\_ move that the City Commission introduce Resolution DH-2024-01 as provided in Attachment 1 and forward the ordinance to a future City Meeting for action.

I, Commissioner \_\_\_\_\_ second the motion.

**Attachment:**

1. DH-2024-01

CITY OF DISTRICT HEIGHTS, MARYLAND

2024 Legislative Session

ORDINANCE Number: DH-2024- 01  
Proposed and Presented by: Mayor and Commission  
Introduced by Mayor and Commission  
Co-Sponsors Mayor and Commission  
Date of Introduction February 1, 2024

ORDINANCE

1 AN ORDINANCE:

2 **ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF DISTRICT**  
3 **HEIGHTS, MARYLAND; PROVIDING FOR THE REPEAL OF CERTAIN**  
4 **ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE**  
5 **VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH**  
6 **CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL**  
7 **BECOME EFFECTIVE.**

8 **BE IT ORDAINED BY THE MAYOR AND COMMISSION OF THE CITY OF**  
9 **DISTRICT HEIGHTS, MARYLAND THAT:**

10 **SECTION 1.** The Code entitled “Code of Ordinances of the City of District Heights, Maryland,”  
11 published by Municode, consisting of chapters 1 through 18, each inclusive, is adopted.

12 **SECTION 2.** All ordinances of a general and permanent nature enacted on or before July 26,  
13 2023, and not included in the Code or recognized and continued in force by reference therein, are  
14 repealed.

15 **SECTION 3.** The repeal provided for in section 2 hereof shall not be construed to revive any  
16 ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by  
17 this ordinance.

18 **SECTION 4.** Unless another penalty is expressly provided, every person convicted of a  
19 violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in  
20 pursuance thereof shall be punished by a fine not to exceed \$1,000.00 and imprisonment of up to  
21 six months. Each act of violation and each day upon which any such violation shall continue or  
22 occur shall constitute a separate offense. The penalty provided by this section, unless another

1 penalty is expressly provided, shall apply to the amendment of any Code section, whether or not  
2 such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed  
3 above, the City may pursue other remedies such as abatement of nuisances, injunctive relief and  
4 revocation of licenses or permits.

5 **SECTION 5.** Additions or amendments to the Code when passed in such form as to indicate the  
6 intention of the City to make the same a part of the Code shall be deemed to be incorporated in  
7 the Code, so that reference to the Code includes the additions and amendments.

8 **SECTION 6.** Ordinances adopted after July 26, 2023, that amend or refer to ordinances that  
9 have been codified in the Code shall be construed as if they amend or refer to like provisions of  
10 the Code.

11 **SECTION 7.** BE IT ORDAINED BY THE MAYOR AND THE COMMISSIONERS OF THE  
12 CITY OF DISTRICT HEIGHTS that this Ordinance shall be introduced this 1 day of February,  
13 2024 and posted on the City's website and in the City Clerk's office for at least six (6) days but  
14 no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be effective  
15 twenty (20) days after adoption. Notice of its passage shall be posted in a public place within the  
16 CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a publication of  
17 general circulation within the City.

18

1 APPROVED this \_\_\_\_\_ day of February, 20\_\_

2 CITY COMMISSION OF DISTRICT HEIGHTS, MARYLAND

3 BY: \_\_\_\_\_  
4 Cynthia L. Miller, Mayor

5 BY: \_\_\_\_\_  
6 Xander Harcourt, Vice-Mayor

7 BY: \_\_\_\_\_  
8 Gyasi Gomez, Commissioner

9 BY: \_\_\_\_\_  
10 Pamela Janifer, Commissioner

11 BY: \_\_\_\_\_  
12 Anthony Tilghman, Commissioner

13 ATTEST:  
14 \_\_\_\_\_

15 Starr Jefferson, City Clerk

16 I, Starr Jefferson, City Clerk of the City of Districct 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 \_\_\_\_\_, 2024

19 Motion: I, Commissioner \_\_\_\_\_, move that the Mayor and City Commission adopt  
20 Resolution No. DH 2024-01.

21 Motion Seconded: I, Commissioner \_\_\_\_\_, Second the Motion.

22 ROLL CALL VOTE YEA/NAY/ABSTAIN/ABSENT

23 Mayor Miller \_\_\_\_\_

24 Vice Mayor Harcourt \_\_\_\_\_

25 Commissioner Gomez \_\_\_\_\_

26 Commissioner Janifer \_\_\_\_\_

27 Commissioner Tilghman \_\_\_\_\_

1 Effective Date: \_\_\_\_\_, 2024

2 ATTEST: City Clerk for the Incorporated City of  
3 District Heights, Maryland  
4

5  
6 \_\_\_\_\_  
7 Starr Jefferson  
8  
9

10  
11 KEY:  
12 Underscoring indicates language added to existing law.  
13 [~~Strikethrough~~] indicate language deleted from existing law.  
14 Asterisks \*\*\* indicate intervening existing Code provisions that remain unchanged.  
15



