



AGENDA

City Commission Work Session

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

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

1. Work Session Meeting Agenda Tuesday, February 13, 2024
Staff Contact: Starr Jefferson, City Clerk

III. INFORMATION ITEM:

1. Legislative Update, LA Perez
2. Snow Removal Plan Update
Staff Contact: Lakeesha Washington, Public Works Director

IV. PUBLIC PARTICIPATION:

V. ACTION ITEMS:

1. *Sole Source Fireworks Award
Staff Contact: Jeff Taylor, Director of Recreation
2. *Surplus of 2 Department of Public Work Vehicles: 2006 and 2011 CHEVROLET 2500HD
Staff Contact: Lakeesha Washington, Director of Public Works
3. Budget Guidance
Staff Contact: David Street, City Manager
4. Senior Center Programming
Staff Contact: David Street, City Manager

VI. MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

VII. ADJOURNMENT

Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.

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

This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110



CITY OF DISTRICT HEIGHTS

City Work Session

Tuesday, February 13, 2024

Information Item 2

Title: District Heights Snow Removal Plan
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: The City of District Heights, Maryland, unveils a proactive snow removal plan prioritizing safety and accessibility. Key components encompass pre-season preparations, strategic snow emergency routes, effective communication, and community involvement. This plan underscores our commitment to a resilient and secure city during winter weather challenges.

Summary: In anticipation of winter's challenges, the City of District Heights, Maryland, proudly introduces its Snow Removal Proactive Plan. Centered on resident safety, the plan encompasses pre-season preparations, key snow emergency routes, effective communication channels, and a robust public awareness campaign. From systematic residential street clearing to emergency response protocols, the city prioritizes collaboration, continuous improvement, and special assistance for vulnerable populations. With adaptability at its core, this plan reflects our commitment to a safer, more resilient District Heights during winter weather conditions.

The City of District Heights, Maryland, has developed a proactive snow removal plan to ensure the safety and accessibility of roadways, sidewalks, and public spaces during winter weather conditions. The key components of the plan include:

1. **Pre-Season Preparations:**
 - Review and maintenance of snow removal equipment.
 - Stockpiling of necessary supplies, including rock salt.
 - Purchase of an Electric Anti-Ice System with Manual Application Rate Control.
2. **Snow Emergency Routes:**
 - Identification of key snow emergency routes for immediate attention during snowfall.
3. **Communication and Coordination:**
 - Establishment of clear communication channels with the police department, meteorological services, local authorities, emergency services, and DPW first responders.
4. **Public Awareness Campaign:**
 - District Heights Weather Line for closure and delay announcements.
 - Information is available on the District Heights website.
 - Subscription option for immediate updates.
5. **Residential Street Clearing:**
 - Systematic approach to clear residential streets promptly.
 - Prioritization of areas with high population density.
6. **Sidewalk and Pedestrian Path Maintenance:**
 - Residents are responsible for clearing sidewalks.

- Encouragement for property owners and businesses to contribute to sidewalk clearing efforts.

7. Equipment Deployment and Staffing:

- Monitoring weather forecasts and deploying snow removal crews in advance.
- Utilization of Electric Anti-Ice System and liquid brine for preemptive treatment.
- Two teams assigned to cover designated sections with a rotation schedule for 24/7 coverage during extended snow events.

8. Post-Event Evaluation:

- Thorough review of snow removal operations after each event.
- Solicitation of feedback from residents and businesses.

9. Emergency Response Protocol:

- Coordination with Chief of Police and on-duty personnel.
- City Manager receives timely weather updates.

10. Special Assistance for Vulnerable Populations:

- Information on shelters, warming, and cooling centers provided.
- Residents urged to check on neighbors, with a submission option for information on vulnerable residents.

11. Collaboration with Surrounding Communities:

- Collaboration with neighboring municipalities for resource sharing during severe weather events.

The plan emphasizes adaptability based on real-time conditions and changes in infrastructure or demographics. Its goal is to enhance the city's resilience during winter weather, ensuring the safety and well-being of residents.

Attachments

1. Drafted Snow Removal Plan



Inclement weather

City of District Heights, Maryland - Snow Removal Proactive Plan

Objective:

Ensure the safety and accessibility of roadways, sidewalks, and public spaces during winter weather conditions through an efficient and proactive snow removal plan.

Key Components:

1. **Pre-Season Preparations:**
 - Conduct a comprehensive review of snow removal equipment and ensure all vehicles are in optimal condition.
 - Stockpile necessary supplies, including brine liquid salt and de-icing agents. (We lack a brine liquid salt system for road pretreatment, and thus, we are currently relying on the use of rock salt.)
 - Purchased Electric Anti-Ice System with Manual Application Rate Control

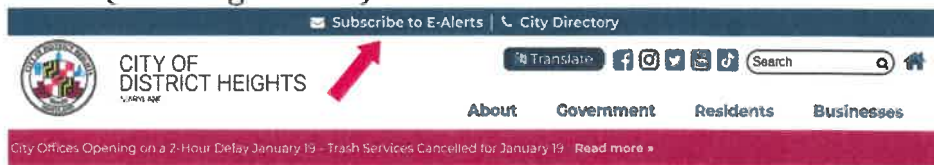
2. **Snow Emergency Routes:**
 - Key snow emergency routes for immediate attention during snowfall:
 - i. Kipling Parkway
 - ii. Marbury Drive
 - iii. Elmhurst street
 - iv. Lansdale street
 - v. Senator Avenue
 - vi. Rosalyn Avenue
 - vii. Mason Street
 - viii. Edfelt Drive (Across Kipling Parkway)
 - ix. Brewton Street
 - x. Woodland Springs Apartments
 - xi. Rochelle Avenue
 - xii. Ramblewood Drive
 - xiii. Council Drive
 - xiv. Boones Lane

3. **Communication and Coordination:**

- Established clear communication channels with DH Police Department Chief Ronald Tarpley and Deputy Chief Ploof alongside meteorological services to receive timely weather updates. (Possible Group Chat)
- Collaborate with local authorities, emergency services, and DPW first responders (Director Lakeesha Washington & Kyle Thompson) to share resources and coordinate efforts.

4. **Public Awareness Campaign:**

- Stay informed with the District Heights Weather Line: (240) 599-4433. Updated between 9 PM and 6 AM for timely closure and delay announcements due to inclement weather. Residents and employees can contact this direct line, so save it in your contacts for quick access.
- Information will be available at [District Heights, MD |](https://www.districtheightsmd.gov/) for opening closures and community services impact.
- To receive immediate updates please subscribe via DH website link above (see image below).



5. **Residential Street Clearing:**

- Developed a systematic approach with Management and Team members to clear residential streets promptly after minor and major accumulation snow events.
- Prioritize areas with District Heights Elementary, Youth and Services facility, municipal installation, and high population density for swift attention.

