



CITY OF DISTRICT HEIGHTS

TUESDAY, FEBRUARY 27, 2024

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 27, 2024
Staff Contact: Starr Jefferson, City Clerk

III. INFORMATION ITEM:

1. City Advisory Board Vacancies
Staff Contact: Starr Jefferson, City Clerk
2. Street Sweeper Update
Staff Contact: Lakeesha Washington, Public Works Director
3. Public Hearings Notice
Staff Contact: Starr Jefferson, City Clerk

IV. PRESENTATION:

1. Charter Committee – Oath of Office
Staff Contact: Starr Jefferson, City Clerk

V. PUBLIC PARTICIPATION:

VI. ACTION ITEMS:

1. *Approval of Meeting Minutes: January 4, 2024
Staff Contact: Starr Jefferson, City Clerk
2. *Surplus of Police Department 2016 Ford Explorer Interceptor
Staff Contact: Ronald Tarpley, Chief of Police
3. *Human Resources Contract Amendment
Staff Contact: David Street, City Manager

VII. MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

VIII. 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_FeKqwKIYOGjL-w)
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjL-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 Commission Work Session

Tuesday, February 26, 2024

Information Item 1

Title: District Heights Street Sweeper Plan
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: Review and refine street sweeper plan for optimal urban cleanliness and maintenance.

Summary: The City of District Heights has introduced a Street Sweeping Plan to enhance community aesthetics, employing a modern street sweeper every Tuesday and Friday from 9:00 AM to 12:00 PM on specific main roads. These roads include District Heights Parkway, Marbury Drive, Kipling Parkway, Marlboro Pike, Mason Street, Scott Key Drive, County Road, and 2400 Block Aztec Drive.

During the adjustment period, no violations will be issued, and residents are urged to cooperate by avoiding parking on designated roads during sweeping hours. Public awareness is promoted through newsletters, the official website, and social media, with town hall meetings encouraged for addressing concerns.

The plan emphasizes effective communication for schedule updates, coordination with local businesses, and collaboration with neighborhood associations. The City values resident feedback and invites inquiries or assistance through the Public Works Department.

Attachments

1. Drafted Street Sweeper Plan

City of District Heights Street Sweeping Plan:

Embracing a Cleaner, Greener Neighborhood
FEBRUARY 2024

Residents We're thrilled to introduce our new Street Sweeping Plan, an initiative designed to enhance the beauty of our community. Our state-of-the-art street sweeper will now be navigating through our neighborhood every Tuesday and Friday.

Schedule:

- Street Sweeping will take place on Tuesdays and Fridays 9:00 AM – 12:00 PM, adding a fresh touch to our roads.

Designated Main Roads:

1. District Heights Parkway
2. Marbury Drive
3. Kipling Parkway
4. Marlboro Pike
5. Mason Street
6. Scott Key Drive
7. County Road
8. 2400 Block Aztec Drive

No Violations, Just Cooperation: Understanding that acclimating to change takes time, we want to assure you that no violations will be issued during this adjustment period. Your patience and cooperation are invaluable as we collectively adapt to this new street sweeping plan.

Your Role in the Neighborhood's Beauty:

- To optimize street sweeping, please refrain from parking your vehicles on the designated main roads during the specified times.
- Your support is essential in creating a cleaner and more vibrant living space for all residents.

Street Sweeping Hours:

- The start and end times for street sweeping on Tuesdays and Fridays 8:00 AM to 12:00 PM

Key Components of Our Plan:

1. Public Awareness:

- Stay informed through community newsletters, our official website, and social media platforms.
- Participate in town hall meetings to discuss and address any concerns or suggestions.

2. Communication:

- Receive timely updates on any changes to the street sweeping schedule.
- Reach out to the City of District Heights Public Works Department for any inquiries or assistance.

3. Coordination:

- Collaborate with local businesses to ensure minimal disruption during street sweeping hours.

- Work closely with neighborhood associations to spread awareness and encourage active participation.

We Value Your Input: Your feedback is essential to us. If you have any questions, concerns, or suggestions, please reach out to the City of District Heights Public Works Department. We aim to create a plan that works seamlessly for everyone.

Together, We Make District Heights Shine: Thank you for being a part of this community-wide effort to maintain and improve the aesthetic appeal of District Heights. Cleaner streets contribute to a happier neighborhood for us all!