# CITY OF DISTRICT HEIGHTS

## City Meeting

Thursday, February 1, 2024

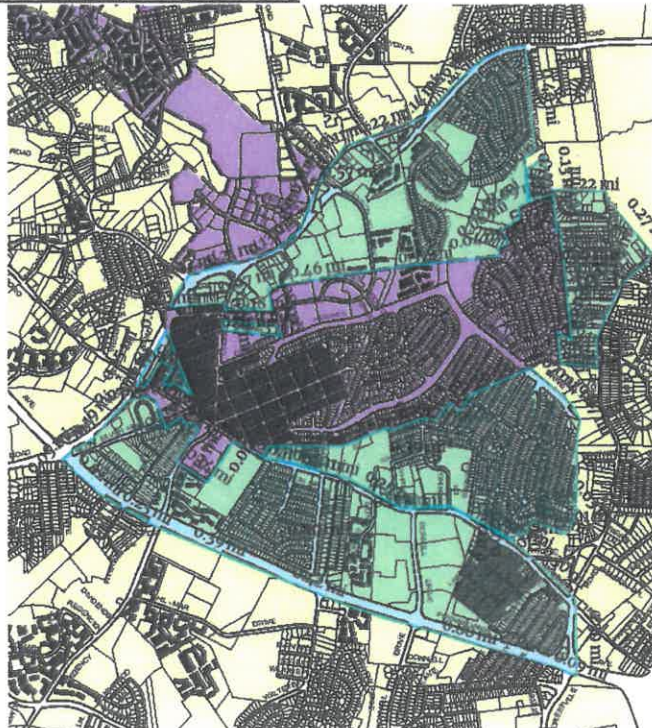
## Action Item 4

**Title:** District Heights Municipal Growth Area and Economic Development Plan Draft  
**Staff Contact:** David Street, City Manager  
**Purpose:** This item has two purposes. The first is to present the City Commission's ("Commission's") adopted Municipal Growth Area ("MGA"). This item further highlights two additional areas for the Commission's consideration for inclusion in the MGA and outlines next steps. The second is to present the draft Economic Development Plan ("ED Plan") for the Commission's consideration.

**Summary:** In July 2023, 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. Over the course of several months, the City Commission considered each proposed municipal growth area and, on December 12, 2023, approved the first draft municipal growth area for District Heights. Figure 1, below, shows the MGA as adopted by the Commission as of December 12, 2023.

### Part I: Municipal Growth Area Presentation

Figure 1. Adopted Municipal Growth Area





The adopted MGA is comprised of four subareas, "Inner Pike," "Outer Pike," "Walker Mill," and "Barry Lane."

**Figure 2A. Inner Pike**



**Figure 2B. Outer Pike**



**Figure 2C. Addison Road**

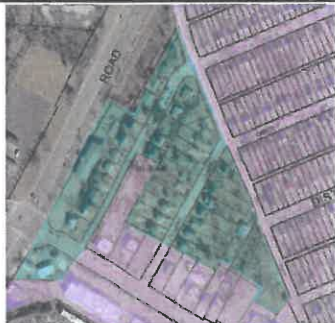


**Figure 2D. Barry Lane**



The MGA also includes two smaller areas, referred to as "Delano and Belwood" and "District Heights Enclave" that received higher priority for annexation due to their proximity and integration with the City. These are shown below in figure 3, below.

**Figure 3. Delano, Belwood and County Road**



There are two potential gap areas in the MGA for the Commission’s consideration. “Discussion Area 1” is comprised of North Forestville Elementary School and surrounding Board of Education property. “Discussion Area 2” is comprised of commercial and civic use development on the interior corner of Ritchie Road and Marlboro Pike.

Figure 3A. Discussion Area 1



Figure 3B. Area 1 with MGA



Figure 3A, above, shows the approximate boundaries of Discussion Area 1 (“Area 1”) in red and figure 3B, shows Area 1 in red and partially enclosed by adopted MGA in purple. Incorporated District Heights is shown in figure 3B in solid purple.

#### Area 1 at a Glance

- Council District: 6
- Zoning: ROS and RSF-95
- 0 Residents, 0 Commercial Uses, 2 Civic Uses (North Forestville Elementary School (“NFES”) and Community Center).
- Discussion: Includes NFES; District Heights residents attend NFES. NFES being physically located inside the incorporated boundaries would allow for the City to support the school at a level comparable to that of District Heights Elementary.

Figure 4A. Discussion Area 2



Figure 4B. Area 2 with MGA



Figure 4A, above, shows the approximate boundaries of Discussion Area 2 (“Area 2”) in red and figure 4B, shows Area 2 in red and partially enclosed by adopted MGA in purple. Incorporated District Heights is shown in figure 3B in solid purple. Incorporated District Heights is not visible in either figure.