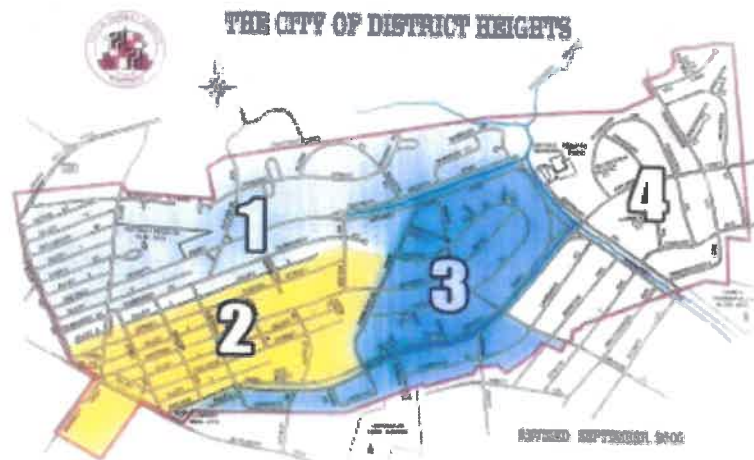
6. **Sidewalk and Pedestrian Path Maintenance:**

- DH Residents are responsible for clearing sidewalks.
- Encouraging property owners and businesses to contribute to sidewalk clearing efforts.

7. **Equipment Deployment and Staffing:**

- Monitor weather forecasts closely and deploy snow removal crews in advance of predicted snowfall.
- Utilizing Electric Ant-Ice System and liquid brine and deicing agents to preemptive treatment strategy on these routes to prevent ice formation. To enhance our snow removal efforts, we are incorporating an Electric Anti-Ice System, along with the application of liquid brine and deicing agents.

- In the event of a snowstorm, Initiate contact with the salting and snowplow teams.
 DPW salters: *Kyle Thompson, Roger Beam, Tony Parrot, Larnell Sharps*
 DPW Snow Plows: *Cordell Green, Derrick Ford, Kyle Thompson, Larnell Sharps Roger Beam, Tony Parrot*
- **(Important to note that salt should be obtained the day preceding the anticipated snowstorm.)**
 - i. *Location #1 8400 D'Arcy Rd, Forestville, MD 20747
301 499 8523*
 - ii. *Location #2 6550 Maude Savoy Brown Rd, Upper Marlboro, MD 20772 301 627 6388*
 - iii.
- Two teams of three individuals each are assigned to cover designated sections: Team 1 is responsible for sections 1-2, while Team 2 handles sections 3-4. Each team is equipped with a salter truck positioned at the end of their assigned area.
 - i. Figure 1.1



- The Department of Public Works (DPW) employs snowplows and applies road treatments consistently to ensure continuous clearance of pathways within the incorporated city of District Heights.
 - Established a rotation schedule to ensure 24/7 coverage during extended snow events.
8. Post-Event Evaluation:
- Conduct a thorough review of snow removal operations after each event to identify areas for improvement.

- Solicit feedback from residents and businesses to gauge the effectiveness of the plan and address any concerns.
8. Emergency Response Protocol:
- The Chief of Police and on-duty police personnel are in communication with Director Lakeesha Washington. Ms. Washington, it is not necessary to wait for a call from the police to initiate snow detail. Additionally, DPW's Kyle Thompson is on snow watch and in communication with Director Lakeesha Washington and Roger Beam.
 - The City Manager will receive timely weather updates for effective decision-making.
 -
9. ****Special Assistance for Vulnerable Populations: ****
- To find information on shelters, warming, and cooling centers for displaced residents, please visit Warming and Cooling Centers on the Prince George's County website: [Warming and Cooling Centers | Prince George's County \(princegeorgescountymd.gov\)](https://www.princegeorgescountymd.gov/warming-cooling-centers)
 - In addition, we urge residents to check on their neighbors. Help us help you by submitting information about vulnerable residents, including the elderly and those with special medical needs, to the Public Works Department. Please send this information for wellness checks during extended severe weather events to pubworks@districtheights.org Your cooperation ensures the safety and well-being of our community during challenging weather conditions.
10. ****Collaboration with Surrounding Communities: ****
- Capital Heights and Seat Pleasant
 - Collaborate with neighboring municipalities to share resources, information, and support during severe weather events that may impact a broader region.

Remember to adapt the plan based on real-time weather conditions and any changes in the municipality's infrastructure or demographics. This proactive snow removal plan aims to enhance the City of District Heights' resilience during winter weather conditions, promoting the safety and well-being of its residents.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, February 13, 2024 Action

Action Item 1

Title: Sole Source Contract Award: Fireworks Displays
Staff Contact: Teresa Williams & Jeff Taylor, Recreation
Purpose: To award a sole-source contract to Digital Lightning in an amount not to exceed \$31,000 for the annual fireworks display.

Summary: The City is currently finalizing planning for the City’s annual fireworks celebration. The City has obtained quotes from reputable vendors and secured a slot with one. Competition for fireworks display services continues to be fierce following the COVID-19 pandemic. Recreation has secured a deposit for a full 25-minute show of the firm’s “city class” display. The display will feature “mortars, repeaters and sound effects in a variety of colors, sizes, effects and heights. The mortars will range in height from 100’-over 500’ and will include an assortment of florals, palms, flying fish, salutes, stars and color bursts. The grand finale will include in excess of 400 shells, including salutes, creating a crescendo of intense light and sound that will culminate with a high-energy finish.”

Fiscal Impact: The City’s annual events budget is sufficient to absorb this expenditure.

Draft Motion:

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

I, Commissioner _____ move that the City Commission approve a contract award to Digital Lightning in an amount not to exceed \$31,000 for one-time holiday decoration purchases.

Attachment:

1. Services Contract

Item 1 Attachment



7895-K Cessna Ave
Gaithersburg, MD 20879
301-987-0511
Fax: 301-987-0512

CONTRACT

This is an agreement between Digital Lightning, LLC and City of District Heights, MD for a 25-min Class B fireworks show on July 4, 2024 (rain date July 5, 2024), at 2000 Marbury Drive, District Heights, MD. 20747.

Contract includes all equipment, fireworks and labor for above dates and times at a total cost \$30,925.75. Purchaser agrees to pay the following:

Year	non-refundable deposit of	Final Balance of
2024	\$5,925.75 On receipt	\$25,000.00 6/30/24

Purchaser must provide 1) Security as needed, 2) Parking facility/area near loading area at no cost to Digital Lightning, 3) access to site for set up the day before the event, 4) access to facility for break down after the fireworks shoot with a safety inspection the next morning, 5) portable lighting units for breakdown after event if area is not already well lit, 6) access to shoot site for truck/equipment, 7) county/state fireworks permit fees (if any), 8) letter of permission from property owner (required for MD state permit).

The conditions of the place of fireworks/lighting will not inhibit the show, nor cause injury to any staff member. Purchaser will be responsible for the conduct of all persons at event such that their conduct will not inhibit the equipment, nor cause injury to any staff member. Purchaser will be responsible for any loss or damage of property of Digital Lightning caused by guests, customers, etc. **Purchaser is responsible for providing security consisting of a minimum of two (2) persons designated for restricting access to designated launch site area. All persons entering launch site area must be accompanied by the operator or authority having jurisdiction (i.e., Fire Marshall) at all times when pyrotechnic composition is on site.** Digital Lightning reserves the right to cease performance if these conditions are not maintained during the entire contract time.

