



CITY OF DISTRICT HEIGHTS

TUESDAY, MARCH 26, 2024

AGENDA

City Meeting

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

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

1. City Meeting Agenda March 26, 2024
Staff Contact: Starr Jefferson, City Clerk

III. PUBLIC PARTICIPATION:

IV. INFORMATION ITEMS:

2. Senior Center Hair and Salon Survey Results
Staff Contact: David Street, City Manager & T'Neisha Turner
3. Spring Clean-Up Update
Staff Contact: Lakeesha Washington, Director of Public Works
4. Calendar 2024 2nd Quarter Events Preview
Staff Contact: Lakeesha Washington, Public Works & Teresa Williams, Recreation and Culture
5. FY 2024 ARPA Spending Report
Staff Contact: David Street, City Manager & Thomas Himler, ThomasMichael LLC

ACTION ITEMS:

6. General Workforce Pay Parity Implementation
Staff Contact: Chris Lawson, Human Resources

CLOSED SESSION:

7. Sec. 305(b)(6): Consultation with Legal Counsel
Staff Contact: David Street, City Manager and Bradley Farrar, City Attorney

8. Sec. 305(b)(3): Acquisition of Real Property
Staff Contact: David Street, City Manager and Bradley Farrar, City Attorney

9. Sec. 305(b)(1): Personnel Matters
Staff Contact: David Street, City Manager and Bradley Farrar, City Attorney

MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT:

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

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

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



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, March 26, 2024

Information Item 2

Title: Senior Center Hair & Salon Survey Results
Contact: T'Neisha Turner, City Manager's Office
David Street, City Manager
Purpose: To provide the City Commission with requested information regarding the provision of salon services within the District Heights Senior Center.

Summary: Following discussion regarding program for the District Heights Senior Center (Center), the Commission requested supplemental information about the demand for salon services within the Center. Following that request, staff developed, released, and promoted a survey to ascertain to what extent salon services might be used within the facility.

The survey was designed to be easy to complete and posed the following questions:

1. How important is hair salon and/or barbershop service to you?
2. Do you go to a hair salon or barbershop for grooming?
3. If yes, is the business located in District Heights or a city close by?
4. Are there barriers that hinder you from using hair salons or barbershops?
5. How often do you use hair salon or barbershop services?
6. After receiving a hairstyle or haircut or related grooming services, how do you feel?
7. If the District Heights Senior Center offered low-cost salon and barbershop services to residents, how likely would you use those services on a regular basis?
8. If you consider yourself likely to use low-cost salon and barbershop services, how frequently would you use those services?

The survey opened on January 30, 2024 and closed on February 29, 2024. Staff promoted the survey at two citywide events – the Valentine's Day luncheon and the Black History Month program in addition to posting information on the City's website, social media channels, and constant contact. Staff also engaged the Senior Committee to complete and promote the survey.

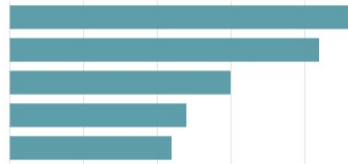
If the Commission wishes to proceed with offering salon services, staff recommends that the Commission initiate a 1-year pilot project to provide additional data to support the program. The costs are estimated to be minor and include power/AC carrying costs and potential upfit for the designated space.

The survey received 11 responses, with the following results:

1. How important is hair salon and/or barbershop service to you?

[More Details](#)

- 1 Not Important
- 2 Kind of Important
- 3 Neutral
- 4 Very Important
- 5 Important



2. Do you go to a hair salon or barbershop for grooming?

[More Details](#)

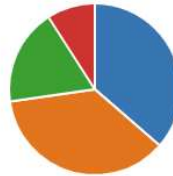
- Yes 10
- No 1



3. If yes, is the business located in District Heights or a city close by?

[More Details](#)

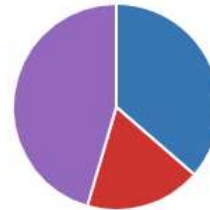
- District Heights 4
- City Nearby 4
- More than 30 minutes away 2
- I do not use this service but wo... 1



4. Are there barriers that hinder you from using hair salons or barbershops?

[More Details](#)

- Cost 4
- Transportation 0
- Business Hours 0
- My service is not offered (Does ... 2
- Other 5

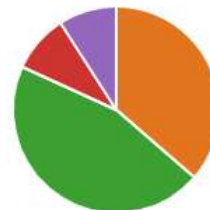


5. How often do you use hair salon or barbershop services?

[More Details](#)

[Insights](#)