Area 2 at a Glance

- Council District: 6
- Zoning: CGO, RSF-65
- Approximately 36 Residents (on Tracy Ln.), approximately 10 Commercial Uses (notably; Extra Space Storage, Forestville Healthcare Center, and Bank of America.), 2 Civic Uses (Epiphany Episcopal Church and Forest Memorial UMC).
- Discussion: Establishes the intersection of Marlboro Pike and Ritchie Road as the eastern gateway to District Heights without incorporating Ritchie Road itself.

Next Steps

Feb. 2024	Commission action adopting MGA.
Feb. – Mar. 2024	Fiscal impact analysis of adopted MGA begins.
Feb. – Mar. 2024	Commission begins outreach meetings with consultant.
Spring 2024	Fiscal impact analysis presented to Commission; Commission adopts and initiates annexation outreach plan.
Spring 2024	Annexation plan and support incorporated into FY 2025 Adopted Budget.

**Part II: DRAFT Economic Development Plan**

In mid-2023, the Commission retained LA Perez for economic development (“ED”) consulting services in addition to their lobbying services. In addition to general ED consulting services, a draft economic development plan was listed as a key deliverable as a part of the engagement. The consultant has worked collaborative with the City Manager’s office to draft, develop, and evaluate this proposed plan. The draft plan is built around three pillars; business attraction, business retention, and workforce development and the plan further identifies strategies for the City to use to further those goals. The Commission should consider the draft position statements, strategies, and goals:

## Draft Economic Development Position Statements

*Business Attraction:* “District Heights seeks to attract businesses that provide goods, services, and experiences that are beneficial and desirable to residents. The attraction of new businesses enhances local economic health by creating newer, higher paying jobs and by reducing the homeowners’ tax burden for municipal services.”

*Business Retention:* “District Heights seeks to implement programs that allow businesses to stay or expand in incorporated boundaries. The retention and expansion of current City-based businesses allows for greater economic mobility within the community.”

*Workforce Development:* “District Heights seeks to support and develop programming that supports entrepreneurship, education, and skill-development. An educated and prepared workforce is a higher-earning workforce.”

Draft Economic Development Strategies: The following strategies have been developed as a starting point for the Commission’s discussion – these strategies comprised herein could fuel the City’s ED program for the first 3-4 years of operation.

- I. *Identify Targeted Commercial Clusters:* Position the City to take advantage of ancillary/supporting development opportunities emanating from the Blue and Green-line Metrorail corridor redevelopment projects.
  - a. Conduct a business needs assessment to identify market gaps.
  - b. Identify targeted market segments and develop initiatives to attract new businesses to District Heights.
- II. *Placemaking:* Position Marlboro Pike between Silver Hill Road and Ritchie Road as District Heights’ downtown corridor.
  - a. Increase District Heights’ brand recognition as a supporter and driver of economic development.
    - i. Launch City-wide rebranding to include logos, message, and signage.
    - ii. Connect with Business owners in a meaningful, productive, and regularly scheduled way.
  - b. Evaluate the use of a ‘main street’ program or corridor to enhance the built environment on Marlboro Pike.
- III. *Support City Businesses:* Provide direct support and resources to District Heights based businesses where warranted and appropriate.
  - a. Evaluate the use of incentive and/or grant programs to improve Marlboro Pike.
  - b. Provide site-selection support to fill vacant commercial space with productive tenants.
  - c. Develop and release an annual survey of City businesses. Use responses to inform future programmatic recommendations.

## Draft Economic Development KPIs

- Per sq. ft. value of commercial property in District Heights.
- Citywide commercial property vacancy rate.
- Percentage of business licenses renewed.
- Total number of new business prospects contacted.

- Percentage of new business prospects in targeted market segments.
- City unemployment rate.
- City median income.

**Next Steps**

Feb. 2024	Commission hold ED planning retreat.
Mar. - Apr. 2024	ED plan revised based by staff and consultant on outcomes from retreat.
May 2024	ED plan presented to Commission for adoption.
Spring 2024	ED operations implementation begins.
July 1, 2024	Full ED operations in progress.

**Fiscal Impact:** Staff is currently soliciting for a consultant to conduct a fiscal impact assessment for the MGA. The fiscal impact assessment will evaluate the potential tax revenue and cost for service delivery across the entire MGA. This step is necessary to ensure that the City is able to fund municipal service extension into the MGA.

**Alternatives:**

**Municipal Growth Area**

1. The Commission may retain the adopted Municipal Growth Area as shown in Figure 1.
2. The Commission may amend the adopted Municipal Growth Area as shown in figures 3 and 4.
3. The Commission may take an alternative approach and direct staff how to proceed.

**Economic Development Plan**

1. The Commission may forward the draft Economic Development Plan to a February work session for further discussion.
2. The Commission may adopt or not adopt the Economic Development Plan and direct staff how to proceed.