If purchaser cancels this contract after contract is signed, purchaser is responsible for 50% of each performance cancelled. If purchaser cancels this contract less than 120 days prior to date of scheduled performance, purchaser will be liable for the entire balance of that performance. In the unlikely event that time is lost due to Digital Lightning's equipment malfunctions, Purchaser will have the option of extending the services for the amount of time lost at no additional cost. Otherwise Digital Lightning will refund the portion of the total amount prorated to correspond with time lost. Digital Lightning agrees to provide liability insurance in the amount of \$5 Million general aggregate and to list purchaser and any interested parties requested by purchaser as additional insured.

If government COVID-19 restrictions prevent this event from taking place on contracted date, client may postpone date with no penalty to any mutually agreed upon future date within 6 months of contract date.

Weather clause: If the event is cancelled due to weather-related conditions or deemed unsafe by the primary fireworks operator, the Fire Marshall or the local fire jurisdiction, the event will take place on an optional rain date, July 5, 2024 for an additional charge of \$0.00. In the event that the rain date is utilized, the client must provide overnight security for the fireworks from 7 p.m. on 7/4 until 7 a.m. on 7/5. If client is unable to provide security personnel, Digital Lightning will charge a fee of \$600 for overnight security personnel. If the rain date is cancelled due to weather –related conditions, the purchaser will be responsible for 100% of the total contract.

Digital Lightning reserves the right to substitute original equipment with comparable equipment if necessary. This entire agreement is subject to proven detention by any acts of God, terrorism, or any other legitimate conditions beyond the control of Digital Lightning. This entire contract is subject to the permit approval of the local fire authority having jurisdiction. **If permit is not approved prior to the event date, a full refund of the deposit will be issued, less any applicable permit fees.**

If for any reason, the purchaser fails to pay remaining balance by the due date, purchaser will be liable for an additional \$25.00 late fee, and 18% accrued interest and 33% attorney fee and court costs. If suit should be filed to recover funds, purchaser will be liable for all of the above in addition to court costs. Purchaser also agrees that any litigation will take place in any competent jurisdiction within the State of Maryland.

If checks are returned for any reason, Digital Lightning will have the option of requiring payment in full by cash or money order, and an additional fee of \$25.00. If Purchaser does not agree, Digital Lightning will have the option of canceling the contract.

In the event that any of the provisions contained in this contract will for any reason be held invalid or unenforceable, this will not affect any other provision of this contract and this contract will be construed as if such invalid or unenforceable provision had never been contained herein.

The Purchaser, in signing this agreement or having the same signed by a representative, acknowledges his, her or their authority to do so and hereby assumes liability for the terms, conditions and amounts stated herein.

Digital Lightning will not honor any oral agreements to amend or supplement this contract. Any changes or cancellations must be in writing. Any changes to start and end times must be made in writing and cannot be changed less than one week prior to date of the event unless authorized by Digital Lightning

Signatures

Client/Authorized Representative

Date

Vincent DiGiorgio, President
Digital Lightning, LLC

Date



CITY OF DISTRICT HEIGHTS

City Work Session

Tuesday, February 13, 2024

Action Item 2

Title: Surplus: Public Works Vehicles
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: To initiate the surplus of two public work vehicles that have reached the end of their useful life. This step is a crucial part of our ongoing efforts to maintain an efficient and modern fleet, ensuring our ability to deliver optimal services to the community.

Summary: The following vehicles have reached the end of their useful life and are scheduled to be surplus. These vehicles will be traded in the next phase of public works acquisitions.

Table 1.

Year	Make/Model	Vin
2006	CHEVROLET 2500HD	*****2672
2011	CHEVROLET 2500HD	*****1923

Fiscal Impact: Two vehicles have reached the end of their useful life and are now slated for surplus. In the forthcoming phase of public works acquisitions, we plan to trade these vehicles. This strategic move ensures the maintenance of an efficient and modernized fleet, enhancing our ability to deliver optimal services to the community.

Draft Motion:

I, Comr. _____ move that the City of District Heights declare the 2006 Chevrolet 2500HD Truck with VIN # 1GCHK24U96E142672 surplus.

I Comr. _____ second the motion.

2. I Comr. _____ move that the City of District Heights declare the 2011 Chevrolet 2500HD Truck with VIN # 1GC1KVCG8CF141923 surplus.

I Comr. _____ second the motion.



CITY OF DISTRICT HEIGHTS

Work Session

Tuesday, February 13, 2024

Item 3

Title: FY 2025 Budget Development: Budget Guidance
Staff Contact: David Street, City Manager
Purpose: To request direction from the City Commission ("Commission") on how to prepare the FY 2025 Proposed Budget.

Update: Economic Outlook: The City's real property portfolio outlook continues to look strong; December 2023 figures from Redfin indicate that housing values and median sales prices continue to increase. The firm considers the district Heights Market to be "very competitive" meaning that homes receive multiple offers and enter pending sale status between 11 and 37 days on the market. Ernst and Young Global anticipates sub-trend growth but no recession. Staff and consulting partners at LA Perez continue to monitor the state budget.

Assessment Update: The State Department of Assessments and Taxation (SDAT) determines the assessed value of all real property in the State of Maryland. When the value goes up, the increase is spread equally over a three-year period. The change takes effect on July 1st of the following year. 2024 represents the start of a new three-year assessment period for District Heights. Property assessed value as of January 1, 2024, become effective July 1, 2024, and escalate through 2025 and 2026.

SDAT data appears to have a higher valuation increase than that estimated by staff in December. As noted previously, SDAT will notify the City of the tax rate that would produce the same revenue from the property tax as was produced the year before on or before February 15.

The Commission requested an analysis of the average homeowner's tax bill based on various budget scenarios.

Since the last work session, some assessments have been published in the SDAT online database, providing a basis for the evaluation requested by the Commission. That said, the purpose of the tables below is to provide context for the revenue scenarios contained in the item, not to provide accurate tax billing information for the specific addresses listed. The tables below do not incorporate any tax relief programs into the valuation or tax bill estimates. There are several programs that residents may qualify for, including the Homestead Tax Credit, the Homeowners Tax Credit, the Veterans Exemption, and the Homeowner Protection Program.