Lakeesha Washington

Lakeesha Washington, Director, Public Works Department



**NOTICE OF PUBLIC HEARING
ORDINANCE DH 2024-01
THURSDAY, MARCH 1, 2024**

Ordinance Of The Mayor And Commission Of The Incorporated City of District Heights, To Adopt And Enact A New Code For The City Of District Heights, Maryland; To Provide For The Repeal Of Certain Ordinances Not Included Therein; Providing A Penalty For The Violation Thereof; To Provide A Penalty For The Violation Thereof; To Provide For The Manner To Amend Such Code And When This Ordinance Shall Become Effective.

This Ordinance will organize and consolidate city laws and regulations into a systematic and accessible format and enhance the clarity, accessibility, and efficiency of the City of District Heights' legal framework, promoting better governance and understanding of local laws within the community. Click **here** to view the staff report.

The Mayor and Commission will hold a Public Hearing on this Ordinance on Thursday, March 7, 2024 at 7:00 p.m. during the regular Mayor and Commission City Meeting. You may attend the meeting in person or view the meeting through the virtual YouTube platform. To obtain the meeting link to view the meeting, please visit the [District Heights TV website page](#). All interested parties will have the opportunity to be heard.

Copies of this Ordinance may be obtained from the City Clerk's Office, 2000 Marbury Drive, District Heights, Maryland 20747, by calling 301-336-1402 x 110, or from the City's website: www.districtheights.org.

If you are unable to participate in the meeting, you may submit written comment prior to the Public Hearing. In order to be received by the Commission as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comment should be submitted no later than 5:00 p.m. on the day of the hearing to cityclerk@districtheights.org.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office and describe the assistance that is necessary.

For additional information please contact the City Clerk, Starr Jefferson, at 301-336-1402 x 110.



**NOTICE OF PUBLIC HEARING
ORDINANCE DH 2024-02
THURSDAY, MARCH 1, 2024**

Ordinance Of The Mayor And Commission Of The Incorporated City of District Heights, To Amend The City's Ordinance On Fences; To Reduce The Number Of Hearings Before The Commission; To Adopt The County's Four-Foot Height Limit; And To Enhance the Application and Permitting Process.

This Ordinance aims to streamline the process of approving fences within the City of District Heights. The proposed amendments include reducing the number of hearings required for fence approvals before the Commission and adopting the county's four-foot height limit. These changes are intended to provide a more efficient and user-friendly experience for residents during the application and permitting process. Click **here** to view the staff report.

The Mayor and Commission will hold a Public Hearing on this Ordinance on Thursday, March 7, 2024 at 7:30 p.m. during the regular Mayor and Commission City Meeting. You may attend the meeting in person or view the meeting through the virtual YouTube platform. To obtain the meeting link to view the meeting, please visit the [District Heights TV website page](#). All interested parties will have the opportunity to be heard.

Copies of this Ordinance may be obtained from the City Clerk's Office, 2000 Marbury Drive, District Heights, Maryland 20747, by calling 301-336-1402 x 110, or from the City's website: www.districtheights.org.

If you are unable to participate in the meeting, you may submit written comment prior to the Public Hearing. In order to be received by the Commission as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comment should be submitted no later than 5:00 p.m. on the day of the hearing to cityclerk@districtheights.org.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk's Office and describe the assistance that is necessary.

For additional information please contact the City Clerk, Starr Jefferson, at 301-336-1402 x 110.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, February 27, 2024

Information Item 3

Title: Charter Committee Appointments
Staff Contact: Starr Jefferson, City Clerk
Purpose: To appoint new members to the city's advisory body, The Charter Committee

Summary: The recent resignation of a longstanding member from the charter committee has left the commission with a total of 6 members, creating a gap in the committee's composition. To address this, it is essential for the commission to appoint at least one new member. While adding one new member would replace the loss and maintain the committee's operational capacity, the commission has the opportunity to consider three outstanding applications. Opting to appoint three new members would bring the total membership to 9, ensuring a simple electoral process within the committee through a simple majority. This strategic decision not only fills the vacancy but also allows for a more robust and diverse representation within the charter committee, strengthening its effectiveness and functionality.

Fiscal Impact: None

Alternatives

1. Appoint no new members – this would strain the committee and leave an even number of members and the possibility of reduced efficiency.
2. Appoint 1 new member – this alternative would satisfy the current vacancy.