**Draft Motion:**

I, Commissioner \_\_\_\_\_, move that the City Commission adopt the Municipal Growth Area as shown in Figures 1, 3 and 4 and direct staff to develop a fiscal impact analysis of the subject areas.

I further move that the City Commission forward the Draft Economic Development Plan to the February \_\_\_\_ Work Session for further consideration.

I, Commissioner \_\_\_\_\_, second the motion.



# CITY OF DISTRICT HEIGHTS

## City Meeting

Thursday, February 1, 2023

### Action Item 5

**Title:** Ordinance Introduction: DH-2024-02 "Fences"  
**Staff Contact:** Ronald Tarpley, Police Chief  
David Street, City Manager  
**Purpose:** To introduce new ordinance DH-2024-02 "Fences."

---

**Summary:** Prior to the August recess, the City Commission requested an overview of the City's fence ordinance. This item is designed to provide an overview of fencing regulations and present the Commission with options. The City's fencing regulations are largely incorporated by reference in the ordinances. Incorporation by reference is a method whereby a regulation printed in one code or standard is allowed to be used in another; incorporation by reference makes provisions of another document part of that regulation by reference to the other document and is a common practice across governments.

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.

In October 2023, the City Commission discussed fencing regulations and generally agreed upon the following points:

- A desire for consistency with the County's four-foot height limit for fences;
- Agreement that a permit should still be required;
- Agreement that the City staff could review and approve fences that exceed the four-foot height limit if certain criteria were met.

Staff have redrafted the City's fence ordinance to accomplish the Commission's goals. The redrafted ordinance can be found as attachment 1. The redrafted ordinance features several potential improvements over the original:

- Terms are clearly defined in new Section 2.
- The provisions for prohibited materials is expanded to state: "In no event shall a fence be constructed of barbed wire, electrically charged material, or other hazardous material."
- New standards are set for the administrative approval of fences exceeding the four-foot height requirement; the standards also provide for full privacy fences under certain circumstances:
  - 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, the portion of the fence that directly abuts the alley shall be constructed such that at least fifty percent (50%) of the available light and air can pass through, or, the spaces between the slats, planks, boards, balusters or pickets must equal or exceed the width of the slats, planks, boards, balusters or pickets used.
- Abutting property owners are required to be notified of the permit application for a permit to exceed the height requirement by certified mail and have seven (7) days to comment on the application.
- A final inspection must be performed prior to issuance of the permit.

**Alternatives:**

1. The City Commission may introduce the ordinance, found as attachment 1, as drafted for action.
2. The City Commission may offer amendments to the ordinance and direct staff to return to the City Commission with further edits prior to introduction.

**Fiscal Impact:** There is no fiscal impact to amending the City's fencing requirements, however, altering the permit requirement could have a fiscal impact depending on if the Commission retains the permitting process, where permitting fees are set, etc.

**Draft Motion:**

I, Commissioner \_\_\_\_\_ move that the City Commission introduce Ordinance DH-2024-02 "Fences" as provided in Attachment 1 and forward the ordinance to a future City Meeting for action.

I, Commissioner \_\_\_\_\_ second the motion.

**Attachment:**

1. DH-2024-02 "Fences"

CITY OF DISTRICT HEIGHTS, MARYLAND

2024 Legislative Session

ORDINANCE Number: DH-2024-02

Proposed and Presented by: Mayor and Commission

Introduced by Mayor and Commission

Co-Sponsors Mayor and Commission

Date of Introduction February 1, 2024

ORDINANCE

1 AN ORDINANCE concerning:

2 **FENCES**

3 FOR THE PURPOSE OF AMENDING THE CITY’S ORDINANCE TO REDUCE THE  
 4 NUMBER OF HEARINGS FOR FENCES BROUGHT BEFORE THE COMMISSION; TO  
 5 ADOPT THE COUNTY’S FOUR FOOT HEIGHT LIMIT, AND PROVIDE A BETTER  
 6 EXPERIENCE FOR RESIDENTS IN THE APPLICATION AND PERMITTING PROCESS.  
 7 BY amending the Code entitled “Code of Ordinances of the City of District Heights, Maryland”,  
 8 published by Municode, consisting of chapters 1 through 18, each inclusive.

9 **by adding Section 4-6 Fences; and**  
 10 **amending Section 1-2. Definitions and rules of construction.**

11 **BE IT ORDAINED BY THE MAYOR AND COMMISSION OF THE CITY OF**  
 12 **DISTRICT HEIGHTS, MARYLAND THAT:**

13 \* \* \* \* \*

14 **SECTION 1.** Purpose and Scope. This Section shall apply to all fences as defined herein,  
 15 constructed, reconstructed, or replaced on residential lots.

16 **SECTION 2.** Definitions.

