



CITY OF DISTRICT HEIGHTS

TUESDAY, JULY 11, 2023

AGENDA
HYBRID Work Session
7:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Or **Via Zoom:** <https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Rlc2p4Zz09>

CALL TO ORDER:

APPROVAL OF AGENDA:

- Work Session Meeting Agenda Tuesday, July 11, 2023

PUBLIC PARTICIPATION:

INFORMATION ITEMS:

1. National Night Out Briefing

ACTION ITEMS:

1. *Approval of Minutes of Thursday June 1 and Tuesday June 13, 2023
Starr Jefferson, City Clerk
2. *Approval of the District Heights Budget Policy
David Street, City Manager
3. Citizen's Request SE-001-23 - Eston Howard, Jr.
Michelle Watkins, Code Enforcement
4. Citizen's Request SE 002-23 - Anthony Spivey, Sr.
Michelle Watkins, Code Enforcement
5. Marbury Drive Riparian Buffer MOU
David Street, City Manager
6. Presentation of the 2023-2026 Strategic Plan
David Street, City Manager
7. FY 2024 City Events Calendar
David Street, City Manager & Starr Jefferson, City Clerk
8. Economic Development Discussion
David Street, City Manager

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT

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



City Meeting Minutes

Thursday, June 1, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, June 1, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:001 p.m.

OPENING PRAYER

Commissioner Tilghman

PLEDGE OF ALLEGIANCE

Commissioner Gomez

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez and Comr. Tilghman. Also in attendance were David Street – City Manager, Ralph Bazilio - Treasurer, Starr Jefferson –City Clerk, Nikesha Pancho – HR Manager

AGENDA ACCEPTANCE

Vice Mayor Harcourt moved to approve the agenda for the June 1, 2023 City Meeting and was seconded by Comr. Gomez. The motion passed a 4-0-1 vote (MM abstained).

CONSENT AGENDA

Commissioner Gomez moved to approve the Consent Agenda items for the June 1, 2023, City Meeting which consisted of:

1. Approval of Work Session meeting minutes for May 23, 2023
2. Adoption of Police Recruitment and Retention Grant

Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

DEPARTMENT REPORTS

Department of Public Works - Mr. Roger Beam

Vice Mayor Harcourt thanked Mr. Beam and the Public Works Department for maintaining a clean and aesthetically appealing city and inquired about the department's maintenance schedule.

Commissioner Janifer inquired about the route of 'The Bus'

Commissioner Gomez inquired whether Harwood Street had been designated
Mr. Beam reported that Harwood through Roslyn has been designated.

Report submitted

Code Enforcement Report- Chief Tarpley

Mandatory inspections are still occurring throughout the city.

Residents receiving Warning Notices from the city may call (301) 336-1400.

Citizens can communicate with Code Enforcement at codeenforcement@districtheights.org

Mayor Miller commented on the vacant property in the city whether it has been addressed by the Code Department.

Chief Tarpley advised the Mayor that he would investigate and provide her with an update.

Report submitted.

Police Department Report – Chief Tarpley

Chief Tarpley elaborated on the efforts of the Police Department and the Woodland Springs Management to enforce the eviction mandates for 'problem units'.

Chief Tarpley discussed the importance of a security company contracted by the property owners to support the overall safe summer efforts within the city.

Discussing the backlog of

1.1MM of outstanding RedSpeed tickets

Report submitted.

Recreation – Mr. Jefferey Taylor, Director of Recreation

Mr. Taylor presented the May Department Report to the Commission highlighting the 1,700 guests serviced by the Recreation Department during the month of May.

Cinco de Mayo, Mother's Day Event, Senior Center Ribbon Cutting, Dividers for gymnasium, playground renovation,

Facility booking policy will be presented at the June 13th Work Session.

District Heights Day coming up on Saturday, June 3rd. It is the major production of the Recreation Department for the year.

Mr. Taylor announce the parade route – the parade will depart District Heights Elementary School

Arriving at the Saint Paul's parking lot at Athletic Republic.

Mr. Taylor also gave a big thank you to the partners of District Heights Day and *Food for Thought*.

The Director announced additional upcoming events, including:

Father's Day event Wednesday, June 14th 5pm to 8pm

301-336-5633

On June 16th "Time to Dance" A Juneteenth Event

Friday 7pm at District Heights gymnasium

Saturday, June 17th Hemingway AME and other area churches support for a Juneteenth celebration

Saturday's District Heights Day parade route available online

Vice Mayor Harcourt inquired whether the 1,700 reported visits were unique visits or repeat visits.

Mr. Taylor thanked the Boys and Girls Club for their support and looks forward to their re-engagement in the City.

County approval is needed for the game schedule and an agreement can be engaged for the coming season
Report submitted.

Commissioner Tilghman would like to see the flyers on the website updated.

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

Contract clinicians as opposed to hire new clinicians as staff –outstanding since February 2022.

Report submitted.

YSB is hosting a 5k Run/Walk

Commissioner Gomez shared her gratitude with Ms. Emerson for reaching out and developing a relationship with the principal and counselor at District Heights Elementary School.

Commissioner Janifer thanked Ms. Emerson and her staff for all the important work that she and her staff are able to do for the community.

Report submitted

Senior Center – Dr. Katrina Polk, Director of Senior Center

Report submitted

Treasury- Ralph Bazilio, Treasurer

The City is in a healthy posture of revenue in relation to expenses: 1.8MM in excess of expenses

Discussed the impending audit for the City’s financial statements.

Requested additional support for the Staff Accountant.

Currently placing the payroll process back under the office of the Treasurer.

Commissioner Janifer commented that she is (again) thankful for the new reporting format that makes the city’s financial standing more comprehensive.

Vice Mayor Harcourt shared that financial documents were placed in the evidence locker of the police department upon the departure of the last city Treasurer and should be made available to Mr. Bazilio.

Commissioner Janifer wanted to confirm the distinction of the annual audit and the forensic audit previously discussed.

Mr. Street confirmed that the audit in discussion was the annual audit. Additionally, other audits would be discussed in an upcoming Work Session –possibly in closed session.

Report submitted

Human Resources – Nikesha Pancho, Manager of HR

Provided an update for the hours of Human Resources at 3 days per week.

Upcoming interviews for the part time positions within recreation would commence in 2 group interview settings.

Mayor Miller brought the concern of coverage in Recreation until the positions are filled.

Report submitted

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Tilghman inquired on the status of COLA for City employees.

Mr. Street explained that based on the financial records from the previous payroll administrator, that year or year increases (COLA) were not evenly applied throughout the organization. Additionally, Mr. Street reported that bonuses had been paid to City employees. There has not been any documentation found to suggest that percentage increases being applied although the Commission may have approved the measure.

Mayor Miller informed that votes were taken every year regarding the employee salary percentage increase and inquired whether the detail could be found in the City minutes.

Mr. Street acknowledged that though the detail would be found in meeting records, the allocations cannot be accounted for.

Vice Mayor Harcourt offered that a financial audit would remedy much of the missing information. Additionally, Vice Mayor Harcourt suggested that a payroll audit be conducted to ascertain whether there have been improprieties committed.

David Street agreed with Vice Mayor Harcourt's suspicion that although there were no 'bells or whistles' going off, there was significant opportunity and enough inconsistency to support an audit.

David Street further announced that payroll functions were being redirected back to the Treasurer's office within the next 2 pay cycles. He thanked the Human Resource team for their support and expertise transitioning the City to a paperless payroll system.

Additionally, Mr. Street announced that within the Treasurer's Office he had already requested a payroll audit for the City from January of the current year.