Attachments

1. Applications of applicants



INCORPORATED CITY OF DISTRICT HEIGHTS ADVISORY BOARD ROSTER 2.2024

Board of Supervisors of Elections (“BOSE”)

Confirmed December 2022 -3yr Term

Member/Seat	Term
Deborah Turner, Chair	December 31, 2025
Johnnie Andrews, Member	December 31, 2025
Susan Clark, Member	December 31, 2025
Angela Webster, Substitute Member	December 31, 2025
Starr Jefferson, City Clerk	

Ethics Commission

Confirmed February 2024 – 2yr Term

Member/Seat	Term
Susan Clark, Chair	October 9, 2026
Edwin Green	November 13, 2026
Bernice McCullough	November 13, 2026
Dianna Matthews	October 9, 2026
Ron Waters	November 13, 2026
Catherine Williamson, Alternate	October 9, 2026
Bradley Farrar – City Attorney	

Charter Committee

Confirmed February 2024 - 3yr Term

Member/Seat	Term
Harryette Irving	March 31, 2027
Ron Waters	March 31, 2027
Johnnie Andrews	March 31, 2027
Deborah Turner	March 31, 2027
Stephanie Holland	March 31, 2027
Leonard Marshall	March 31, 2027
Nominee: Cynthia Dumas	March 31, 2027
Nominee: Daniel Hartz	March 31, 2027
Nominee: William Welch	March 31, 2027
Bradley Farrar – City Attorney	

Sustainability Committee

Confirmed March 2023

Member/Seat	Term
Nicole Jackson, Chair	March 31, 2025
Barbara Edwin Cohen	March 31, 2025
Deborah Turner	March 31, 2025
Edwin Green	March 31, 2025
Joyce Williams	March 31, 2025
Monica Jackson	March 31, 2025
Alicia Alfred	March 31, 2025
Paula Shelton	March 31, 2025
Ralph Brown	March 31, 2025
Teresa Ball	March 31, 2025
Teri Speight	March 31, 2025
Commissioner Gyasi Gomez	NA – Commission Liaison
Vice Mayor Xander Harcourt	NA – Commission Liaison

Veterans Committee

Member/Seat	Term
James Fisher	
Harryette Irving	
Lou Williams	
Deborah Turner	
Geraldine Marshall	
Leonard Marshall	
Commissioner Pamela Janifer	

✨Join the City of District Heights' CHARTER COMMITTEE! ✨
Make a Difference in Your Community!

Position: Charter Committee Member

Location: The Incorporated City of District Heights

About Us

City of District Heights is seeking passionate and dedicated individuals to join our Charter Committee. A new vacancy has created an exciting opportunity for civic-minded individuals to contribute to the development and improvement of our city's foundational document.

Responsibilities

As a Charter Committee Member, you will play a crucial role in shaping the future of District Heights. Responsibilities include:

- Reviewing and recommending changes to the city's charter.
- Collaborating with fellow committee members to address community needs.
- Engaging with residents to gather input on charter-related matters.
- Attending regular committee meetings and participating in discussions.

Qualifications

We are looking for candidates who possess:

- A genuine commitment to public service and community welfare.
- Strong communication and collaboration skills.
- Analytical thinking and problem-solving abilities.
- Understanding of local governance and municipal issues.