17 Fence. Any structure, barrier, wall, retaining wall, or partition or combination thereof, regardless  
 18 of composition, and any hedge or other natural growth greater than four feet in height that  
 19 constitutes a barrier to access to the lot, having the effect of or constructed and maintained for  
 20 purposes such as, but not limited to, enclosing a piece of land, dividing a piece of land into  
 21 distinct portions, separating two contiguous estates, exclusion, protection, privacy, security,  
 22 retainment or aesthetics.



1 Front Yard. The front yard is defined as the area extending across the width of a lot between the  
2 front street line and the nearest part of the main building (or its enclosed or covered projection).

3 In a through or corner lot, all yards abutting streets are front yards

4 Height. The height of a fence measured, from one point, from the top of the fence to the grade on  
5 the side of the fence where the grade is the lowest.

6 Lot. A designated area of land to be used, developed, or built upon as a unit in accordance with  
7 the Prince George's County Zoning Ordinance, and having the minimum contiguous area  
8 required for a lot in the applicable zone, and frontage on a public street or private road, right-of-  
9 way, or easement.

10 Lot, Corner. A lot which has two intersecting sides abutting a public street.

11 Lot Line, Front. The front lot line is the line running along the front of the lot and separating it  
12 from the street. The front lot line may also be referenced as the front street line.

13 Lot Line, Rear. A rear lot line is the lot line generally opposite or parallel to the front lot line.

14 Lot Line, Side. A side lot line is any lot line other than a front or a rear lot line. A side lot line  
15 separating the lot from a street is a side street line.

16 Rear Yard. The rear yard area shall be that area extending across the width of the lot between the  
17 rear lot line and the nearest part of the principal building (or its enclosed or covered projection).

18 Street. A street, avenue, right-of-way, road, highway, throughfare, or lane.

19 Yard. Open space located on the same lot with a building, structure (not including ground-level  
20 paved surfaces unless specifically noted), or use, between the building, structure or use (such as  
21 outdoor storage) and the nearest lot line or street line.

22 Yard, Side. Side yards shall be that area between the side lot line or side street line and the  
23 nearest part of the main building (or its enclosed or covered projection), extending from the front  
24 yard to the rear yard, or in the absence of either of these yards, to the front street line and the rear  
25 lot line. In a through lot, any yard that does not abut a street is a side yard.

26 \* \* \* \* \*

27 **SECTION 3. Front yard fences and side yard fences.**

28 Except as hereinafter provided, fences more than four (4) feet in height shall not be constructed  
29 or reconstructed in a front or side yard.

30 Front and side yard fences must be constructed so that at least fifty percent (50%) of the  
31 available light and air can pass through, or, the spaces between the slats, planks, boards,

1 balusters, or pickets must equal or exceed the width of the slats, planks, boards, balusters or  
2 pickets used.

3 Except as hereinafter provided, fences more than six (6) feet in height shall not be constructed or  
4 reconstructed in a rear yard.

5 Rear yard fences must be constructed such that at least fifty percent (50%) of the available light  
6 and air can pass through, or, the spaces between the slats, planks, boards, balusters or pickets  
7 must equal or exceed the width of the slats, planks, boards, balusters or pickets used.

8 Right-of-way and setbacks. No fence may be constructed to encroach into the public right-of-  
9 way or violate the visual obstruction setbacks required by Prince George's County Code § 27-  
10 421, as amended, for corner lots.

11 Prohibited materials. In no event shall a fence be constructed of barbed wire, electrically charged  
12 material, or other hazardous material.

13 Fence construction. Fences shall be built with the finished side facing outwards and structural  
14 support shall face the interior of the subject lot.

15 Permit required. A City permit is required for the construction, replacement or reconstruction on  
16 residential property of all fences as defined in this section.

17 A permit may be issued for rear yard fences to exceed the height requirements of this section  
18 provided that the following criteria are met:

- 19 a. The proposed fence must use materials, colors and other architectural selections that are  
20 visually consistent with the surrounding built environment.
- 21 b. If the subject lot abuts an alley, the portion of the fence that directly abuts the alley shall  
22 be constructed such that at least fifty percent (50%) of the available light and air can  
23 pass through, or, the spaces between the slats, planks, boards, balusters or pickets must  
24 equal or exceed the width of the slats, planks, boards, balusters or pickets used.
- 25 c. Abutting property owners are required to be notified of the permit application for a  
26 permit to exceed the height requirement by certified mail and have seven (7) days to  
27 comment on the application.
- 28 d. A final inspection must be performed prior to issuance of the permit.

29 Permit Denial. An applicant may appeal, in writing, a decision to deny a permit no more than 14  
30 days following the written determination. The appeal shall be heard no later than 60 days after  
31 the appeal is filed.

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Existing Fences. This ordinance shall not be construed to prohibit the reconstruction or replacement, with the same dimensions and placement, of any fence legally existing prior to the adoption of this ordinance; provided that such reconstructed fence adhered to the ordinance requirements in place at the time of permit issuance or this ordinance.

Fees. Fees are assessed to offset the cost of application review and pursuant to the City’s adopted fee schedule.