There are two elements that drive an individual tax bill: changes in assessed value (state controlled) and changes in the real property tax rate (locally controlled). The formula that determines a bill, not including any credits or exemptions, involves both assessment changes and rate changes:

$$\text{Annual Tax Bill} = \frac{\text{Assessed Value}}{100} \times \text{Tax Rate}$$

Table 1. Example Tax Year 2023 – 2024 Change in Valuation

Example Property	Const. Year	Phase-in Value 7/1/23	Assessed Value as of 1/1/24	Phase-in Value 7/1/24	23-24 \$ Increase in Valuation	23-24 % Increase in Valuation
63XX Gateway (Single Family)	1930	\$252,400.00	\$308,600.00	\$271,133.00	\$18,733.00	7.42%
64XX Elmhurst (Single Family)	1951	\$223,600.00	\$271,800.00	\$239,667.00	\$16,067.00	7.19%
72XX Lansdale (Single Family)	1957	\$309,400.00	\$338,700.00	\$319,167.00	\$9,767.00	3.16%
22XX Roslyn (Single Family)	1962	\$289,500.00	\$318,700.00	\$299,233.00	\$9,733.00	3.36%
19XX Wintergreen (Single Family)	1964	\$299,800.00	\$375,200.00	\$324,933.00	\$25,133.00	8.38%
63XX Sunvalley (Town House)	1992	\$232,000.00	\$305,900.00	\$256,633.00	\$24,633.00	10.62%

Table 2. Estimated Annual Change in Tax at the Current Tax Rate (\$0.687)

Example Property	Phase-in Value 7/1/23	Tax at Current Rate \$0.687	Phase-in Value 7/1/24	Tax at Current Rate \$0.687	Est. Annual Difference	Est. Per Bill Difference ¹
63XX Gateway	\$252,400	\$1,733.99	\$271,133	\$1,862.68	\$128.70	\$64.35
64XX Elmhurst	\$223,600	\$1,536.13	\$239,667	\$1,646.51	\$110.38	\$55.19
72XX Lansdale	\$309,400	\$2,125.58	\$319,167	\$2,192.68	\$67.10	\$33.55
22XX Roslyn	\$289,500	\$1,988.87	\$299,233	\$2,055.73	\$66.86	\$33.43
19XX Wintergreen	\$299,800	\$2,059.63	\$324,933	\$2,232.29	\$172.66	\$86.33
63XX Sunvalley	\$232,000	\$1,593.84	\$256,633	\$1,763.07	\$169.23	\$84.61

Table 3. Estimated Annual Change in Tax in the ½ Penny Scenarios

Example Property	Phase-in Value 7/1/24	½ Penny Down (\$0.682)		½ Penny Up (\$0.692)	
		Est. Annual Bill	Delta to Current Rate	Est. Annual Bill	Delta to Current Rate
63XX Gateway	\$271,133	\$1,849.13	(\$13.56)	\$1,876.24	\$13.56
64XX Elmhurst	\$239,667	\$1,634.53	(\$11.98)	\$1,658.50	\$11.98
72XX Lansdale	\$319,167	\$2,176.72	(\$15.96)	\$2,208.64	\$15.96
22XX Roslyn	\$299,233	\$2,040.77	(\$14.96)	\$2,070.69	\$14.96
19XX Wintergreen	\$324,933	\$2,216.04	(\$16.25)	\$2,248.54	\$16.25
63XX Sunvalley	\$256,633	\$1,750.24	(\$12.83)	\$1,775.90	\$12.83

Table 4. Total Estimated Change in Tax Bill Per Scenario

¹ Annual real property taxes are split across two collections: September and December.

Example Property	2023 Valuation	2024 Valuation					
	Current Biannual Tax Bill	Current Rate (\$0.687)		½ Penny Down (\$0.682)		½ Penny Up (\$0.692)	
		Est. Biannual Bill	Delta to Current	Est. Biannual Bill	Delta to Current	Est. Biannual Bill	Delta to Current
63XX Gateway	\$866.99	\$931.34	\$64.35	\$924.56	\$57.57	\$938.12	\$71.13
64XX Elmhurst	\$768.07	\$823.26	\$55.19	\$817.26	\$49.20	\$829.25	\$61.18
72XX Lansdale	\$1,062.79	\$1,096.34	\$33.55	\$1,088.36	\$25.57	\$1,104.32	\$41.53
22XX Roslyn	\$994.43	\$1,094.73	\$100.30	\$1,086.77	\$92.33	\$1,102.70	\$108.27
19XX Wintergreen	\$1,029.81	\$1,116.14	\$86.33	\$1,108.02	\$78.21	\$1,124.27	\$94.46
63XX Sunvalley	\$796.92	\$881.53	\$84.61	\$875.12	\$78.20	\$887.95	\$91.03

Table 5. Incremental Per Bill Change by Scenario

Example Property	Current Rate 2023 to ½ Penny Down 2024 (\$0.682)	½ Penny Down 2024 to Current Rate 2024 (\$0.687)	Current Rate 2024 to ½ Penny Up 2024 (\$0.692)
63XX Gateway	\$57.57	\$6.78	\$6.78
64XX Elmhurst	\$49.20	\$5.99	\$5.99
72XX Lansdale	\$25.57	\$7.98	\$7.98
22XX Roslyn	\$92.33	\$7.97	\$7.97
19XX Wintergreen	\$78.21	\$8.12	\$8.12
63XX Sunvalley	\$78.20	\$6.42	\$6.42

The primary driver of the estimated increase in the homeowner’s individual tax bill is increased valuation between 2023 and 2024. Using the estimated constant yield rate would result in no or minor net changes to an individual homeowner’s bill.

It is important to note that this is preliminary guidance designed to provide staff with early direction on how to prepare the proposed budget and will subsequently inform the Commission’s budget deliberations in March and April. The Commission will set the actual tax rate during the budget process this spring and adopt the rate as a part of the budget ordinance.

Next Steps: At the City Meeting on January 4, the Commission was presented with the FY 2025 Outlook and Budget Guidance Item and forwarded the item to the January 9 Work Session, which was cancelled due to inclement weather. The Commission further discussed the budget guidance item on January 23. For ease of reference, the content from that item is reproduced, below, as it was presented on January 4. As the Commission is aware, staff is requesting three pieces of guidance:

1. Direction from the Commission on at what revenue scenario to prepare the FY 2025 Proposed Budget at for presentation.
2. Direction from the Commission on what, if any, range of potential real property tax rates should be

advertised for the proposed budget.

3. Direction from the Commission as to what, if any, budget priorities the City Manager should consider and include as part of the FY 2025 Proposed Budget.

During the next phase of the budget process, departments will hold a series of internal meetings to discuss budget priorities with the City Manager and Commission liaison. Following those meetings, the FY 2025 Proposed Budget will be developed and presented to the City Commission. The Commission will enter into budget work sessions to determine what amendments should be made to the budget prior to adoption, to include investment in enhanced or new services.



Draft Motions:

1. I, Commissioner _____, move that the City Commission direct the City Manager to prepare the FY 2025 Proposed Budget at the \$0.____ per \$100 of assessed value revenue scenario.

I, Commissioner _____, further move that the City Commission direct the City Manager to advertise a real property tax rate between \$0.____ and \$0.____ per \$100 of assessed value and incorporate options into the FY 2025 Proposed Budget for each scenario for the Commission’s consideration.

I, Commissioner _____, second the motion.

OR

2. I, Commissioner _____, move that the City Commission forward the FY 2025 Budget Guidance item to the February 27, 2024 Work Session.

I, Commissioner _____, second the motion.