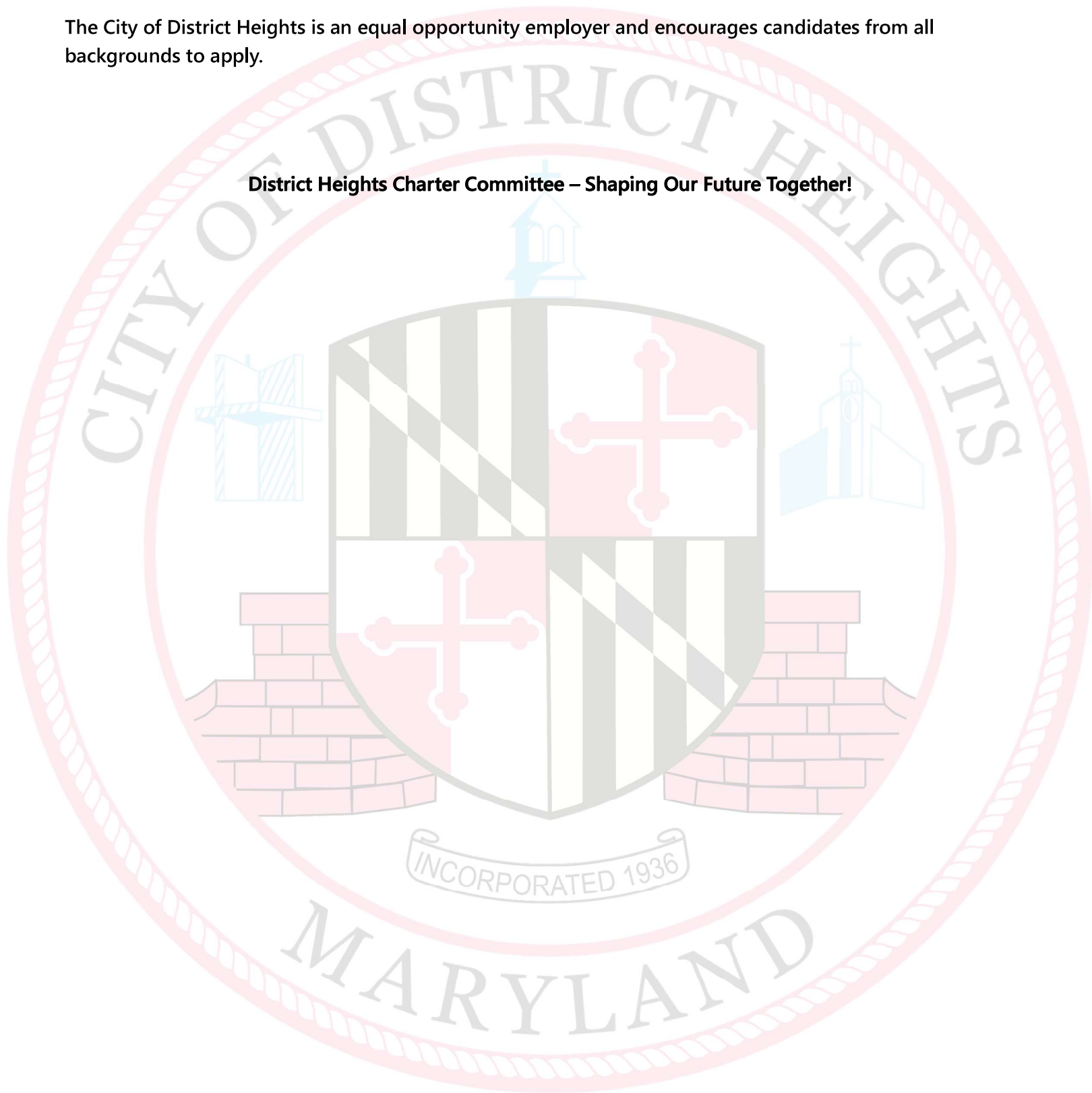
How to Apply

If you are ready to make a positive impact on our city's future, please submit your [application](#) and [volunteer](#) form your interest in the position to the City Clerk at cityclerk@districtheights.org. The deadline for applications is January 31, 2024.

Join us in building a stronger, more vibrant District Heights

The City of District Heights is an equal opportunity employer and encourages candidates from all backgrounds to apply.

District Heights Charter Committee – Shaping Our Future Together!





CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Meeting Minutes

Thursday, January 4, 2024, 7pm

In-Person & YouTube Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, January 24, 2024, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:01 p.m.

OPENING PRAYER

Vice Mayor Harcourt

PLEDGE OF ALLEGIANCE

Commissioner Janifer

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez, and Comr. Tilghman. Also in attendance were David Street – City Manager, Starr Jefferson – City Clerk, Ronald Tarpley – Chief of Police, Nikesha Pancho – Human Resources Manager, Lakeesha Washington – Deputy Director Public Works, Michelle Watkins -Code Enforcement Supervisor, Cecelia Smith-Budd – Staff Accountant, Katrina Emerson – Director of YSB, Teresa Williams – Assistant Director of Recreation, Katrina Polk – Director of Senior Center

AGENDA ACCEPTANCE

Vice Mayor Harcourt moved to approve the agenda for the January 4, 2024, City Meeting and was seconded by Comr. Gomez. The motion passed a 4-0-1 vote (MM abstained).