Mayor Miller thanked the Commission and staff for accepting the growing pains that come along with progress.

Mr. Street updated the Commission about digital audit trails that the City has already begun to implement, citing digital signatures used in YSB, the Paylocity solution offered by Human Resources, Online Bill Pay being introduced by Mr. Bazillio in the Treasurer's Office.

PUBLIC PARTICIPATION

Sonia Staples announced that she was a representative with the Boys and Girls Club for the City of District Heights and available for any questions or concerns.

ADJOURNMENT

Commission Janifer 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 9:08pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Meeting Minutes

Tuesday, June 13, 2023, 7pm

HYPBRID | Limited Capacity In-Person & VIA ZOOM Audio/Visual Conference

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, May 23rd, 2023, via a HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:00 p.m.

QUORUM

Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez and Commissioner Tilghman

Also in attendance: David Street – City Manager, Starr Jefferson – City Clerk and Jeffrey Taylor – Director Recreation, Chief Tarpley – Chief of Police City of District Heights

APPROVAL OF AGENDA

Commissioner Gomez moved to approve the agenda for the June 13, 2023 Work Session and was seconded by Vice Mayor Harcourt. The agenda was approved 4-0-1 (MM abstained).

CONSENT AGENDA

Commissioner Gomez moved to approve Consent Agenda for the City Work Session.

Commissioner Tilghman seconded the motion which carried a 4-0-1 vote (MM abstained).

NEW BUSINESS

Items 1-2 Approved under the Consent Agenda approval:

1. Approval of City Meeting Minutes of Thursday, June 1, 2023
2. Meeting Calendar
3. **Draft Budget Policy – David Street, City Manager**

Mr. Street presented to the City Commission a proposal for establishing a baseline for the annual budget process for the City centered in applicable law, best practices, the City Charter, and generally accepted accounting principles to ensure consistency for the City's financial planning methods.

The City Charter provides primarily a deadline for budget adoption. In the proposed budget policy calendar process would be formalized and instructs the City Manager and

Included in the changes, the new Budget Policy would require the City Manager and Treasurer to begin the budget 'process' in January for adoption for the new fiscal year that begins July 1st.

Mr. Street pointed out an important note that the strong ties regulating the calculation of the Constant Yield Rate would be changing going forward beginning in FY 25 which changes the process.

Mr. Street highlighted other examples where the Charter's language is vague regarding, citing Section 608 (c) Transfer of Funds. Mr. Street suggested the benefits of providing the City Manager with authority to approve appropriations and line-item transfers between departments within a proposed \$5,000 limit. Transfers exceeding \$5,000 or transfers between departments would still require Commission approval.

Mayor Miller offered her appreciation of the City Manager's work to develop consistency and is happy with the time provided to digest the proposed guidelines and suggested that it may be appropriate to evaluate the language in the Charter, particularly because the Charter is currently under review within the Charter Committee.

Vice Mayor also agreed that a policy that provides more autonomy to the City Manager is beneficial. Vice Mayor Harcourt voiced concern with the opportunity for abuse within the guidelines and asked for clarification on how tracking would be conducted and audits to review budget changes that occur within the proposed guidelines.

Mayor Miller inquired whether the City Attorney has reviewed the proposed policy.

Mr. Street informed that Ralph Bazillio, the City Treasurer, had reviewed the proposal, but he had yet to send it to the attorney.

Commissioner Gomez moved that the City Commission approve the proposed Budget Policy on an interim basis until July 25, 2023. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

4. Draft Municipal Building/Facility Policy

Mr. Taylor presented to the Commission a proposal for city facility rental usage. In the proposal Mr. Taylor presented six categories for consideration based on age group.

Vice Mayor Harcourt expressed concern about groups observing the noise ordinances and additionally, Vice Mayor inquired whether security would be required by renters

Commissioner Janifer inquired whether the policy speaks to facility rental by employees.

Mr. Taylor explained that there is room for accepting employee applications for facility use.

Mr. Street explained that utilizing a discounted rate as an employee benefit at the residential rate.

Vice Mayor Harcourt expressed he has concerns for abuse as well and the possible liability. Additionally, Vice Mayor also expressed support of a maximum number of uses for employees per year.

Mr. Street suggested that resident preference could be built into the policy.

Mayor Miller agreed that some tweaks to the policy would be merited.

Vice Mayor brought additional concerns regarding ADA accessibility, multiple events mixing, utilization of restrooms and other logistics due to our current construction status.

Mr. Street offered the opportunity to move the motion forward by summarizing the amendments brought forth by the Commission to include preference for residence, additional language for site control, clarify the language

for concurrent large events, off duty officers and safety and security can be enacted into the policy and approved.

Commissioner Tilghman moved to approve the Facility Use Policy as proposed and to include the discussed amendments.

Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

5. FY 2024 Project Open Space Planning

Mr. Street shared the changes for the 2024 budget for Project Open Space. Veteran's Park upgrades and sports complex restrooms.

Proposed funding for Kipling Parkway Shared Use Paths and Nature Walk Natural Surface Path.

Preliminary initial submission and requesting feedback from the Commission.

Commissioner Tilghman proposed a dog park, expressing dissatisfaction with the current dog parks size and location.

Commissioner moved that the City Commission approve the FY 2024 Program Open Space Program

Commission Janifer seconded the motion which carried a 4-0-1 vote (MM abstained)

6. Advisory Board Policies Adoption

City Clerk, Starr Jefferson presented to the Commission a proposal for uniform policies and procedures for the City's Committees and Advisory Boards. Additionally, to direct the committees to develop and submit bylaws for the Commissions review and establish the Ethics Commission members.

Ms. Jefferson explained that the proposed Advisory Boards Rules of Procedure were based on the established Rules of Procedure for the City Commission as found in the City's Ordinances to maintain consistency of process and procedures. She additionally explained that the proposed terms and general make up of the committees and boards were structured based on the Board of Supervisor of Electors, as the organization has the most detail provided by the City Charter. Ms. Jefferson presented options for term lengths to the Commission and applications for vacant positions in both English and Spanish.

The Commission agreed that staggering term limits might provide additional coverage to maintain sufficient numbers within each committee.

Discussion ensued as to whether there should be limitations on how many committees a resident could serve. Commission Janifer expressed concerns of having terms on all committees as opposed to the Charter, BOSE and Ethics committees.

Mr. Street expressed the need for term limits for record keeping and voting records particularly for the Charter Committee

Commissioner Tilghman inquired whether there were conflicts of interest if individuals were members of both the Charter Committee and BOSE.

Mr. Street explained that there was an oversight mechanism within the proposed policies and procedures to address conflicts of interest and self-disclosure requirements.

Commissioner Gomez moved to approve the Advisory Board and Committees Policies as presented in the May 9, 2023 Work Session and as amended in the June 13, 2023 Work Session.

Commissioner Tilghman seconded the motion which carried a 4-0-1 votes (MM abstained).

7. Draft Media Support and Herald Editorial Guidelines

T'Neisha Turner presented to the Commission editorial guidelines for the City's newsletter and opened discussion about the levels of media coverage for City events and initiatives.

Ms. Turner provided a specific schedule for timely submission of the upcoming scheduled editions of the City Herald along with editorial guidelines and restrictions with the goal of producing a more consistent and impactful product.

Additionally, Ms. Turner's proposal included media support policies for the types of events and initiatives that the City regularly engages.

Commissioner Janifer moved that the City Commission approve Herald editorial guidelines and the Media Support policy as found in Attachment 1 in the June 13, 2023 attachment item.

Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained)

8. Ordinance Introduction

Chief Tarpley proposed amendments to the City's current RedSpeed program to be 24 hours and 7 days from the current schedule of Monday through Friday and restricted hours.