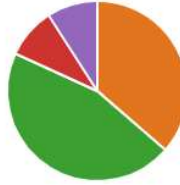
- Weekly 0
- Bi-Weekly 4
- Monthly 5
- Seasonal 1
- Never 1



5. How often do you use hair salon or barbershop services?

[More Details](#) [Insights](#)

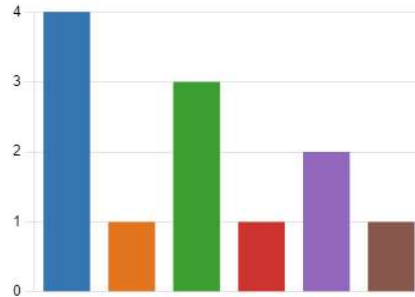
● Weekly	0
● Bi-Weekly	4
● Monthly	5
● Seasonal	1
● Never	1



6. After receiving a hairstyle or haircut or related grooming services, how do you feel?

[More Details](#)

● Happy	4
● Confident	1
● Refreshed	3
● Sociable	1
● Just Okay	2
● No Change	1



7. If the District Heights Senior Center offered low-cost salon and barbershop services to residents, how likely would you use those services on a regular basis?

[More Details](#)

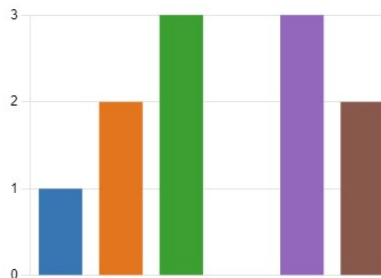
1 Not Likely	
2 Maybe	
3 Very Likely	
4 Likely	



8. If you consider yourself likely to use low-cost salon and barbershop services, how frequently would you use those services?

[More Details](#)

● Weekly	1
● Bi-weekly	2
● Once a month	3
● Seasonal	0
● As needed	3
● Never	2



Fiscal Impact: There is no immediate fiscal impact associated with this item. Implementing a pilot is estimated to have an associated fiscal impact, dependent upon the terms set out in a MOU with a service provider.



CITY OF DISTRICT HEIGHTS

City Commission Meeting Title

Tuesday, March 26, 2024

Information Item 3

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

Summary: Spring-Cleaning Plan for the Incorporated City of District Heights

As part of our ongoing efforts to maintain the cleanliness and beauty of our city, we have collaborated with Prince George's County to develop a tentative Spring-Cleaning Plan for the Incorporated City of District Heights. Please note that this plan is subject to written confirmation from Prince George's County.

Spring-Cleaning Plan Overview:

Dates: April 15-19, 2024

Pickup Sections: 1-4

Hours of Operation: 9:00 am - 2:00 pm

Permitted Items: Furniture (small items must be bagged or boxed), Household appliances, Electronics TVs and monitors, Clothing and textiles, Toys and small recreational items, Non-hazardous household items, Lawn, and garden equipment (cleaned of fuel and oil), Small automotive parts, Bicycles, Small home improvement items, Covered Mattresses, and Tires

Unpermitted Items: Mattresses (unless properly covered), Batteries, Propane tanks, Paints and solvents, Hazardous materials, Construction debris and yard waste.

Pickup Schedule:

Monday, April 15: Section 1

Tuesday, April 16: Section 2

Wednesday, April 17: Section 3

Thursday, April 18: Section 4

Friday, April 19: Additional city circulation

Special Instructions:

- All items must be brought to the resident's curb.
- Advise residents that excessive household items and illegal dumping can result in items not being picked up.
- Roll-off Dumpsters will be available 8:00 am - 8:00 pm, Monday - Friday, on municipal grounds to prevent illegal dumping. 24-hour security surveillance will be in place.
- For residents with special needs or restrictions requiring further assistance, please contact Public Works at PublicWorks@districtheights.org. Provide your address and a list of items for assessment and approval no later than April 8th.

Safety Measures:

- To ensure the safety of our staff and residents, no entry into your residence will be permitted. Please place items for pickup in an easily accessible location. Mattresses must be covered appropriately to prevent damage during transport.

We kindly remind residents to refrain from allowing outsiders to bring trash into your neighborhood, as this contributes to illegal dumping and affects the cleanliness of our community.

We appreciate your attention to this matter and will provide further updates upon receiving written confirmation from Prince George's County.

Thank you for your cooperation in keeping our city clean and beautiful.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, March 26, 2024

Information Item 4

Title: City Event Calendar – Second Quarter 2024
Staff Contact: Teresa Williams, Recreation
Purpose: To provide the City Commission with planning and logistical information about city events occurring during the second quarter of calendar year 2024.