INFORMATION ITEM:

Assistant Director of Recreation Teresa Williams presented to the Commission the proposed 1st Quarter Recreation Calendar of Events.

The Commission was generally pleased with the production of events hosted by the Recreation Department in the absence of Director of Recreation, Jeffrey Taylor.

PUBLIC PARTICIPATION:

Harryette Irving – Roslyn Avenue

Former Commissioner Irving inquired about the City Cable Channels 25 and 71, Comcast and Verizon, respectively. She additionally expressed concerns about the congested streets caused by multiple drivers in one home, work vehicles and heavier traffic.

CONSENT AGENDA ACCEPTANCE

Commissioner Gomez moved to approve the Consent Agenda and was seconded by Vice Mayor Harcourt, which consisted of the following items:

Item 1: Approval of contract extension for ARPA Consulting Services of Thomas Michael LLC.

Item 2: Approval of Resolution R-24-01, PGDOE request for City to confirm support of tree plantings.

The motion carried a 4-0-1 vote (MM abstained)

ACTION ITEMS

3. FY 2025 Budget Development – David Street – City Manager

City Manager, David Street presented to the Commission a FY 2025 Budget Outlook and Guidance staging. He provided a high-level overview of the historical Real Estate tax rate and the overall

Commissioner Gomez inquired about estimated revenue via Grants.

Mr. Street expressed that evaluating grant funding within the budget may be premature as the Commission makes more decisions on areas of focus.

Commission Tilghman requested a comprehensive report on grants applied for and received.

Mr. Street ensured that a report would be compiled and presented.

Commissioner Janifer moved that the City Commission forward the Budget Guidance Item to the January 9, 2023 Commission Work Session and was seconded by Commissioner Tilghman and carried at 4-0-1 vote (MM abstained).

4. Senior Center Opening Programming – Dr. Katrina Polk – Senior Center Director

Dr. Polk presented to the Commission and residents proposed programming for the city's Senior Center which is currently expected to open around January 29th

Open Access: Grant accessibility to community space, fitness equipment and classes, and game room on weekdays from 11am – 7pm

Projected start date: January 29th, 2024

Onsite Activities:

- 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)

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.

Projected start date: March 1st, 2024.

Activities:

- 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)

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.

Activities:

- Bi-Monthly Community Aging Public Safety Meetings (partner with Police Dept)
- Health Wellness Checks Registry—"I am Okay" Placard Project (partner with Police Dept)

Aging in Place Program: Collaborate with volunteer groups to support older adults through transformative service projects that help people stay in their homes.

Projected start date: May 1, 2024.

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)).

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.)

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.

David Street offered to the Commission that they spend time with the in-depth information presented and be prepared for discreet decisions in to include appropriations and allocations. Upon their feedback the Senior Center Director and City Manager will return with edits and appropriate changes.

Mayor Miller inquired about the participant levels of the Focus Groups and the Senior Services Survey. Dr. Polk shared that approximately 26 participated in the Focus Groups and approximately 85 individuals responded to the assessment.

Vice Mayor Harcourt shared that he'd like to see effort to recruit the aging and disabled populations for employment. Additionally, Vice Mayor Harcourt expressed that he'd like to see financial literacy programming included.

Commissioner Janifer inquired about the volunteer programming and where the pool would be solicited. Dr. Polk offered that she would leverage the assistance of HR along with local universities, particularly with individuals in the field of geriatrics.

Commissioner Tilghman addressed the workforce development plan and the inclusion of our veterans in the workforce development is needed. He suggested also incorporating an intergenerational partnership in comparison to the recreation department, in addition the recreation department would like access to the senior center building so both departments can co partner on programs that aren't currently operation because of the lack of space.

Mayor Miller inquired about Salon Services planned for the Senior Center to include District Heights Elementary and Veterans, and suggested a feasibility study may be warranted.

Mayor Miller also suggested additional resource days to be offered in the center along with experts or people who are certified to assist the residents.

Dr. Polk proposed an information day for residents to know they can come to sign up that would take place bi-monthly to have a consistent schedule for residents to participate in additional resources.

Report Submitted.

DEPARTMENT REPORTS

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

Katrina Emerson reported to the Commission and residents that the YSB conducted a 3-day clinical certification for trauma behavioral therapy, this will help their department is held to a better standard for the agency.