Summary: In July, 2023, the City Commission approved a budget policy which outlines the City’s budget process. The purpose of the budget policy is to help ensure that the financial resources of the City are managed in a manner consistent with the City’s mission and vision. The City’s Budget Policy should be reviewed periodically to address potential policy gaps and to revise the policy as needed to reflect changes in applicable law and industry best practices. The budget policy provides for the following steps:

1. In or around January, the City Commission provides budget guidance to the City Manager.
2. The City Manager, with the Treasurer, prepares the proposed budget based on budget guidance.
3. In or around March, the City Manager proposes the budget.
4. The City Manager advertises potential tax rates and schedules a budget public hearing.
5. In or around April, the City Commission holds budget work sessions to consider, debate, and amend the proposed budget.
6. In or around May, the City Commission adopts the budget.

7. The fiscal year opens July 1.

As such, staff have prepared the following budget calendar with major milestones for the FY 2025 budget process.

Fig. 1. FY 2025 Proposed Budget Calendar

Milestone	Date(s)
Budget Development Begins with City Commission	January 4 City Meeting
Liaison and Department Meetings with City Manager and Treasurer	February
City Manager Proposes Budget and CIP	March 7 City Meeting
Budget Work Sessions	March and April City Work Sessions
Budget Hearings (if needed)	April
Budget Ordinance Introduced	May 2
Budget Hearings (if needed)	May
Budget Adoption	June 6 City Meeting

To develop the proposed budget, staff require guidance from the City Commission with respect to budget funding priorities, program priorities, and tax rate priorities. In order to provide this (“Budget Guidance”), staff has prepared historical and current financial, economic, and programmatic data for the Commission’s consideration.

Prior to 2024, the local taxing authority could not set a tax rate that exceeded that Constant Yield Tax Rate until first advertising its intent to do so. Now, the local taxing authority cannot set a tax rate that exceeds the current taxable year’s real property tax rate until first advertising its intent to do so. In addition to publishing an advertisement, the taxing authority must place a notice on its website. If the taxing authority does not have a website, it must post a notice in a place that is easily accessible to the public.

Economic Outlook: JP Morgan Chase recently published its calendar 2024 economic outlook. This outlook is less favorable than the outlook for FY 2023 but remains cautiously positive.² Of particular note for the City is the ongoing housing sector slowdown in response to rising mortgage rates and cooling inflationary trends. Housing metrics themselves are at or near forty-year lows; 75% of mortgages locked in at 4% or below, meaning that there could be less turnover in homes when compared to the pandemic years. Similarly, labor markets show signs of normalization, which could somewhat reduce upwards pressure on wages and competition for positions. Ernst and Young’s December 2023 Economic Outlook reiterates a cooling labor market and slowing inflation and warns of an increased percentage change for recession in the next 12 months.³ Approximately 16.1 percent of residents are considered to be in poverty, according to 2022 American Community Survey 5-year estimates. The same dataset estimates the median household income as \$84,929 (Maryland: \$94,991) and the employment rate as 52.2 percent (Maryland: 63.7 percent).

Residential real estate is the primary driver of the City’s operating budget and throughout Maryland, housing prices have steadily increased compared to prices during the prior year. However, in November 2023, home prices were down by 1.2 percent in the 20747 zip code. The median sales price in 20747 was \$320,000. That said, District Heights prices fared better than the average in the 20747 zip code, with Redfin indicating that the housing market within the City is very competitive; prices were up 4.1 percent compared

² <https://www.jpmorgan.com/insights/outlook/economic-outlook/economic-trends>

³ https://www.ev.com/en_us/strategy/macroeconomics/us-economic-outlook-december-2023

to last year, selling for a median price of \$346,000.⁴

Fig. 2. Regional Residential Sales Comparison

Location	Median Sales Price	Percent Change
Prince George’s County	\$415,000	+ 5.6 %
20747 Zip Code	\$320,000	- 1.2 %
District Heights	\$346,000	+ 4.1 %

Current Year Outlook: The FY 2024 budget was proposed and adopted at the constant yield tax rate of 0.687 per \$100 of assessed value. Current fiscal year revenue projections remain on target in major categories.

Fig. 3. July – November Revenue Actuals

	Budget	YTD to November - Actual
Local Taxes	\$3,527,318.00	\$2,086,187.64
State Shared Taxes	\$912,884.00	\$450,994.34
License and Permits	\$254,808.00	\$58,202.72
Fines and Releases	\$297,500.00	\$125,202.88

Historical Data: Over the last ten fiscal years, the tax rate has reduced from a high of \$0.879 per \$100 of assessed value to the current low of \$0.687 per \$100 of assessed value. Since FY 2020, the tax rate has reduced by \$0.113 per \$100 of assessed value, or an approximately 14.125 percent decrease.

Fig. 4. District Heights Real Property Tax Rate by Fiscal Year

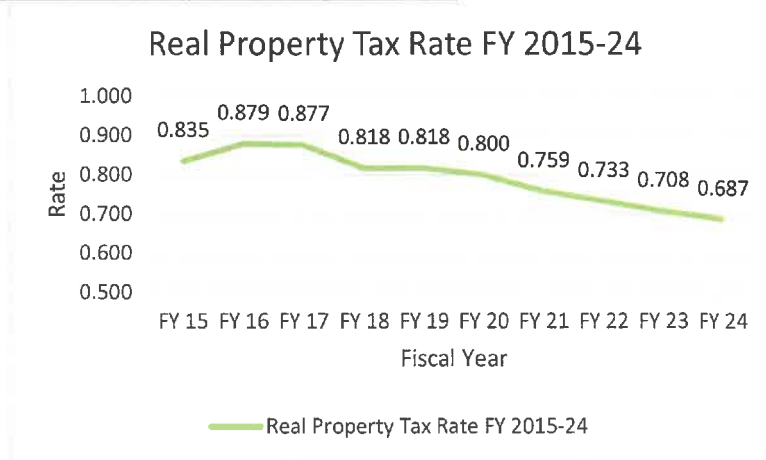


Fig. 5. Real Property Tax Distribution: Greenbelt represents the highest (\$0.828) while College Park represents the lowest (\$0.317) municipal real property tax rate. District Heights sits between Laurel (\$0.710) and Hyattsville (\$0.630). Some jurisdictions differentiate between residential and commercial real property; these rates have been blended to create an average between the two rates for comparison purposes.

City	County	State	Total	Comparison
	\$0.687	\$0.880	\$0.112	\$1.679
				6 th Highest

Fig. 6. Personal Property Tax Distribution: Capitol Heights represents the highest (\$2.50) while College Park

⁴ <https://www.redfin.com/city/5941/MD/District-Heights/housing-market>

represents the lowest (\$0.84) of those jurisdictions that assess this tax. Eagle Harbor, Fairmount Hights, and Laurel do not assess this tax.

City	County	State	Total	Comparison
\$1.500	\$2.191	\$0.000	\$3.691	6 th Highest

Fig. 7. Utility Tax Distribution: Mount Rainier (\$2.75), Capitol Heights (\$2.50), and Brentwood (\$2.00), and District Heights (\$2.00) are the only municipalities in Prince George’s County that assess this tax.