**SECTION 7.** BE IT ORDAINED BY THE MAYOR AND THE COMMISSIONERS OF THE CITY OF DISTRICT HEIGHTS that this Ordinance shall be introduced this 1 day of February, 2024 and posted on the City’s website and in the City Clerk’s office for at least six (6) days but no more than sixty (60) days after its introduction. If adopted, the Ordinance shall be effective twenty (20) days after adoption. Notice of its passage shall be posted in a public place within the CITY OF DISTRICT HEIGHTS, MARYLAND, and published at least once in a publication of general circulation within the City.

1 APPROVED this \_\_\_\_\_ day of February, 20\_\_

2 CITY COMMISSION OF DISTRICT HEIGHTS, MARYLAND

3 BY: \_\_\_\_\_  
4 Cynthia L. Miller, Mayor

5 BY: \_\_\_\_\_  
6 Xander Harcourt, Vice-Mayor

7 BY: \_\_\_\_\_  
8 Gyasi Gomez, Commissioner

9 BY: \_\_\_\_\_  
10 Pamela Janifer, Commissioner

11 BY: \_\_\_\_\_  
12 Anthony Tilghman, Commissioner

13 ATTEST:

14 \_\_\_\_\_  
15 Starr Jefferson, 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 \_\_\_\_\_, 2024

19 Motion: I, Commissioner \_\_\_\_\_, move that the Mayor and City Commission adopt  
20 Resolution No. DH 2024-\_\_.

21 Motion Seconded: I, Commissioner \_\_\_\_\_, Second the Motion.

22 ROLL CALL VOTE YEA/NAY/ABSTAIN/ABSENT

23 Mayor Miller \_\_\_\_\_  
24 Vice Mayor Harcourt \_\_\_\_\_  
25 Commissioner Gomez \_\_\_\_\_  
26 Commissioner Janifer \_\_\_\_\_  
27 Commissioner Tilghman \_\_\_\_\_

1 Effective Date: \_\_\_\_\_, 2024

2 ATTEST:

3 City Clerk for the Incorporated City of  
4 District Heights, Maryland

5  
6 \_\_\_\_\_  
7 Starr Jefferson  
8  
9

10  
11 KEY:

12 Underscoring indicates language added to existing law.

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

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



**CITY OF DISTRICT HEIGHTS**  
**PARKS and RECREATION DEPARTMENT**  
2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399  
-----  
TELEPHONE: (301) 336-5633  
**FEBRUARY 2024 City Report**

**RECREATION, CLASSES, ACTIVITIES AND EVENTS UPDATE:**

- **MLK Day Event – January 15, 2024**

**FEBRUARY**

- **Senior Trip Publick Playhouse- Black History In Motion, February 9, 2024, 11:00 am**
- **Youth Black History Talent Show- February 10, 2024, 12:00 pm – 2:00 pm**
- **Valentine’s Day Party- February 14, 2024, 12:00 pm - 3:00 pm**

**FEBRUARY RENTALS**

- **Alzheimer’s Health Screening Event- February 16-18, 2024, 9:00 am-5:00 pm**
- **Private Rental- February 24, 2024**

**Respectfully submitted,  
Parks and Recreation Department**



**CITY OF DISTRICT HEIGHTS**  
**PARKS and RECEPTION DEPARTMENT**  
2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

-----  
TELEPHONE: (301) 336-5633  
**February 2024 City Report**

**PARKS, RECEPTION AND CULTURE DEPARTMENT**

**RECREATION - SERVICE AND RETENTION UPDATE:**

<b>CLASS/ PROGRAM/ ACTIVITY</b>	<b>NUMBER OF VISITORS</b>
	<b>January 2024</b>
• Chair Aerobics -	95
• Line Dance -	102
• Open Gym	407
• Fitness Room	40
• TOPS	34
• Morning Walk	36
• District Heights Step Team	80
• AARP	12
• Xtreme Generations	76

Total: 882

**Respectfully submitted,**  
**Parks and Recreation Department**



## 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](mailto:ysb@districtheights.org)

### January 2024

#### 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

- **Monday, January 4:** The YSB director attended the monthly meeting for MAYSB. The meeting focused advocacy, support and the delivery of services of various youth service bureaus within the state of Maryland. The YSB also hosted the parent support group for the cohort of parents that reside within the city and surrounding communities.
- **Thursday, January 11:** The YSB director, alongside other YSBs in Prince George's County, provided an in-person presentation at an annual training for Prince George's County elementary school counselors – 127 counselors were in attendance.
- **Friday, January 12:** The YSB director submitted the quarterly programmatic report for GOCPYVYS grant. The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of December 31<sup>st</sup>: 2 new formal; 34 carryover formals; 0 formal closed and 1 informal closed client 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 4 clinicians over this time period.
- **Thursday January 18:** The YSB hosted the second bi-monthly parent support group for the cohort of parents that reside within the city and surrounding communities.
- **Tuesday, January 23:** The YSB began training implementation for Greenspace Measurement Based Care. The addition of Greenspace MBC will replace the existing behavioral assessment CAFAS. Greenspace will enhance the services delivered by the YSB by providing another opportunity for clients to actively engage in their treatment.
- **Monday, January 29:** The YSB director submitted the quarterly financial report for GOCPYVYS grant.
- **Wednesday, January 31:** The YSB director attended the Leadership Team meeting for City department leadership/management facilitated by City Manager, David Street.