Summary: Throughout the year, the City organizes and holds many community events to provide a sense of civic pride, an opportunity for communal gathering, and recreation. The following events are currently scheduled to occur during the second quarter of calendar year 2024. For ease of reference, the following schedule also includes City holidays.

April 2024

- Children’s Easter Party – Monday, April 1, 2024, 12:00 pm – 2:00 pm
- Grand Opening of Prince George’s Work Force Development Job and Resource Lab – Tuesday, April 23, 2024, 10:00 am – 11:30
- Play Cinderella – Saturday, April 27, 2024 – 1:00 pm – 5:00 pm

May 2024

- Cinco de Mayo Soccer – Friday, May 3, 2024, 5:30 – 7:30 pm
- Mother’s Day Brunch – Saturday, May 11, 2024 – 12:00 pm – 2:00 pm

June 2024

- District Heights Day – Saturday, June 1, 2024 – 10:00 am – 4:00 pm
- District Heights Elementary School Field Day, Wednesday, June 5, 2024 Time TBD
- Juneteenth Day – Wednesday, June 19, 2024 – 10:00 am – 3:00 pm (More information to come)
- District Heights Summer Camp – June 24, 2024 – August 2, 2024

The City also offers its space for private rental when those bookings do not interfere with City activities. The following dates currently have private bookings:

April	May	June	
Sat. Apr 13 6 PM – 2 AM	Sat. May 11 6 PM – 2 AM	Sat. June 15 6 PM – 2 AM	
Sat. Apr 20 6 PM – 2 AM	Sat. May 25 9AM – 7PM	Sat June 29 6PM – 2AM	

Recreation staff are currently in the planning process for the City’s spring and summer events. Those events, and their current planning status, is included below for the Commission’s reference. Additional information and event details will follow in future quarterly reports.

Citywide Event	Status
Spring Clean Up Apr. 15 - 19	Annual Spring Cleanup and Shred Day Event. Planning has already begun for this event. The event is led by Public Works.
Cinco de Mayo Soccer Fri. May 3	Recreational soccer open-play/drop in on the field. The celebration also includes themed food trucks and other light programming. Planning begins in March - April.
Mother’s Day Luncheon Sat. May 11	Planning for the Mother’s day luncheon and tea begins in March.
District Heights Day Sat. June 1	In January, staff will connect with prior year vendors, bands, law enforcement, and parade participants. Staff would like to propose including Juneteenth celebrations in the District Heights Day parade.
Summer Camp June – August	Currently planning trips for the 6-week annual program. Staff is currently sourcing vendors to provide specialized programming for the campers.
Father’s Day Kickback TBD	Planning begins in April.
Independence Day Thur. July 4	Staff is currently planning July 4 activities and sourcing a fireworks vendor.

Fiscal Impact: There is no fiscal impact associated with this item.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, March 26, 2024

Information Item 5

Title: ARPA Spending Update
Contact: David Street, City Manager
 Thomas Himler, ThomasMichael LLC
Purpose: To provide the City Commission with updates on ARPA spending, completed projects, and to confirm the FY 2024 ARPA Project Plan.

Summary: The city has an adopted ARPA project list and spending plan ranging from FY 2022 – FY 2025. The obligation deadline, the deadline upon which all ARPA funds must be obligated or encumbered by contract, is December 31, 2024. Staff anticipates that by December 2024, most ARPA projects will be completed. For those few projects that could run past the obligation deadline, staff anticipates that funds will be appropriately encumbered/obligated. As noted, there are two important dates for the remainder of the City’s ARPA spending plans:

Obligation Deadline: The funding obligation deadline is December 31, 2024. If the recipient does not obligate funds by December 31, 2024, the unobligated balance must be returned to the funding agency.

Spend Deadline: The ARPA SLFRF expenditures deadline is December 31, 2026.

Table 1. Completed FY 2022 Projects and Expenditures: Table 1 summarizes actual ARPA projects and expenditures from FY 2022. Projects not listed on the tables below have either been reprogrammed or carried into a future fiscal year.

Total FY 22-25 Allocation		\$5,895,793
Gift Card Program	\$20,902	Completed
Vaccination Event	\$1,072	Completed
Codification of City Code of Ordinances	\$3,130	Carried to FY 24
ARPA Consultant	\$15,000	Completed
Community Garden Improvements	\$3,698	Completed
Building Cleaning and Sanitation	\$3,800	Completed
Municipal Building Security System	\$16,350	Carried to FY 23
Total FY 2022 Expenditures		\$63,952

Table 2. Completed FY 2023 Projects and Expenditures: Table 2 summarizes actual ARPA projects and expenditures from FY 2023. Projects not listed on the tables below have either been reprogrammed or carried into a future fiscal year.