City	County	State	Total	Comparison
\$2.00	\$0.00	\$0.28	\$2.28	3 rd Highest

FY 2025 Budget Outlook: For FY 2024, the City’s real property portfolio was valued at \$491,603,929 by the Maryland Department of Assessments and Taxation. The FY 2025 real property portfolio is anticipated to be valued around \$506,352,046; an approximate 3 percent increase in valuation to reflect the increased value of residential real property. Using this estimate, \$0.01 on the tax rate is equal to \$50,635 in general fund revenue; half a penny is approximately \$25,317. If the City Commission holds the real property tax rate at the current rate of \$0.687 for FY 2025, general fund revenue will increase by approximately \$101,319.

The average rate over the last five fiscal years was \$0.737; increasing the current rate by half a penny to \$0.692, closer to the historical rate, would yield an additional \$126,637 in general fund revenue. Reducing the rate to the estimated constant yield rate, thereby keeping individual residential real estate tax bills the same for property owners, would result in a tax rate of approximately \$0.667 for FY 2025.

On or before February 15, the Maryland Department of Assessments and Taxation will notify the City of the tax rate that would produce the same revenue from the property tax as was produced the year before. The rates certified to the local governments are known as the "Constant Yield Tax Rates" and are based on the new, net assessable base for that jurisdiction. New property or construction added to the rolls for the first time is subtracted from the calculation and allowances for abatements and other deletions are deducted in arriving at the net assessable base for this purpose. Staff will inform the commission of the actual constant yield rate upon receipt.

The Commission has the opportunity to provide budget guidance to staff about how to prepare the proposed FY 2025 budget. Staff suggests that the Commission consider giving direction to prepare the proposed budget at a specific tax rate, and to further prepare options to increase or decrease the rate depending on operational need. Figure 8, below, shows four scenarios that the Commission could consider. The first scenario is lowering the tax rate to the estimated constant yield rate of \$0.667. The third scenario represents preparing the FY 2025 budget using the current (FY 2024) tax rate; this is estimated to yield approximately \$101,319 in new revenue due to the anticipated appreciate in real property valuation. Scenarios 2 and 4 represent a half penny up and down from the current rate, respectively. Ultimately, staff requests that the Commission identify which scenario the city Manager should prepare the budget at and what range staff should advertise for the proposed budget deliberations. The wider the advertised range, the more flexibility the Commission will have during the FY 2025 budget process.

Fig. 8. Budget Scenarios by Estimated Rate

Scenario	Est. Rate	General Fund Impact
1. Est. Constant Yield Rate	\$0.667	\$0; No new or increased services could be funded without significant reductions and/or reorganizations.

2. ½ Penny Down	\$0.682	\$76,001; Some new or increased services could be funded with minimal impact to current services.
3. Current Rate	\$0.687	\$101,319; Some new or increased services could be funded with minimal impact to current services.
4. ½ Penny Up	\$0.692	\$126,637; Some new or increased services could be funded to enhance or improve service levels.

FY 2025 Proposed Budget Priorities

1. Capital and Operating Investments: The City relies on a large number of legacy systems, equipment, and methods of conducting business. Often, these are time intensive for the individual staff members involved in the activity. For example, the City relies on the following programs for its accounting, budgeting, and resource planning: excel (budgeting and grants), quickbooks (general ledger), bill.com (some procurement and accounts payable), paylocity (human resources, payroll processing), and planit (uniformed services). Often, these are combined into one interrelated platform referred to as an ERP system (enterprise resource planning system) so that the City’s adopted/amended budget easily relates to the general ledger which easily relates to the procurement and receivables system. Similarly, staff proposes establishing a five-year capital improvement program so that planning for major projects, equipment replacements, and initiatives may be better accomplished and budgeted.
2. Establishing Service Levels and Performance Metrics: Departments are currently in the process of identifying and documenting their current service levels so that they may report more effectively on the delivery of municipal services to residents. In some cases, investment is needed to establish or return municipal services to historic levels. For example, the City previously ran a street sweeping program, however the program was abandoned when the sweeper encountered significant maintenance issues. The City has not had an active sweeping program since. Staff recently initiated the purchase of a new sweeper using ARPA funds following Commission approval – staff will need to now propose a service level for the revived street sweeping program for the Commission’s consideration.

Staff requests that the Commission identify other priority areas during the budget guidance discussion for the City Manager to include in the proposed budget.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, February 13, 2024

Action Item 4

Title: District Heights Community Aging & Services Overview
Staff Contact: David Street, City Manager
Purpose: To consider and establish launch programming for the District Heights Senior Center.

Update for January 23: Staff has drafted and plans to release a brief community survey to estimate demand for targeted salon services. The survey is anticipated to launch the week of Monday January 22, 2024 and will be advertised through the City's website and social media channels. The current draft survey questions include examples like:

- Do you currently use a hair salon or barbershop for grooming services?
- If so, how far do you travel to access those services?
 - I travel within District Heights.
 - I travel in the area immediately surrounding District Heights.
 - I travel more than 30 minutes away from District Heights.
 - I do not currently use these services but may if they were available and accessible near my home.
- Do you experience any barriers that hinder you from using hair salons or barbershops?
 - Cost
 - Transportation
 - Schedule
 - Location
 - My desired services are not offered nearby
- If the District Heights Senior Center offered low-cost salon and grooming services to low income or income-restricted residents, how likely on a scale of 1 to 5, with 1 being not likely and 5 being very likely, to use those services on a regular basis?
- If you consider yourself likely to use low-cost salon and grooming services, how frequently would you use those services?
 - Once a week
 - Once every two weeks
 - Once a month
 - As needed

Summary: On January 4, 2024, the city Commission was presented with the Aging Assessment Report and associated recommendations. During the City Meeting, the Commission discussed the Senior Center opening schedule and potential launch programming. The Commission further made several information requests, which are provided in Part I of this item. Part II includes a summary of programming already presented to the Commission with requisite motions to establish the program as a part of the Department of Senior Services.

Part I: Commission Requests from January 4

Vice Mayor Harcourt requested additional information regarding the types of supplies the Senior Center would be equipped with. The following table represents an example of the types of supplies staff anticipates stocking in the Senior Center with a brief description of use case and cost.

As part of the health and wellness programming, the center will create and provide PRN emergency care packages for aging adults who experience incidences associated with incontinence situations. No Cost to Participants; **Annual cost is approximately \$534—Projected start date: January 29th, 2023.**

Item	Description	Annual Cost
Two-cases Disposal Bathing Wipes	Disposable Adult Body Bath Wet Wipe (Pack of 40 (individually wrapped))	\$54.00 (\$27.00 each)
One-case Disposal Briefs (ea. size both genders [s/m/l/xl])	Adult Disposable Incontinence Underwear for Women and Men	\$350
Two-cases of miniature Lotions	1 ounce Travel Size, Mini size, 30-pack, with Advanced Ceramide Complex,	\$60
Two-cases Incontinence Pad	Disposable Pads for Incontinence (Pack of 10)	\$30
100 Bags	Assortment of small bags	\$40

Vice Mayor Harcourt requested programmatic information about workforce and reskilling support specific to job applicants that are 50+. Specifically, he requested information and initiatives about programs and services that help combat age-discrimination.