Additionally, Chief Tarpley proposed additional fees for violators of the City's Ordinance whereby unpaid fines double after 30 days and again after 60 days. After 90 days, Chief Tarpley also proposed that the City's contracted collection agency, Municipal Collections of America, Inc. begin debt collection of the 1.1 million in outstanding fines.

Mr. Street shared that the proposed ordinance is still under review with Mr. Farar, the City Attorney, but has been adopted by other municipalities and feels confident that after the review with the City Attorney, any additional changes would be appropriate and approved by the Commission.

Vice Mayor Harcourt moved to approve the introduced amendments to Ordinance 09-23 Article 9 for Vehicles and Traffic City Commission.

Commission Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

Commissioner Gomez moved that the Commission go into closed session to discuss Personnel Matters.

Vice Mayor Harcourt seconded the motion which carried a 4-0-1 vote (MM abstained).

Closed Session began at 9:12pm

Commissioner Gomez moved that the Commission return to the Open Session.

Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

The Commission returned to the Open Session at 10:35pm

Closed Session Summary attached.

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS

Mayor Miller announced the upcoming Juneteenth Celebration – Freedom Walk on Saturday, June 17th beginning at 11am to 3pm.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn the Work Session meeting.

Commissioner Janifer seconded the motion which carried a 4-0-1 (MM abstained)

The Work Session City Meeting adjourned at 10:38pm.

Respectfully submitted,

Starr Jefferson
City Clerk



**CLOSED-SESSION SUMMARY
(General Provisions Article § 3-306(b))**

SUMMARY OF CLOSED SESSION HELD ON 6/13/2023

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 6:12 pm
 Place (location) of closed session: Commissioner's Chambers Rm 107
 Purpose of the closed session: Performance Evaluation of City Manager

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Gomez, Tilghman, Harcourt + Janifer
 Members opposed: None Abstaining: Mayor Miller

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

**4. Topic #1: § 3-305(b) (1) → Topic #2: § 3-305(b) () → Topic #3: § 3-305(b) ()
 → Topic #4: § 3-305(b) () → Topic #5: § 3-305(b) ()**

5. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: <u>Performance Evaluation of City Manager</u>	<u>Mayor Miller, VM Harcourt, Cmr. Tilghman, Cmr. Gomez, Cmr. Janifer + David Street</u>	<u>None</u>
#2:		
#3:		
#4:		
#5:		



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, July 11, 2023

Action Item 2

Title:	Draft Budget Policy
Staff Contact:	David Street, City Manager
Purpose:	To propose a budget policy for the City of District Heights.
Recommendation:	Staff recommends that the City Commission consider the draft budget policy and provide feedback and direction to staff.

Update: On June 13, the City Commission approved the budget policy on an interim basis pending legal review. Legal review is complete; the City Attorney did not have any modifications to the policy.

Summary: The City Commission adopted the FY 2024 budget at the City Meeting on June 1, 2023. The budget process for the FY 2024 budget proceeded different than prior years' budget processes. The purpose of the draft budget policy is to establish a baseline for the annual budget process for the City centered in applicable law, best practice, the City Charter, and generally accepted accounting principles to ensure that the financial planning methods and resources of the City are allocated in a manner consistent thereto.

Issue 1: Charter Language

The proposed budget policy lays a foundation for how the budget is to be developed and administered. Section 602 of the City Charter defined the powers and duties of the City Treasurer. Among these duties is to, "prepare an annual budget to be submitted to the Commission," and, noted in Section 605, "The Treasurer, on such date as the Commission shall determine, but at least thirty-two (32) days before the beginning of any fiscal year, shall submit a proposed budget to the Commission." For FY 2024, the City Manager developed the proposed budget with assistance from the Treasurer and proposed the budget to the Commission at the May 4, 2023 City Meeting.

Policy Question: Does the City Commission wish to retain the current charter language found in Section 602 and 605 or seek to modify the charter language to authorize the City Manager to prepare and propose the budget?

Issue 2: The Budget Document as a Programmatic Document

Prior to the FY 2024 Proposed Budget Document, the City reviewed and worked under a simple, non-programmatic budget. The proposed budget policy includes language that drastically transforms the City's budget document from a spreadsheet to a programmatic and planning document. Language in the proposed budget policy includes:

"The operating budget represents the final plan for the City and serves as a policy document for the distribution of city resources in alignment with the vision and mission of the Mayor and Commission.

- As a policy document, the budget document must, at minimum, provide an understandable statement of the City’s strategic goals and strategies.
- As a financial plan, the budget document must include a summary of major revenues and expenditures and financing sources and uses. The budget document should include and explain the City’s long-range financial plans.
- As an operational document, the budget document must include an organization wide chart; summary table of authorized positions; describe activities, services, or functions carried out by organizational units; and include goals and objectives of the organizational units.”

A programmatic budget requires additional planning to ensure that revenues and expenditures accurately reflect the priorities of the City and support the continued delivery of services. The proposed budget policy includes an extended budget development calendar and an extended public budget development process:

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.

* “City Manager” can be interchanged with “City Treasurer” depending on the City Commission’s preferences regarding Issue 1.

Policy Question: Does the City wish to further develop the Budget Document as a programmatic document and is the Commission comfortable with an extended review process?

Issue 3: Delegated Authority

Outside of the mechanisms provided for in the City Charter, there is little ability for staff to move funding allocations between lines to meet needs. Section 608 of the City Charter defines the process for budget amendments. Section 608 (a) states, “any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective.”

The proposed policy interprets “major appropriations” to be transfers of \$10,000 or more and interprets “different purposes” to mean transfers between different departments. The policy proposes delegating limited transfer authority, essentially creating two categories of budget amendments: ‘administrative’ and ‘Commission-approved.’

- Administrative Transfers: Administrative budget transfers include transfers from one line item to another within a department’s operating budget. Budget transfer requests of \$5,000 or less require approval by the department head and authorization by the City Manager.
- Commission Approved Amendments: Budget amendments requiring City Commission approval are those amendments which result in a change to the total appropriations of a department or fund and/or exceed the City Manager’s approval threshold. The City Commission must approve budget amendments:
 - All budget transfers over \$10,000;
 - The acceptance and appropriation of a grant award;

- The appropriation of additional funding if expenditures are projected to exceed budgeted amounts;
- Adjustments to reflect unanticipated revenues or receipts; and
- Transfers of appropriation from one department or fund to another.

Policy Question: Is the City Commission comfortable with this or a different level of delegated authority?

Fiscal Impact: There is no immediate fiscal impact to considering or adopting a budget policy.

Alternatives

1. The City Commission could review the proposed budget policy and offer potential amendments.
2. The City Commission could adopt the proposed budget policy as drafted by staff.

Draft Motion:

I, Commissioner _____ move that the City Commission approve the budget policy provided as attachment 1 to the July 11, 2023 Action Item.

I, Commissioner _____ second the motion.

Attachment 1



CITY OF DISTRICT HEIGHTS

Budget Policy

Proposed June 13, 2023

Purpose

The City of District Heights' budgeting practices are governed by applicable federal, state, and local laws, the City Charter, and Generally Accepted Accounting Principles. These policies and practices will be used 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.

Policy

Basis of Budgeting

Governmental Funds, like the General Fund, must be prepared on a modified accrual basis utilizing encumbrance accounting. Under this approach, encumbrances are used to indicate the City's intent to purchase goods or services and revenues are recognized when measurable and available. Proprietary Funds, when used, must be budgeted on a full accrual basis. As such, expenses are recognized when incurred and revenues are recognized when they are obligated to the City.