FY 2023 Allocation		\$5,831,841
ARPA Consultant	\$25,000	Completed
Municipal Building Security System	\$33,450	Completed
Police Vehicles	\$210,763	Completed
Senior Center - Operating Costs	\$153,921	Completed
Fiesta Garden Capital Project	\$1,438	Carried to FY 24
Public Works Backhoe and Woodchipper	\$206,693	Completed
Public Works Vehicles	\$134,801	Completed
Homeowners Assistance Program	\$853,750	Completed
City Employee Premium Pay	\$143,588	Completed
Marbury Court Tree Removal	\$6,991	Completed
District Heights Elementary School Community Garden, incl. ADA compliance	\$200	Carried to FY 24
Gymnasium - Retractable Dividers	\$9,623	Completed
Street Repaving Project	\$241,805	Carried to FY 24
Bathroom Renovation Design	\$8,832	Completed
City Buildings - Remove and Replace Asbestos Floor	\$12,900	Completed
RingCentral One-time Expenditures	\$4,800	Carried to FY 24
Total FY 2023 Expenditures		\$2,048,554

Table 3. Completed FY 2024 Projects and Year to Date Expenditures: Table 3 summarizes actual, completed ARPA projects and year to date expenditures from FY 2024.

FY 2024 Allocation	\$3,783,288
Playground Equipment Replacement	\$290,958
Police Vehicles	\$206,930
Senior Center - Operating Costs	\$308,212
Speed Bumps	\$45,967
Street Repaving Project	\$322,578
Bathroom Renovation Design	\$3,940
6114 Marlboro Pike Purchase	\$389,964
Street Sweeper	\$216,788
Psychotherapy Supplies	\$7,338
Commission Chamber Update	\$38,148
ARPA Consultant	\$25,000
Fiesta Place Expansion (YTD)	\$70,000
ERP System	\$250,149
TurfTank	\$8,700
Public Works Vehicles	\$124,260
RingCentral One-time Expenditures	\$23,094
FY 2024 Expenditures YTD	\$2,332,027

Table 4. Projected FY 2024 Projects and Expenditures: Table 4 summarizes actual, completed ARPA projects and year to date expenditures from FY 2024.

FY 2024 Remaining Balance		\$1,451,261
<i>Bathroom Renovation</i>	<i>General Government</i>	<i>\$250,000</i>
<i>Food Distribution</i>	<i>General Government</i>	<i>\$30,000</i>
<i>Youth Reading Programs</i>	<i>Recreation</i>	<i>\$10,000</i>
<i>Fiesta Place (Remaining)</i>	<i>Public Works</i>	<i>\$253,562</i>
<i>PD Vehicle Upfit</i>	<i>Police</i>	<i>\$35,000</i>
<i>DHES Community Garden</i>	<i>General Government</i>	<i>\$9,800</i>
FY 2024 Planned Expenditures		\$588,362
Anticipated FY 2025 Balance		\$862,898

There is one FY 2024 project that is currently recommended for reprogramming. There is currently \$250,000 budgeted to renovate the Municipal Center restrooms. The firm retained by the City to conduct the feasibility study for the renovation has determined, in short, that the renovation is not feasible. There are several factors that contribute to their determination. First, the layout of the building poses issues for fitting ADA-compliant facilities into the current floorplan – in the most feasible layout reviewed, entirely new, ADA-compliant restrooms would need to be constructed in addition to the existing restrooms and there is not guarantee that the addition of these new ADA-compliant restrooms would suffice. Second, the overall age of the building contributes to the estimated cost of construction – the project, originally budgeted at \$250,000, is estimated to, at a minimum, cost \$500,000 provided that there are no unanticipated issues and even then, costs could escalate closer to \$1,000,000 as additional issues are uncovered. As such, staff recommends that the Commission reduce the scope of the project to \$50,000 for a cosmetic update and consider reprogramming the remaining funding. Staff further recommends that \$90,000 be held for future projects. Staff have estimated costs of some potential new projects for the Commission’s consideration for the remaining \$110,000 available, listed below.