#### UPCOMING EVENTS





**The District Heights Youth Development Foundation**  
**2000 Marbury Drive \* District Heights MD 20747**  
**301-336-7600 \* fax 301-499-2121**  
**[www.developinghigherheights.org](http://www.developinghigherheights.org)**  
*"Developing Higher Heights"*

- **February 16:** The YSB will be hosting Prince George's County's training for middle and high school counselors. The YSBs will be presenting existing services and a resource for school counselors.

## January 2024

- 📅 The YDF continues to engage in its partnership with the Hope In Action Antiviolence Collective within Prince George's County.
- 📅 **January 22<sup>nd</sup>:** The YDF hosted a college tour to University of the District of Columbia for students in grades 8-12. The next college tour is scheduled for Feb/March.
- 📅 **UPCOMING:** The YDF will be partnering with the YSB for the quarterly family engagement event scheduled for February 9<sup>th</sup> – The Family Vision Board.
- 📅 For more information, please email at [ydf@dhydf.org](mailto:ydf@dhydf.org).

Respectfully Submitted,

Katrina Emerson, Director

District Heights Family & Youth Services Bureau



# CITY OF DISTRICT HEIGHTS

MARYLAND

## Balance Sheet As of December 31, 2023

### ASSETS

#### ASSETS

##### Current Assets

##### Checking/Savings

10000 · Truist - Checking - 1460	915,928
10005 · Trust - Payroll - 5731	23,694
10010 · Truist - Forfeiture - 6119	14,837
10015 · Industrial Bank - CD 2165	6,791
10020 · Truist - Mayor's Youth Council	3,402
10040 · MLGIP - PNC	3,082,839
1072 · Bill.com Money Out	240,947

##### Total Checking/Savings

4,288,438

##### 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

5,878,360

##### 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 / Total Other Assets

76,818

##### TOTAL ASSETS

6,598,443



# CITY OF DISTRICT HEIGHTS

MARYLAND

## Balance Sheet As of December 31, 2023

### LIABILITIES & EQUITY

#### LIABILITIES & EQUITY

##### Liabilities

##### Current Liabilities

##### Accounts Payable

20000 · Accounts Payable 26,133

**Total Accounts Payable** 26,133

##### 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 50,296

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** 3,330,764

**Total Current Liabilities** 3,356,897

##### 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

**TOTAL LIABILITIES** 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** 3,163,378

##### Equity

30000 · Opening Balance Equity 4,484,646

32000 · Retained Earnings -13,878

Net Income -1,035,704

**Total Equity** 3,435,064

**TOTAL LIABILITIES & EQUITY** 6,598,443



# CITY OF DISTRICT HEIGHTS

MARYLAND

## Budget vs. Actual December 2023

	<u>Dec 23</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Budget</u>
<b>Income</b>					
I · Local Taxes	29,560	2,115,747	1,763,659	352,088	3,527,318
II · State Shared Taxes	24,205	475,199	456,442	18,757	912,884
III · License & Permit - City/County	3,405	61,608	127,404	-65,796	254,808
IV · Youth Service Bureau	29,983	41,944	123,000	-81,057	246,000
V · Recreation Revenues	5,182	16,876	18,000	-1,124	36,000
VI · Fines & Vehicles Releases	27,215	152,418	148,750	3,668	297,500
VII · Miscellaneous	14,654	575,532	0		
VIII · Use of Fund Balance	0	0	275,000	-275,000	550,000
VIII · Grants/Other/Misc.	0	0	2,050	-2,050	4,100
<b>Total Income</b>	<b>134,203</b>	<b>3,439,323</b>	<b>2,914,305</b>	<b>525,018</b>	<b>5,828,610</b>
<b>Expense</b>					
00 · Non-Departmental	43,846	601,585	857,358	-255,773	1,714,715
01 · Mayor and Commission	7,534	50,123	70,864	-20,741	141,728
02 · General Government	63,498	467,313	309,374	157,940	618,747
03 · Youth Services Bureau	19,878	136,441	182,517	-46,075	365,033
04 · Parks Rec Culture	41,022	275,559	256,655	18,905	513,309
05 · Code	14,441	87,890	94,985	-7,095	189,970
06 · Senior Center	543	1,095	0		
07 · Public Works	67,795	583,243	713,290	-130,046	1,426,579
08 · Police	112,949	532,337	429,265	103,072	858,529
09 · American Rescue Plan	30,895	1,193,070	0		
50009 · Contractual Services	0	85	0		
5953 · Construction Managers	0	20,700	0		
61000 · Prior Year Expenses	0	525,586	0		
<b>Total Expense</b>	<b>402,401</b>	<b>4,475,027</b>	<b>2,914,305</b>	<b>1,560,722</b>	<b>5,828,610</b>
<b>Net Income</b>	<b>-268,198</b>	<b>-1,035,704</b>	<b>0</b>	<b>-1,035,704</b>	<b>0</b>