Budgetary Control

Budgetary control is maintained at the fund and department level. The department level of control is the highest level in which management may reassign resources without City Commission approval.

Expenditures shall not exceed budget appropriations at the department level. Budget accountability rests primarily with the operating departments of the City, with oversight by the City Manager. All appropriations that have not been expended, encumbered, or appropriated to ongoing capital improvement projects shall lapse at the end of the fiscal year.

Balanced Budget

A structurally sound balanced budget means that recurring resources must equal recurring expenditures. Section 605 of the City Charter requires that the City's total anticipated revenues equal or exceed to total of proposed expenditures.

- Excess, unrestricted fund balance may be used for one-time expenditures. Fund balance may not be used as a long-term approach to balancing the budget.
- New programs should not be budgeted or implemented until the full annual cost and the financial impact can be reasonably projected. New or expanded services appropriations should be implemented simultaneously with an associated off-setting new revenue source, an existing revenue source increase and/or other expenditure reduction.
- The tax rate shall be adequate to produce sufficient revenues to cover City services approved by the City Commission.

Budget Proposal and Adoption

The City's annual budget is prepared for the fiscal year beginning July 1 and ending June 30 of the following year. The operating budget represents the final plan for the City and serves as a policy document for the distribution of city resources in alignment with the vision and mission of the Mayor and Commission.

- As a policy document, the budget document must, at minimum, provide an understandable statement of the City's strategic goals and strategies.
- As a financial plan, the budget document must include a summary of major revenues and expenditures and financing sources and uses. The budget document should include and explain the City's long-range financial plans.
- As an operational document, the budget document must include an organization wide chart; summary table of authorized positions; describe activities, services, or functions carried out by organizational units; and include goals and objectives of the organizational units.

In general, the City's budget processes should proceed as follows:

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.

Budget Amendments

Section 608 of the City Charter defines the process for budget amendments. Section 608 (a) states, "any transfer of funds between major appropriations for different purposes must be approved by the Commission before becoming effective." For the purposes of this policy, "major appropriations" means transfers in the amount over \$10,000 and "different purposes" means transfers between different departments.

Administrative Transfers

Administrative budget transfers include transfers from one line item to another within a department's operating budget. Budget transfer requests of \$5,000 or less require approval by the department head and authorization by the City Manager.

Commission Approved Amendments

Budget amendments requiring City Commission approval are those amendments which result in a change to the total appropriations of a department or fund and/or exceed the City Manager's approval threshold. The City Commission must approve budget amendments:

- All budget transfers over \$10,000;
- The acceptance and appropriation of a grant award;
- The appropriation of additional funding if expenditures are projected to exceed budgeted amounts;
- Adjustments to reflect unanticipated revenues or receipts; and

- Transfers of appropriation from one department or fund to another.


DRAFT



City of District Heights
Code Enforcement Unit
2002 Marbury Drive
District Heights, MD 20747-2399

Telephone: (301) 336-1400
Fax: (301) 808-6915

MEMORANDUM

Date: June 26, 2023
To: Mayor and Commission
Starr Jefferson, City Clerk
From: Michelle Watkins, Supervisor 
Code Enforcement
Subject: Special Exception Request – SE-001-223
6533 Halleck Street, District Height, Maryland 20747

Attached is a Special Exception Request to install a 6’ vinyl total privacy fence at the above address.

The property owner was informed:

The Mayor and Commission must approve, or they may deny the request.

Violation: NONE

City Code of Ordinance

Article II – Building Regulations

Section 203. Amendments to Maryland Building Performance Standards

3111.1 General: The provisions of this section shall govern the construction, alteration, repair, and maintenance of all fences.

(3111.2 Light, ventilation, height, and location: Any fence erected within the City shall be so constructed that at least fifty percent (50%) of the available light and air can pass through it and **shall not exceed three and one-half (3 ½) feet in height**, with the exception that a chain link fence, an alternate board fence, or a board on board fence, **erected on the perimeter of the rear of a lot and not extending toward the street beyond the rear line of the main building**, may be built to a height of six (6) feet, provided however, that no fence shall be constructed within twelve and one-half (12 1/2) feet of the curb of any street or within one (1) foot of the property line along any alley. The City Commission may grant special exceptions to these restrictions wherever they deem such action justified. Applications for such exceptions must be submitted in writing and state the reasons for such requests.



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MD 20747-2399

MAY 26 PM02:06

Telephone: (301) 336-1400
Fax: (301) 350-3660

SPECIAL EXCEPTION REQUEST

Date: 5/24/2023

Special Exception Request Number: SE-001-23
(Office Use Only)

Building Permit Number: _____ (Not Issued at This Time)

Amount of Bond: \$ _____

Performance and Payment Bond Required: Yes _____ No _____

Requestor's Name: Esten Payne Howard Sr

Address: 6533 Halleck St District Heights, MD 20747

Home Phone: _____ Work Phone: _____ Cell: 301-728-5451

Email: estenhoward@gmail.com

Special Exception Location: my home

Reason for Special Exception: (Be Specific) would like install 6' ft. privacy fence for security.

Signature: [Handwritten Signature]

Code Enforcement Officer's Comment's: Request for a total privacy fence in rear of property. The City of District Heights Code requires any fence erected within the city shall be so constructed that at least fifty percent (50%) of the available light and air can pass through it. ARTICLE II Building Regulations, Section 203.

Date Hearing Schedules: _____

COMMISSION ACTION:

Request Granted _____ Request Denied _____

Commission's Comments: _____

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 06 Account Number - 0546390

Owner Information

Owner Name: HOWARD ESTON PAYNE JR Use: RESIDENTIAL
 Mailing Address: 6533 HALLECK ST Principal Residence: YES
 DISTRICT HEIGHTS MD 20747- Deed Reference: /45532/ 00019

Location & Structure Information

Premises Address: 6533 HALLECK ST Legal Description: LOTS 1.2 AND HALF ABND
 DISTRICT HEIGHTS 20747-0000 ST ADJ TO LOT 1

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	A-1437
0081	00D2	0000	6062700.17	2700	01	19		2021	Plat Ref:	

Town: DISTRICT HEIGHTS

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1954	1,280 SF		10,500 SF	001

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1	NO	STANDARD UNIT	BRICK/	3	1 full	1 Carport	

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2021	07/01/2022	07/01/2023
Land:	60,600	61,300		
Improvements	179,000	198,100		
Total:	239,600	259,400	252,800	259,400
Preferential Land:	0	0		

Transfer Information

Seller: JACKSON DERRICK T Type: NON-ARMS LENGTH OTHER	Date: 05/18/2021 Deed1: /45532/ 00019	Price: \$0 Deed2:
Seller: STEWART, JILL M & JOHN D CRAWLEY Type: ARMS LENGTH MULTIPLE	Date: 02/04/2004 Deed1: /18796/ 00328	Price: \$136,000 Deed2:
Seller: KOCHANSKI, JEAN F Type: NON-ARMS LENGTH OTHER	Date: 01/31/2003 Deed1: /16792/ 00539	Price: \$0 Deed2:

Exemption Information

Partial Exempt Assessments:	Class		07/01/2022	07/01/2023
County:	000		0.00	
State:	000		0.00	
Municipal:	000	0.00 0.00		0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: Approved 09/22/2017

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

Customer: Derrick Jack
6533 Halleck

Salesperson: Bill Zinner

CH - 8545 Edgeworth Dr.
 Capitol Heights, MD 20743
 301-350-2400 • Fax: 301-336-0743

VA - 42521 John Mosby Hwy.
 Chantilly, VA 20153-0429
 703-471-0960 • Fax: 703-478-3545