As part of co-located advocacy programming, the center will offer age-discrimination workshops and seminars focusing on solutions and approaches for applicants or employees receiving less favorable treatment because of their age. Potential collaborators include:

- AARP Maryland & AARP 939
- Maryland Commission on Civil Rights
- Office of the Attorney General
- Office of Human Rights
- Employment Law Center of Maryland

Multiple members of the Commission were interested in programs that supported inter-generational wealth building.

The Center could seek a collaboration with the Greater Washington Community Foundation's Thrive Prince George's initiative and/or similar missioned community-based organizations with programming

that creates access to economic stability and mobility for families. Currently, the Community Foundation is hosting a guaranteed income pilot that includes monthly payments of \$800 to 50 youth (age 18-24) aged out of foster care and 125+ seniors (age 60+) for 24 months with no strings attached and no requirements tied to employment. Work with community-based institutions such as the Washington Area Community Investment Fund to help residents develop local employee ownership to drive community wealth building, retain jobs, and preserve legacy businesses through incubator programs. No Cost to Participants; **Projected start date: July/August 2023**

Commissioner Tilghman requested that staff evaluate potential Veterans-specific programming.

As part of co-located services, the Prince George's County Office of Veteran Affairs will establish access to programming for veterans, their dependents, surviving spouses, children of deceased veterans, active-duty service members who reside in the county in the following areas:

- Applying for VA benefits
- Providing employment, training, and entrepreneurial advice, resources, and assistance.
- Addressing and providing referral services for healthcare, education, housing, homelessness, and family needs
- Offering resources to address mental health
- Providing caregiving resources and workshops

No Cost to Participants; **Projected start date: March/April 2023**

Commissioner Tilghman requested that staff evaluate the potential to extend the planned service hours for the building to more closely align with the Department of Recreation's operating hours.

Staff is currently reviewing options and will report back to the Commission at the January 23, 2024 Work Session.

Mayor Miller requested that staff evaluate establishing a salon service in the Senior Center that targets individuals like seniors, caregivers, or children that might not be able to access those services otherwise.

Various reports indicate that approximately 1/3 of Americans, including seniors, view getting a haircut and hairstyle as a top self-care activity. Most aging adults living in cities where these services are readily offered find them accommodating, accessible, available, and acceptable (not always affordable). In contrast, residents living in senior care communities have the most difficulty getting their hair serviced. About 85 percent of residents rely on in-house salons—if available. Research shows only a few senior centers in rural areas (i.e., the Midwest and South) with salons, which are not 100 percent comparable to urban locales. To further understand the potential success of the implementation of a hair salon program, two methodologies should be applied: (1) interview the critical personnel and consumers of the identified salons, and (2) conduct a brief survey that concentrates on the end-user's usability and frequency of services.

Conceptually, staff will explore options and program parameters that minimize administrative burden (i.e. scheduling, etc.) and cost to taxpayers. In addition, staff will begin developing cost-estimates to upfit a room in the Senior Center to deliver these services. Staff will be able to provide more information to the Commission at the January 23, 2024 Work Session.

Mayor Miller also requested additional information about opportunities to expand meal services across all age ranges.

Like other states, Maryland has well-established nutrition assistance programs serving children and seniors independently, yet few programs in the county utilize an intergenerational meal program model. These programs have strict federal regulatory guidelines, which make it impossible to receive meal reimbursements if improperly implemented. However, an innovative approach to creating a community intergenerational summer meal program is to host the senior community nutritional program and the summer meal program for children in the same place and time, keeping the programming finances separate. In addition, the center can partner with the Maryland Area Food Bank as a food distribution hub, delivering food straight to PGC residents to help fight food insecurities amongst children, families, and seniors.

The direct distribution programs include:

- Summer/After-school meals for kids
- Monthly groceries for seniors
- Mobile markets and monthly pop-up markets for families
- Large-scale emergency food distributions when needed

Staff is conducting additional research to determine the financial impact and projected start date for expanded programming. Staff will present additional information to the Commission at the January 23, 2024 Work Session.

*The District of Columbia is connecting people to federal nutrition programs using this resource: [FNP Toolkit.pdf \(dchunger.org\)](https://www.dchunger.org/FNP_Toolkit.pdf)

Part II: Programming Presented on January 4: Staff have further provided draft motions and next steps for each program for the Commission’s use and consideration. The balance of the information provided herein is unchanged from what was presented to the Commission on January 4.

Open Access			
Open Access: Grant accessibility to community space, fitness equipment and classes, and game room on weekdays from 11am – 7pm. Projected start date: January 29th, 2023.			
Onsite Activities:			
<ul style="list-style-type: none"> • Coffee Social Hours (10 am – 12pm) • Fitness classes, i.e. yoga and weight training (2xs a week/morning & evening) • Lunch Option (WellFound Vending Foods) • Bi-Weekly Technology Learning Drop-in Project (Volunteer led/Contractor) 			
Staff Demands:			
<ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Program Manager (program monitoring and management of volunteers and administrative assistant) • One Volunteer (greeter) • Administrative Assistant (sign-in, vendor set-up & safety checks) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule

\$5K (open access materials)	General	Direct	Daily
\$15K Fitness Contractor	General	Contractor for Fitness classes	2xs a week/Morning and Evening
TBD	APRA	Contracting Health Food Vending	Daily
TBD	APRA	Direct/Contractor	2xs a month/Morning and Evening
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Open Access program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$5,000 of Senior Center-designated ARPA funds for one-time, start-up related operational expenditures.</p> <p>I further move that the City Manager prepare a budget adjustment to reallocate \$5,000 of non-departmental expenditures to the Department of Senior Services operating budget.</p>		
Next Steps:	<p>Staff will finalize the facility's opening schedule and begin purchasing operational supplies. Staff will evaluate if the Department of Recreation can meet some or all of the fitness programming needs described above.</p>		

<p>Health & Wellness</p> <p>Health and Wellness: Provide programs and service connections to assistance with information on preventive care, workshops on managing ongoing health conditions focused on physical and mental health, opportunities for social connectivity, and access to non-invasive health checks. <i>Projected start date March 1st, 2024.</i></p> <p>Activities:</p> <ul style="list-style-type: none"> • Monthly Health and Wellness & Advocacy Project (AARP 939) • Monthly Community Art Program/Healthcare & Art (PGC Arts and Humanities) • Monthly Caregiving/Dementia Care Program (PGC Aging in Place Partners) • Benefit/Service Counseling—Frequency TBD (Juanita Grant Foundation) • Monthly Aging Mental Health Group Sessions (Partner with DH YSB) • Weekly Wellness Clinic (SLK Health Partner and their health organizations) <p>Staff Demands:</p> <ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Program Manager (program monitoring and volunteers and manage administrative assistant) • Two Volunteers (Wellness Ambassadors—help connect participants to program options)