Ms. Emerson reported additionally that on December 15, 2023 the YSB partnered with the Senior Center for their family engagement activity for families and had 35 attendees for the event where Christmas gifts were provided. Also, the first and third week of the month they conduct a parent support group to provide services to parents and children to increase their healthy attachment.

On January 22,2024 YSB will have a college tour that is first come first served at no cost to the families.

On January 11,2024 PGPCS elementary school counselors will be hosting a meeting in the YSB building to learn about our services and the other youth service bureaus within the county. The Middle School meeting will take place on February 15,2024

Katrina Emerson stated that she is working with other YSB within the state to lobby for more funding.

Report submitted

Treasurer's Report – Cecelia Smith-Budd, Staff Accountant

The city has received more tax revenue than projected.

The city has received more revenue in fines and red speed than projected.

The city is under budget for non-departmental by \$164,000, General Government is over budget by \$146,000 due to an increase in contractual services.

1.1 MM has been spent thus far using ARPA funds.

Commissioner Gomez inquired about the status of the audit and whether communication had been made with the state.

City Manager affirmed that Ms. Smith-Budd had been in communication with the Treasurer who was travel and correspondence had been made with the regarding the receipt of audit findings.

Report submitted

Recreation, Park & Culture Report – Teresa Williams, Director of Recreation

Thanked Public Works, the Police Department, Ms. Geraldine Marshall, T'Neisha Turner for their support throughout December and the holiday season.

Report Submitted

General Government – T'Neisha Turner, Media Coordinator

Commissioner Janifer thanked Ms. Turner for her work with the District Heights Elementary School.

Commissioner Janifer inquired whether the townhomes were included in the Herald mailer.

Mayor Miller suggested that copies of the Herald should be placed in the lobby of the Municipal Building and also the Woodland Springs lobby.

Report Submitted

Code Enforcement Report- Michelle Watkins – Code Enforcement Supervisor

A new Code Enforcement Officer is anticipated to fill one of the vacancies within Code Enforcement this month.

Ms. Watkins cautioned that wood must stored 12 inches off the ground to prevent creating harboring environments for rodents.

Commissioner Janifer inquired about an illegal dumping on Halleck Street.

Ms. Watkins shared that her department was aware and in contact with PEPCO, the property owning.

Commissioner Gomez inquired about the intersection between Gateway and Marlboro Pike where the bank location that is now a 24-hour convenience store still has trash on their green space and asked if their department can follow up with them again regarding cleaning up that area. Also, on county road there was a reoccurring residence that still has a plethora of cars parked in their yard space and inquired if there's any update on this issue.

Ms. Watkins' response was inaudible to the Clerk.

Report submitted.

Police Department Report – Chief Ronald Tarpley – Chief of Police

Chief Tarpley addressed a typo within the report to include 688 moving violations for a total revenue of \$35,530.34 in December.

Chief Tarpley also shared that all 4 speed cameras were installed and functioning.

Commissioner Gomez inquired about an individual possibly residing in a tent near Rochelle Ave.

Chief Tarpley acknowledged approximately 3 unhoused individuals in and around the City and expounded that services have been offered, but the individuals were not yet receptive.

Commissioner Gomez additionally asked for data related to the unhoused population and crime.

January 15th MLK Celebration

Announced the hiring of Deputy Chief Ploof

The Police Department has 4 vacancies to fill.

Announced Officer Campbell would return January 20, 2024.

Announced a new Code Enforcement Supervisor will begin on Monday January 8, 2024.

Vice Mayor suggested Active Shooter Training for District Heights Elementary and Bishop McNamara.

Commissioner Janifer inquired about the possibility of obtaining K9's.

Chief Tarpley explained that a K9 purchase ranges about \$40,000, not to include the K9 vehicle, the outfitting of the vehicle and training and suggested that grant funding would be ideal for such an acquisition.

Report submitted.

Human Resources – Nikki Pancho - Human Resource Manager

Vice Mayor Harcourt inquired about the City's Open Enrollment and whether additional benefit providers would be brought on board.

City Manager David Street expressed that the backend of the Pay Parity as part of the total employment package.

Nikki Pancho announced the onboarding of Director of Public Works Lakeesha Washington.

Report submitted.

Public Works Department Report – LaKeesha Washington –Director of Public Works

Vice Mayor Harcourt inquired about litter collection within the green spaces.

Vice Mayor Harcourt shared details about potholes on Rochelle that require repair.