MC - 2520 Urbana Pike
 ijamsville, MD 21754-8624
 301-428-9040 • Fax: 301-874-5706

RT.3 - 1114 MD Rt.3, N.
 Crofton, MD 21114-3697
 301-261-3444 • Fax: 301-261-0643

FENCE

Sections _____

Posts _____

Walk Gates _____

Drive Gates _____

Gate Post _____

Remove _____

Haul _____

Misc. _____

Labor _____

TOTAL Reg. Price _____

Sale Price _____

Permits _____

TOTAL Sale Price _____

PAVERS

Sq.' Pavers _____

Sq.' Walkway _____

Steps _____

Misc. _____

Misc. _____

Labor _____

TOTAL Reg. Price _____

Sale Price _____

Permits _____

TOTAL Sale Price _____

1) 3-rail Paddock

256 feet

of Gates

- 42"

2) 6' Wingate at front

of Carport w/ flat top

begins 3ft from rear

of house, dry to accommodate

windo. ca Privacy

b) begins at 8' 1/2"

front of

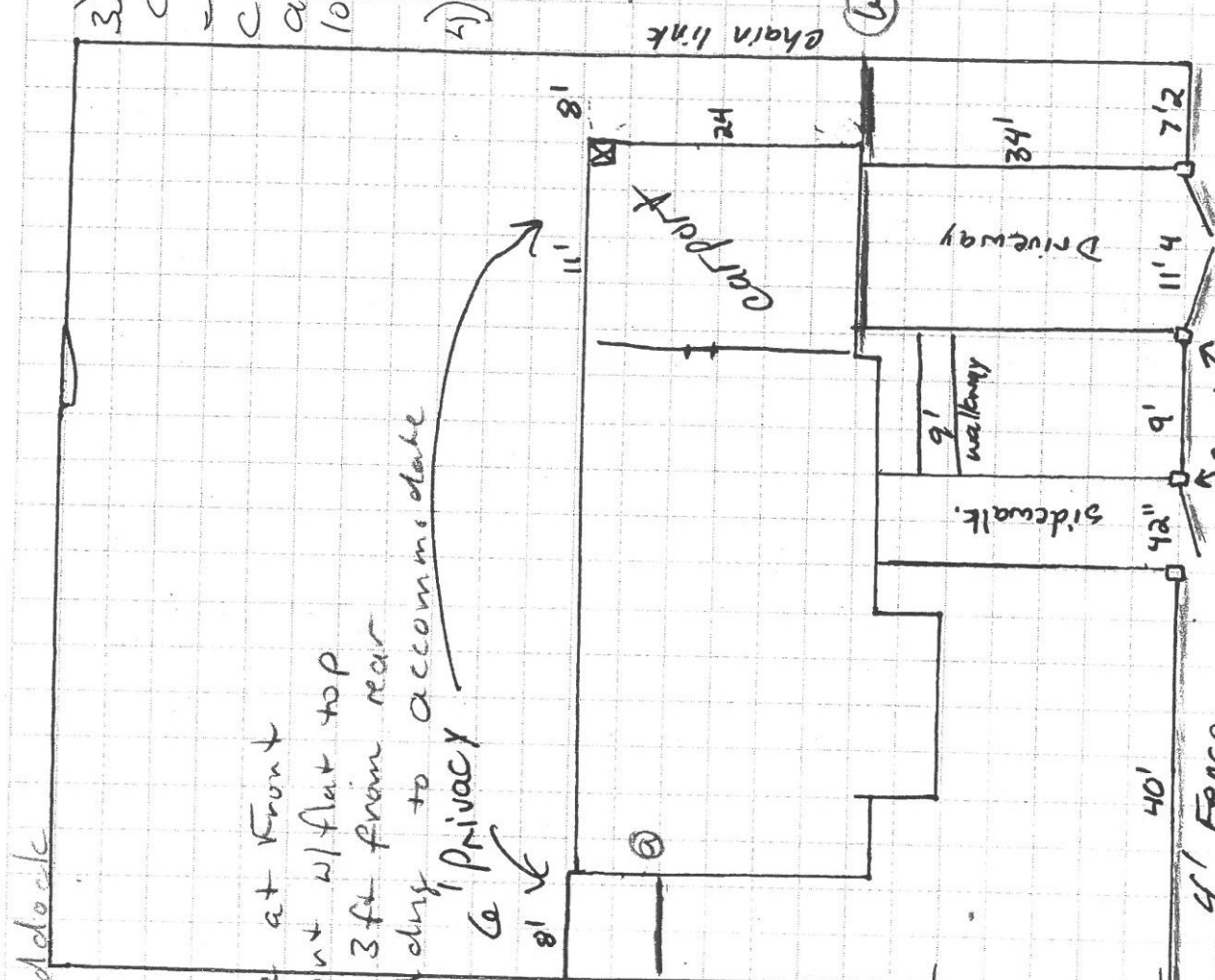
Carport

to include

back door

of home

in backyard



3) Within the coming year I intend to complete fence around entire lot.

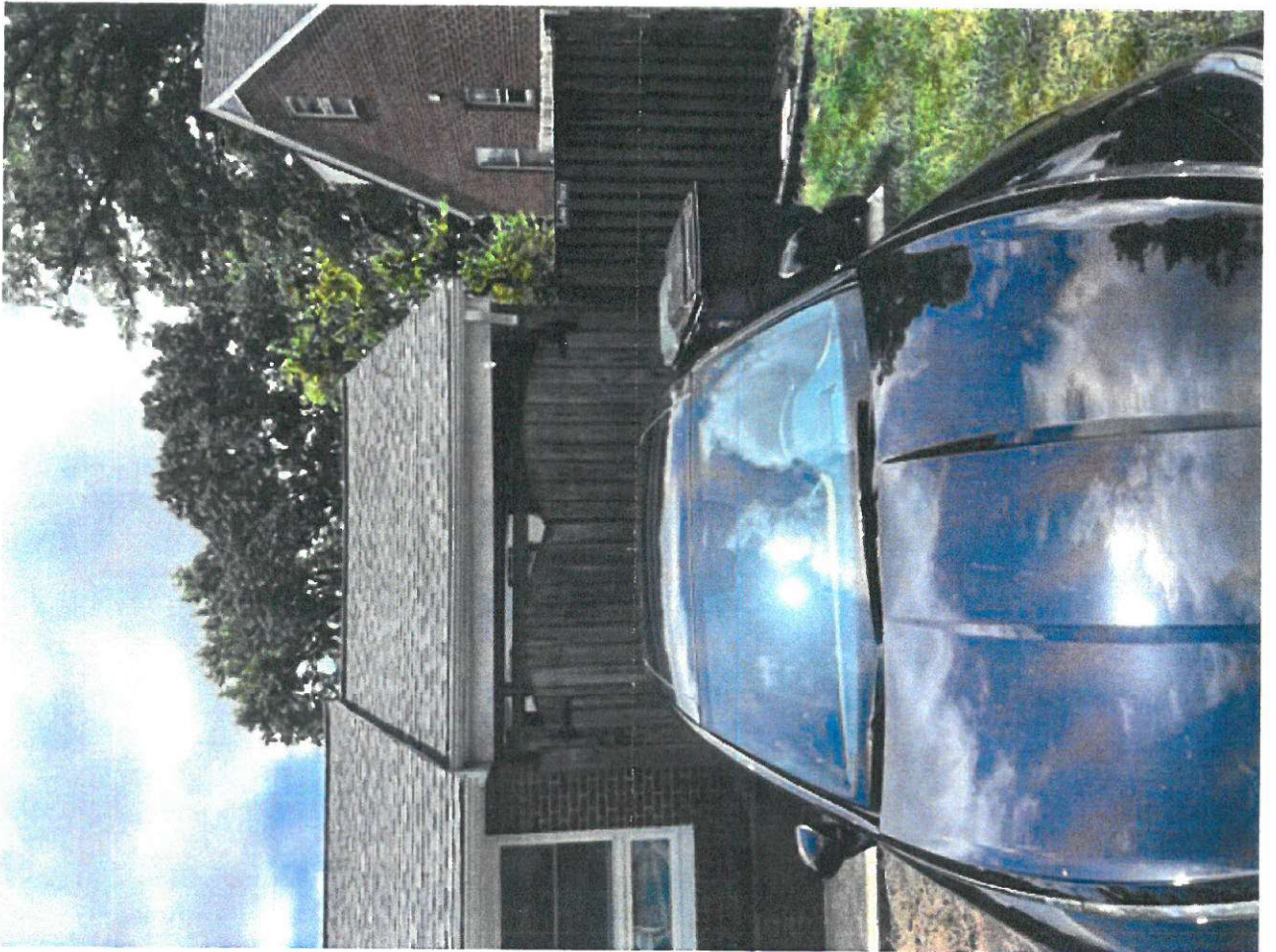
4) Driveway, Carport and patio to be poured as soon as fence project complete