<ul style="list-style-type: none"> Administrative Assistant (sign-in, vendor set-up & safety checks) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 25K Wellness Clinic	Grants/ARPA	Contract	Weekly
\$5K Mental Health Group Sessions	Grants/ARPA	Direct (Quasi Contractual)	Monthly
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Health and Wellness program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$25,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Public Safety			
<p>Public Safety: Establish programs that prevent, protect, and support aging in place and related emergencies in the community and at home. It helps identify specific public safety needs so individuals can create or implement an emergency plan, ensuring seniors are well-prepared to respond to various scenarios. Also, aging adults can build a strong support network with law enforcement and include them in emergency planning. Projected start date April 1st, 2024.</p> <p>Activities:</p> <ul style="list-style-type: none"> Bi-Monthly Community Aging Public Safety Meetings (partner with Police Dept) Health Wellness Checks Registry—"I am Okay" Placard Project (partner with Police Dept) <p>Staff Demands:</p> <ul style="list-style-type: none"> Program Manager (program and volunteer management) Three or four health and wellness ambassadors (register and respond to health and wellness check calls) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 5-10K	ARPA	Direct	Daily
Draft Motion:	I, Commissioner _____, move that the City Commission establish the Senior Public Safety program in the Department of Senior Services.		

	I further move that the City Commission appropriate \$5,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.
Next Steps:	Senior Services staff will begin work with District Heights Police Department to reestablish and transfer the program from DHPD to DHSS.

Housing			
Aging in Place Program: Collaborate with volunteer groups to support older adults through transformative service projects that help people stay in their homes. <i>Projected start date May 1st, 2024.</i>			
Activities:			
<ul style="list-style-type: none"> • Weekly—weekend yard work and minor exterior home maintenance projects • PRN snow removal 			
Staffing Demands:			
<ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Program Manager (program monitoring and volunteers and manage administrative assistant) • Volunteers (Volunteer Groups—complete service projects help connect participants to program options) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 10K-20K	ARPA	Direct/Partnership (MOU)	Weekly
Draft Motion:	I, Commissioner _____, move that the City Commission establish the Senior Housing program in the Department of Senior Services. I further move that the City Commission appropriate \$15,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Educational

Educational: Offer a rich array of stimulating courses, lectures, and activities, along with opportunities for social interaction twice a year vibrant in an educational and social environment for mature adults as a demonstration project. **Projected start date: July 2024**

Activities:

- Weekly Spanish and Arts and Crafts (partnering with PGCCC's Seasoned Adults Growing Educationally (SAGE)).

Staffing Demands:

- Executive Director (oversight building and partner management)
- Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 10K	Thome Grant/ARPA Grant Request: \$10K for Lifetime Learning Scholarships for 30-40 low-income seniors receiving a housing subsidy.	Contract	Weekly
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Senior Education program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$10,000 of Senior Center-designated ARPA funds for wellness programing start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Economic and Workforce Development

Economic and Workforce Development: Offer opportunities to reskill and upskill to participate in the workforce and economic growth, focusing on obtaining jobs and creating wealth for themselves and their families. Also, support entrepreneurship as a fundamental topic for workforce development, building businesses. **Projected start date July/August 1st, 2024.**

Activities:

- Weekly workforce development workshops, seminars, and short courses (partner with Recreation Dept., PGCCC and Training Grounds).
- Entrepreneurial development and resources—*frequency TBD* (PGC Economic Development Corp.)

Staffing Demands:

- Executive Director (oversight building and partner management)
- Program Manager (program monitoring and management of volunteers and administrative assistant)
- Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ TBD	ARPA	Contract	TBD
Draft Motions:	I, Commissioner _____, move that the City Commission forward establishment of the Senior Economic Development and Workforce Program to the FY 2025 budget development process.		
Next Steps:	Staff will finalize programming parameters as a part of the FY 2025 budget process.		

Community Lunch Program

Community Lunch Program: PGC Aging and Disabilities is partnering with District Heights to establish a nutritional lunch program serving residents two days a week. The program will begin July 1, 2024. We anticipate 50 participants each day, and the current meal cost is \$4 (\$16—with a \$12 subsidy from the PGC); the program cost is \$20,800 in 2023. Future allocation of city-based taxes and other philanthropic opportunities will sustain this program. Thome Grant Request: \$26K for County lunch program cost in 2024. ***Projected start date: July 2024***

Staff Demands:

- Executive Director (oversight building and partner management)
- Program Manager (program monitoring and volunteers and manage administrative assistant)
- Two-Three Volunteers (Food Servers)
- Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 26K	ARPA/General Fund	Direct	2xs a week
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Senior Community Lunch program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$26,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Future Program Considerations FY 2025	
<p>Transportation loop program so disenfranchised residents can participate in programs and services at the center and access food and necessities in their community. The program will assist residents with unmet service needs, or access to nearby grocery stores. The city with our partner, AARP Chapter 939's volunteer program will sustain this initiative with schedulers, and the city will absorb operational costs (insurance, fuel, and associated costs). Thome Grant request: \$250K to purchase Ford E-350/450 ADA-Compliant Electric Shuttle Bus and Charging Station.</p> <p>Intergenerational innovation lab where seniors can learn how to use their technology and discover new aging-in-place devices and functional internet search capabilities. We will implement tech and computer classes with an assistive device computer loaner program. This initiative is self-sustaining through Bishop McNamara students and AARP volunteers. Thome Grant Request: \$50K for approximately 20 laptops and ten hotspots with five-year warranties and access to Microsoft Office—ten laptops and hotspots are for the assistive device computer loaner program.</p> <p>Aging in Place Pilot that focuses on ensuring livability and an environment fit for aging adults and their homes: (1) in-home preventative adaptations to reduce the risk of falls for residents aged 60 and older (safe at-home) and (2) Accessory Dwelling Unit requirements and policy implications. Grant Request: One-time consultant fees of up to \$57K plus \$200K for safe-at-home grants for 20 low-income aging homeowners.</p>	
Draft Motion:	I, Commissioner _____, move that the City Commission forward the Aging in Place Pilot Program and the Senior Transportation Loop to the FY 2025 budget development process for consideration.

Fiscal Impact: The fiscal impact of each program is provided in the table above.

Alternatives: The programming of the Senior Center is at the discretion of the City Commission – the Commission must establish the Center’s budget and programming.

Draft Motion: Draft motions are included by program, above.



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 February 13, 2024.

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

Harryette Irving

Signature or Type Name

301-675-9505

Telephone

Harryette Irving

Name (Please Print)

Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

Requesting 'information' from the Commission

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** 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



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 _____.

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

Signature or Type Name

Telephone

Name (Please Print)

Address

I am a resident of the Incorporated city of District Heights

Yes

No

Topic for Discussion

To participate during a meeting, you **MUST SEND A PUBLIC PARTICIPATION FORM TO THE CLERK'S OFFICE 24 HOURS** 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