Table 5. Potential FY 2024 Replacement Projects

Potential Project	Estimated Cost
District Heights Upper Playground Phase 2	\$35,000
<i>Re-contract with Playground Specialists to expand the City’s playground offerings – add slides and/or climbing feature that connects the swings with the upper playground and creates a more unified play area. The project will also replace the damaged water fountain with one that supports the use of refillable bottles.</i>	
Accelerate Resident and Business Services Consolidation	\$50,000
<i>Purchase equipment, furniture, and lightly remodel the walk-up counter and front office of the District Heights Police Department to accommodate additional resident and business serving staff. The transition to single-point customer service for police, code, general government, and public works will be proposed as a part of the FY 2025 budget.</i>	
Pre-purchase CY 2024 IT Support Services	\$90,000

<i>Pre-purchase enhanced IT support services for the remainder of calendar year 2024 from Maryland Municipal League/National League of Cities associated vendor.</i>	
Municipal Center Outdoor Pavilion/Grounds Improvements	\$30,000
<i>Remove the existing gazebo on the upper playground and site and construct a new outdoor pavilion to enhance Recreation's current outdoor program offerings and amenities.</i>	

Staff anticipates that \$862,898 of ARPA funds will be obligated prior to December 31, 2024, and carried into FY 2025. The FY 2025 ARPA spending plan will be included in the proposed budget being presented on April 4, 2024, and is replicated below for reference.

Table 5. FY 2025 Proposed Projects and Expenditures:

Anticipated FY 2025 Allocation	\$862,898
Transfer to the General Fund – ARPA Revenue Replacement <ul style="list-style-type: none"> • Senior Center (\$239,710) • Youth Services (\$59,113) • Police (\$81,808) • Resident and Business Services (Code Enforcement) (\$41,338) • Public Works (\$70,618) • General Government (\$69,143) • Recreation (\$44,000) 	\$605,730
This budget proposal revises the currently approved spending plan which includes (current year) \$250,000 for pay parity implementation, \$250,000 for Senior Center operating costs, \$32,500 for a Code Enforcement Officer, \$86,112 for a Clinical Therapist, and \$40,000 for police body cameras into a single operating transfer stratified across all departments.	
Police Vehicles	\$162,168
Transfers \$162,168 into the major equipment replacement capital project for police vehicle purchases. The originally planned amount was \$110,000, however, an additional vehicle went out of service during FY 2024 that should be planned for replacement.	
MB Facility Assessment	\$65,000
Proposes a new project to conduct a facility condition assessment for the Municipal Building to provide a comprehensive report on the building's code and safety compliance, mechanical integrity, maintenance needs, and general condition.	
IT Support Vendor Offset - 3 mos.	\$30,000
<i>Offsets an additional 3-months of enhanced IT support services for the remainder in Fiscal Year 2025 from Maryland Municipal League/National League of Cities associated vendor.</i>	
Anticipated FY 2025 Spending	\$862,898

Fiscal Impact: There is no immediate fiscal impact associated with this item. The City is likely to spend its ARPA funds close-to or prior to the obligation deadline with the remaining funds being appropriately contracted/obligated.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, March 26, 2024

Action Item 6

Title: General Workforce Pay Parity Implementation
Contact: Chris Lawson, Human Resources
Purpose: To provide the City Commission with implementation options for the general workforce pay system.

Summary: There are two options for the Commission to consider with respect to implementation the general workforce pay plans. Both options are viable.

Option A: Implement the new pay system with the opening of the new fiscal year. This option would align general workforce increases with the opening of the new fiscal year and sync them with the annual performance appraisal process. Pay increases are budgeted in the FY 2025 Proposed Budget, which will be presented on April 4, 2024. That said, the analysis indicated that there are a small number of positions that require an adjustment for internal pay equity and staff recommends that, if the Commission pursues option 1, that equity adjustments be made immediately. Internal equity adjustments are made when employees performing the same function are paid at significantly disparate rates. The fiscal impact to internal equity adjustments could be absorbed within the FY 2024 operating budget due to annual vacancy savings.

Option B: Implement the new pay system immediately. This option would provide the most immediate benefit and close out the project. Equity adjustments, FLSA corrections, and market adjustments would be made concurrently.

Fig. 1. Implementation Schedule Options

Option A		Option B	
March 26 Work Session	Commission direction.	March 26 Work Session	Commission direction
April 18 Payroll	Internal equity adjustments occur; FLSA corrections occur.	May 2 Payroll	All adjustments occur; project closes.
July 11 Payroll	Market adjustments occur; project closes.		

Fiscal Impact: There is no immediate fiscal impact associated with this item. The City is likely to spend its ARPA funds close-to or prior to the obligation deadline with the remaining funds being appropriately contracted/obligated.

Draft Motion:

I, Commissioner _____, move that the City Commission direct staff to implement the general workforce pay system pursuant to Option ___ provided in the March 26, 2024 staff report.

I, Commissioner _____, second the motion.