6533 Halleck Street, District Heights Md 20747













City of District Heights
Code Enforcement Unit
2002 Marbury Drive
District Heights, MD 20747-2399

Telephone: (301) 336-1400
Fax: (301) 808-6915

MEMORANDUM

Date: June 26, 2023
To: Mayor and Commission
Starr Jefferson, City Clerk
From: Michelle Watkins, Supervisor *MW*
Code Enforcement
Subject: Special Exception Request – SE-002-23
6710 Kipling Parkway, District Height, Maryland 20747

Attached is a Special Exception Request to install a 6' total privacy fence at the above address.

The property owner was informed:

The Mayor and Commission must approve, or they may deny the request.

Violation: NONE

City Code of Ordinance

Article II – Building Regulations

Section 203. Amendments to Maryland Building Performance Standards

3111.1 General: *The provisions of this section shall govern the construction, alteration, repair, and maintenance of all fences.*

(3111.2 Light, ventilation, height, and location: *Any fence erected within the City shall be so constructed that at least fifty percent (50%) of the available light and air can pass through it and **shall not exceed three and one-half (3 ½) feet in height**, with the exception that a chain link fence, an alternate board fence, or a board on board fence, **erected on the perimeter of the rear of a lot and not extending toward the street beyond the rear line of the main building**, may be built to a height of six (6) feet, provided however, that no fence shall be constructed within twelve and one-half (12 1/2) feet of the curb of any street or within one (1) foot of the property line along any alley. The City Commission may grant special exceptions to these restrictions wherever they deem such action justified. Applications for such exceptions must be submitted in writing and state the reasons for such requests.*



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MD 20747-2399

Telephone: (301) 336-1400
Fax: (301) 350-3660

SPECIAL EXCEPTION REQUEST

Date: 6/26/2023

Special Exception Request Number: SE-002-23
(Office Use Only)

Building Permit Number: _____ (Not Issued at This Time)

Amount of Bond: \$ _____

Performance and Payment Bond Required: Yes _____ No _____

Requestor's Name: Anthony Spivey Sr.
Address: 6710 Kipling Pkwy District Heights, MD 20747
Home Phone: _____ Work Phone: _____ Cell: 301-740-0408
Email: aspiveySr@gmail.com

Special Exception Location: back yard and side yard left private line

Reason for Special Exception: (Be Specific) Pepero doesn't maintain the field on side and back of house. The privacy fence will help stop the animals from entering the yard (deer, snakes, groundhogs, etc.)

Signature: Anthony Spivey Sr.

Code Enforcement Officer's Comment's: Request for a total privacy fence in rear of property. The City of District Heights Code requires any fence erected within the city shall be so constructed that at least fifty percent (50%) of the available light and air can pass through it. ARTICLE II Building Regulations, Section 203.

Date Hearing Schedules: _____

COMMISSION ACTION:

Request Granted _____ Request Denied _____

Commission's Comments: _____



CITY OF DISTRICT HEIGHTS, MARYLAND

PERMIT APPLICATION

2002 MARBURY DRIVE • DISTRICT HEIGHTS, MARYLAND 20747
(301) 336-1400

BUILDING ADDRESS (HOUSE NO., STREET) 6710 Kipling Pkwy District Heights, MD		PERMIT NO.
LOT NO.	BLOCK NO. 20747	DATE ISSUED
OWNER'S NAME Anthony Spivey Sr / Sharletta Spivey		HOME PHONE NO. 301-740-0408
OWNER'S ADDRESS 6710 Kipling Pkwy District Heights, MD 20747		

TYPE OF WORK:

ERECTION
 REMODEL
 ADDITION
 REPAIR
 DEMOLITION

CONSTRUCTION:

BRICK
 FRAME
 OTHER
 *** DRIVEWAY

DESCRIPTION OF WORK:

install a 6ft privacy fence along the property line
Homeowner will be installing the fence

OCCUPANT'S NAME Anthony Spivey Sr / Sharletta Spivey	HOME PHONE NO. 301-740-0408
OCCUPANT'S ADDRESS 6710 Kipling Pkwy District Heights, MD 20747	

ELECTRICAL / PLUMBING OR GENERAL CONTRACTOR:

COMPANY'S NAME	PHONE NO.
COMPANY'S ADDRESS	
MHIC LICENSE NO.	CONTRACTOR'S NO.
ELECTRICAL PERMIT	PGC PERMIT NO.
PLUMBING PERMIT	WSSC PERMIT NO.
ESTIMATED CONSTRUCTION COST:	PERMIT FEE:

ALL PERMITS are issued subject to the compliance with
The City of District Heights, Prince George's County & Boca Codes.

*** A BOND IS REQUIRED with this permit for use of public space, sidewalk & streets. ***

Applicant's Signature _____ Date 6-7-23

Approved _____ Date _____

Pepco ~~Field~~ Field

Back Fence

Side Fence

New Fence

New Fence

Old Fence on the outside

Garden Bed

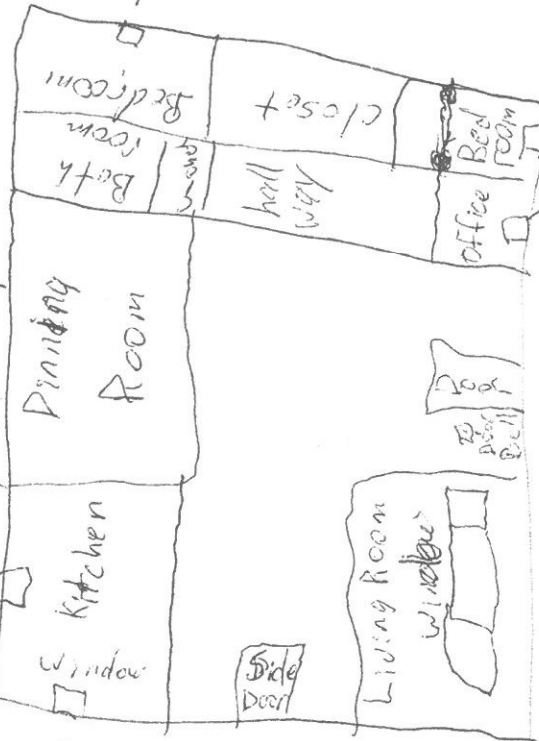
Shed 8 by 8

Side Fence

New Fence

Drive way

Back Porch



Front of the house

New shed will be

10' by 12'

in the same spot as the old shed

Leaving the old fencing and putting a new

Privacy fence to block

~~Pepco Field~~ the unsightly

view of Pepco Field.