Vice Mayor Harcourt expressed his concerns about lighting on District Heights Parkway as well as the safety of sidewalks that need repair.

Report submitted.

MAYOR AND COMMISSION COMMENTS/REPORTS

Announced the passing of 3 members within the last couple of weeks, Brenda Dickerson, Anne Mason and William Johnson.

The Commission expressed their deep condolences to the families and neighbors.

ADJOURNMENT

Vice Mayor Harcourt 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 10:21pm.

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



CITY OF DISTRICT HEIGHTS
City Commission Work Session
Tuesday, February 27, 2024
Action Item 2

Title: Surplus: 2016 Ford Explorer Interceptor
Staff Contact: Chief Tarpley, Police Department
Purpose: To request that the Commission surplus a vehicle that is no longer in use.
Recommendation: Chief recommends that the 2016 Ford Explorer Interceptor be surplus.

Summary: The city owns and operated a 2016 Ford Explorer Interceptor. The Vehicle has several maintenance concerns that cannot be easily or cost-effectively addressed. As such, Chief recommend that the 2016 Ford Explorer Interceptor be declared surplus.

Fiscal Impact: The fair market value of the 2016 Ford Explorer Interceptor is \$9000

Alternatives:

1. The Commission could approve the Chief recommendation and surplus the 2016 Ford Explorer Interceptor.
2. The Commission could choose to retain the Vehicle.

Motion:

I, Commissioner _____ move that the City of District Heights declare the 2016 Ford Explorer Interceptor with VIN# 1FM5K8AR6GGB88757 surplus.

I Comr. _____ second the motion.

Attachments

1. Attachment 1
2. Attachment 1





CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, February 27, 2024

Action Item 3

Title: Contract Amendment - Insuraty
Staff Contact: David Street, City Manager
Purpose: To amend the City's current contract with Insuraty to increase award authority for temporary employee services.

Summary: Insuraty is contracted with the City to provide Human Resources and administrative services through 2026. This contract amendment seeks to increase award authority in an amount not to exceed the terms per hour provided in Attachment 1.

Alternatives:

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

Draft Motions:

I, Commissioner _____, move that the City Commission approve the contract amendment for Insuraty as provided in Attachment 1 and direct the City Manager to finalize and execute the contract amendment.

I, Commissioner _____ second the motion.

Attachment:

1. Contract Addendum

CONTRACT ADDENDUM

This Contract Addendum (Administrative Services Agreement”) is effective February 15, 2024,

BETWEEN: **Insuraty Inc.(A)**,an existing contractor located at:

16701 Melford Boulevard, Suite 400, Bowie MD 20716

AND: **The City of District Heights (B)**, an existing client municipality located at:

2000 Marbury Drive, District Heights MD

Collectively, Party A and Party B shall be referred to as the “Parties.”

WHEREAS, the Parties entered into an Administrative Services Agreement (the “Contract”) dated 6/1/2022 for the purpose of Human Resources Management, Benefits Administration and Payroll Support.

WHEREAS, the Parties desire to amend the Contract on the terms and conditions set forth in this Contract Addendum (the “Agreement”).

WHEREAS, this Agreement is the first amendment to the Contract

NOW, THEREFORE, the Parties agree to amend their obligations in the existing Contract and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree to keep, perform and fulfill the promises, conditions and agreements below:

1. **AMENDMENTS**

1.1. The Contract is amended for additional services as follows:

Placement of Temporary to Permanent staff.

2. **TERMS**

Insuraty Inc. will place temporary staff based on The City of District Heights job position requirements. An additional fee of \$38 hourly will be invoiced based on the number of approved hours worked by temporary staff and submitted to Insuraty by The City of District Heights designated representative.

Invoicing will be determined based on approved and worked hours as prescribed by the City of District Heights. Payments will be rendered bi-monthly on the same dates as the payroll dates for The City of District Heights, payable to Insuraty Inc. via Bill.Com.

Temporary Staff placements will be a minimum of 6 months of service and a maximum of 12 months to permanent placement consideration.

IN WITNESS WHEREOF, the Parties have executed this Agreement on February 15th, 2024.

Insuraty Inc.

The City of District Heights

Chris Lawson

Authorized Signature

Authorized Signature

Chris Lawson, CEO

Print Name and Title

Print Name and Title

2/15/2024

Date

Date