# 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: January 1<sup>st</sup> – January 31<sup>st</sup>

### **\*\*Highlights\*\***

1. The DPW team's response to inclement weather in January was exemplary. They took proactive measures by addressing potential flood hazards before they occurred and implemented a strategic plan for a Snowstorm. Roads were pre-treated and cleared ahead of surrounding county roads, ensuring a safer environment for residents. The positive feedback received from Commissioner Irving, residents Mrs. Michelle Jackson, and Ms. Lorie Hyatt highlighted the success of the DPW's efforts in mitigating the impact of adverse weather conditions.
2. Utilizing the "Monday.com" application, we handled 36 Work Order Requests in January. These requests, coming from DPW Operations (50%), residents (25%), General Government (2.8%), DH Police Department (2.8%), and the Commission (8.3%), demonstrate the diverse nature of our service. Of these, 29 have been completed, 4 are in progress, 1 awaits approval for gate options, and 2 are new. Our agile response highlights our commitment to efficient workflow and excellent service delivery. We appreciate your continued collaboration and support.
3. In a collaborative effort, the DPW Director, Commissioner Tilghman, and Media Coordinator T'Neisha Turner actively participated in the Buddy Bench event at District Heights Elementary on January 18th. This event showcased our commitment to community engagement and building positive relationships within the district.
4. Deputy Director Lakeesha Washington was promoted to the position of Director effective January 4th, highlighting the continued growth and development within our team.
5. Limb Collection services, temporarily halted due to inclement weather, have now resumed. We are committed to promptly addressing community needs. For urgent cases, please contact us at 301-336-7417 ext. 133. Thank you for your understanding and continued collaboration.
6. Boundary Survey for Fiesta Gardens currently being conducted, and Fiesta Garden draft contract received from Design Green.

### **\*\*Operations and Logistics\*\***

1. Winter Snow Removal:
  - The final draft of the snow removal plan is scheduled for completion on January 25th. An informational session is planned for the next work session on February 13th.

2. Community Cleanup Initiative:
  - Responding to residents' concerns about the "Street Sweeper," we conducted block-by-block assessments. Results will be presented in the upcoming work session in February.

**\*\*Upcoming Initiatives\*\***

1. Training: The UDEMY Training implementation plan has been crafted for a rollout in January/February. This plan strategically integrates diverse courses to improve employee skills and cultivate a dynamic learning culture within the organization. Training sessions will cover Project Management, Operations, Inclement Weather, HAZMAT, and Safety for Public Works staff. Awaiting
2. Grant(s): *Prince Georges County Community Gardens Mini Grant*
  - Funds projects promoting food security through regenerative agriculture and sustainable gardening practices. It supports the creation and expansion of community gardens, emphasizing changes in land cover, growth of fresh produce, conversion to native plants, soil health improvement, community engagement, and overall community resilience. Due Date 8 weeks prior to project starts date.
3. The Bates Recycling and Trash Containers Replacement Plan is currently in progress, with dedicated efforts to secure pricing and explore potential options for resident rollout.
4. Infrastructure Improvement Projects in collaboration with the City Manager:
  - Conducting Developing a preliminary Street Sweeping Plan.
  - Assessing Basic Site Plans for the Annex (6114 Marlboro Pike, 2355 Scott Key Drive & Parcel 241); currently reviewing option plans received from ADTEK.

This update underscores our dedication to managing diverse requests with precision and speed, ensuring a seamless experience for our residents and stakeholders in the City of District Heights. We appreciate the collaboration and support in maintaining the highest standards of service.

Submitted by:



**Lakeesha Washington, Director of Public Works**



# CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE  
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

## **Public Participation Form**

I wish to address the Mayor and Commission of the City of District Heights at the meeting scheduled on Thursday, Feb. 1, 2024.

I have read the *Requirements for Public Participation* (page 2 and 3) and agree to abide by these requirements.

John Berry

Signature or Type Name

202-570-0865

Telephone

Starr Jefferson

Name (Please Print)

---

Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

To Discuss Collective Bargaining for City Employees

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** [cityclerk@districtheights.org](mailto:cityclerk@districtheights.org) prior to the beginning of the meeting you wish to participate. The request form or email (must include name, address, telephone number and purpose for public participation at a meeting) and any accompanying materials you wish to be distributed to the Mayor and Commission