6' to 8' Privacy Fence

1710 Kipling Parkway Front yard

District, Heights, MD 20747

Anthony Spivey Sr. and Sharletta Spivey

6710 Kipling Pkwy

District Heights, MD 20747

Scope of Work

- possibly remove old 4ft chain link fence along back and side yard and 6ft semi private fence connecting neighbor yard
- replace with 6ft - 8 ft new privacy fence along the property line because Pepco field and animals
- installing using 15 4'x8' fence posts, 10 50lb bags of concrete, 20 6'x8' or 8'x8' fence panels, 15 fence post caps, 3 boxes of wood screws, a hole digger and pry bar

Cost of Work: \$2543.70

Anthony Spivey Sr. 6-7-23
Sharletta Spivey 6-7-23

[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 06 Account Number - 0531293

Owner Information

Owner Name: SPIVEY ANTHONY D ETAL
 KING SPIVEY SHARLETTA TAMIKA
 Mailing Address: 6710 KIPLING PKWY
 DISTRICT HEIGHTS MD 20747-2344
 Use: RESIDENTIAL
 Principal Residence: YES
 Deed Reference: /43671/ 00311

Location & Structure Information

Premises Address: 6710 KIPLING PKWY
 DISTRICT HEIGHTS 20747-0000
 Legal Description:
 Map: Grid: Parcel: Neighborhood: Subdivision: Section: Block: Lot: Assessment Year: Plat No: A-1918
 0081 00D3 0000 6062700.17 2700 01 31 41 2021 Plat Ref:
 Town: DISTRICT HEIGHTS

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use			
1955	1,730 SF	YES	9,205 SF	001			
Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1 1/2	YES	STANDARD UNIT	BRICK/	3	2 full/ 1 half	1 Carport	

Value Information

	Base Value	Value	Phase-in Assessments	
		As of	As of	As of
		01/01/2021	07/01/2022	07/01/2023
Land:	57,400	57,900		
Improvements	250,600	276,900		
Total:	308,000	334,800	325,867	334,800
Preferential Land:	0	0		

Transfer Information

Seller: SELL LINDA E Type: ARMS LENGTH IMPROVED	Date: 06/04/2020 Deed1: /43671/ 00311	Price: \$350,000 Deed2:
Seller: HUDSON FAMILY REV LIVING TRUST Type: ARMS LENGTH IMPROVED	Date: 12/14/2005 Deed1: /23716/ 00633	Price: \$283,000 Deed2:
Seller: HUDSON,CHARLES L & ANN L Type: NON-ARMS LENGTH OTHER	Date: 09/27/2002 Deed1: /16260/ 00006	Price: \$0 Deed2:

Exemption Information

Partial Exempt Assessments:	Class		
County:	000	07/01/2022	07/01/2023
State:	000	0.00	
Municipal:	000	0.00	
		0.00 0.00	0.00 0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: Approved 12/07/2020

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application Date:

6710 Kipling Parkway, District Heights, Md 20747



rear gate



right side of BY



Rear gate





CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, July 11, 2023

Action Item 5

Title: Marbury Drive Stream Restoration Project Site Maintenance
Staff Contact: David Street, City Manager
Purpose: The purpose of this item is to determine if the City Commission wishes to amend the Memorandum of Understanding (MOU) that governs maintenance for the stream restoration project on Marbury Drive.
Recommendation: Staff requests that the City Commission provide direction on how to finalize the MOU.

Summary: The stream in the Marbury Drive median is the subject of a restoration project. The restoration project began in 2015 and is close to the completion timeframe; the Maryland State Highway Administration’s (SHA) 7-year oversight of the project is complete and is ready to be certified by the Army Corps of Engineers (ACoE). Following certification, the City assumes maintenance responsibility.

The project consists of a riparian buffer to protect and improve the stream. A riparian buffer is used to mitigate negative impacts to a stream or waterway and has a significant role in improving water quality. This, in turn, attracts insects, animals, and plants that are environmentally beneficial. Zoning ordinances often have provisions that require buffers (riparian or otherwise) along designated waterways to protect and preserve them - they can extend quite far out for larger streams and rivers. Riparian buffers are often planted/curated as a part of a stream restoration project, as is the case here, for their restorative qualities.

Figure 1. Project Area



The limits of the buffer as it exists on the ground today are easily identifiable by the “no mow” signs. The limits were originally (and are currently defined in the MOU that SHA, the City, and the County are a party to) as 8 feet measured from the curb to the “no mow” sign on each side. The “no mow” signs currently sit at 13 feet from the on either side because SHA received some complaints about the natural growth of the plantings in the buffer. Reducing the size of the buffer and/or increasing the rate at which it is mowed (or how much of it is mowed) ultimately reduces its effectiveness.

Following agreement from prior management, the buffer reduced in width by approximately 10 feet (5 on each side, increasing the curb to “no mow” signs from 8 feet to 13 feet on each side) by SHA. However, the MOU that governs maintenance was not updated to reflect the decreased width of the buffer. The MOU should accurately reflect the intended maintenance responsibilities once the project is accepted by the ACoE.

General terms set for maintenance in the MOU are as follows:

- City retains ownership of the site and continues to mow first 8 feet.
- County discontinues all mowing of the sloped portions (aka riparian buffer).
- SHA establishes a riparian buffer and puts up “No Mow” signs at the top of embankment.
- SHA monitors the riparian buffer for 7 years or until project is accepted by ACoE, performing remedial maintenance as needed (e.g., replacing plant material, treating invasives).
- After project is accepted by ACoE, the City takes over management for the Site and SHA has no further role.

Policy Questions:

- Does the City Commission wish to keep the reduced buffer?
- Does the City Commission wish to restore the buffer to its original size?
- Does the City Commission wish to direct the City Manager to develop a compromise buffer with SHA?

Alternatives:

1. The City Commission could keep the MOU as written and fully restore the riparian buffer to its original limits.
2. The City Commission could amend the MOU and retain the increased setback to the buffer.
3. The City Commission could direct the City Manager to develop and execute a middle-ground solution that involves restoring the buffer to its original limits while retaining some areas of the increased setback where it makes sense (e.g. at intersections for driver visibility).

Draft Motion:

I, Commissioner _____ move that the City Commission direct the City Manager to finalize the Memorandum of Understanding between the Maryland State Highway Administration using alternative ___ as described in the July 11, 2023 Action Item.

I, Commissioner _____ second the motion.

Attachments:

1. MDOT SHA Presentation
2. 2015 MOU

ATTACHMENT 1



MEETING TO DISCUSS SITE MAINTENANCE OF THE STREAM RESTORATION PROJECT AT MARBURY DRIVE

06/22/2023

3-4pm

EXPECTED ATTENDEES

- MDOT SHA (SHA)
 - Eric Freidly, Section Chief, Environmental Programs Division
 - Jackie Jahn, Consultant
 - Quinn DeVage, DOT Procurement Officer I
- City of District Heights (City)
 - David Street, City Manager and acting Director of DPW
- Prince George's County (County)
 - Michael Johnson, Director, DPW
 - Joanna Smith, Associate Director, Office of Storm Drain Maintenance, DPW

AGENDA

- Review project goals and restoration activities
- Review the original MOU from 2015
- Review concerns from the City necessitating an amendment to the MOU
- Review what actions have been taken to date
- Review the draft of proposed amendment
- Review what still needs to be done

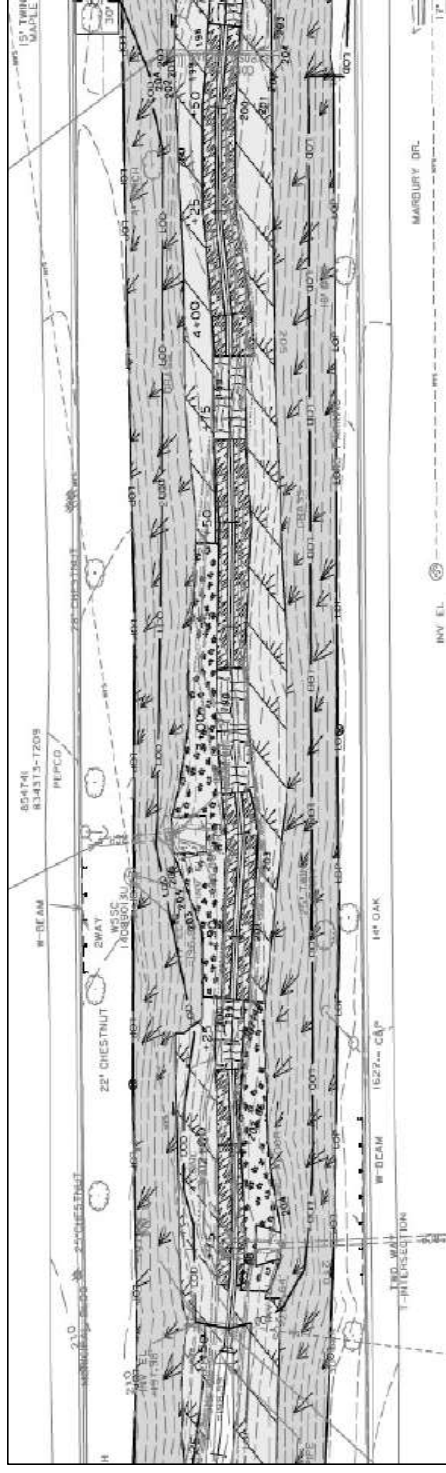
PROJECT DESCRIPTION

- **Overview:** The project consists of ~1,900 linear feet of stream restoration in the median of Marbury Drive in District Heights.
- **Goals:** To provide compensatory mitigation for SHA as required by USACE for unavoidable stream impacts from two roadway improvement projects. To stabilize the stream to prevent erosion and improve water quality.
- **Site:** The stream is located in the median of Marbury Drive, within two steep roadway embankments, which were mowed down to the edge of the stream and vegetated by turf grass.
- **Activities:** Restore stream, establish riparian buffer, install pedestrian bridge and community sign, plant and trim street trees.



RIPARIAN BUFFER

- The goal was to create habitat along the stream, provide shading to the water, and encourage the stability of the stream banks
- The buffer was established from stream banks to top of roadway embankment - via planting/seeding and prohibiting mowing.
- Target plant community was meadow due to community's wishes to maintain an open, parklike area with unobstructed visibility.
- Planted material included meadow grasses, sedges, rushes, and herbaceous plants.



ORIGINAL MOU

(MARCH 2015)

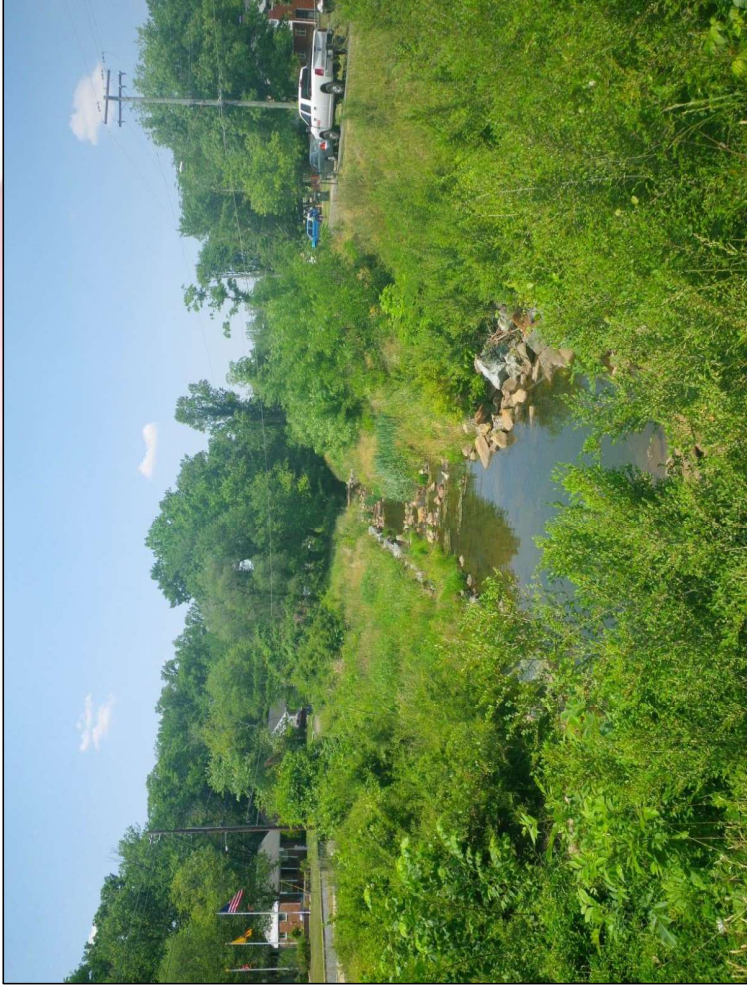
- Site maintenance before the MOU:
 - City owns the Site.
 - City mows first 8 feet at the top of the embankment.
 - County mows sloped portions of the embankment from the top to the stream edge.
- Site maintenance set forth by MOU:
 - City retains ownership.
 - City continues to mow first 8 feet.
 - County discontinues all mowing of the sloped portions (aka riparian buffer).
 - SHA establishes a riparian buffer and puts up “No Mow” signs at the top of embankment.
 - SHA monitors the riparian buffer for 7 years or until project is accepted by USACE, performing remedial maintenance as needed (e.g., replacing plant material, treating invasives).
 - After project is accepted by USACE, the City takes over management for the Site and SHA has no further role.



CITY RESIDENTS' CONCERNS

(MAY 2021)

- The vegetation in the riparian buffer rises above the sight line of the stream valley and appears “unkept”.
- The natural condition, which is contrary to historic condition (mowed turfgrass), is not favored by the community.
- This is of particular concern with the installation of a war memorial whose background is the stream valley.



WHAT HAS BEEN DONE?

(2021- NOW)

- SHA has met with the City to discuss concerns and agreed on a new maintenance scheme.
- SHA has drafted and proposed an amendment to the MOU.
- SHA has performed the following maintenance within the buffer:
 - Fall 2021 – removed trees
 - Spring 2022 – mowed
 - Fall 2022 – mowed
- SHA plans to:
 - Summer 2023 – treat invasives (June) and mow (July)
 - Fall 2023 – treat invasives and mow

PROPOSED AMENDMENT (2022/2023)

- The amendment was drafted in late 2022 and shared with the City in early 2023 and again in June 2023.
- The amendment proposes the following:
 - CITY may mow the top of the embankment 8 feet from the curb as well as the first 5 feet of the sloped portions of the embankment/riparian buffer (i.e., a 13-foot-wide grass band between the Marbury Drive curbside and the “No Mow” signs on both sides of the median area) as often as the CITY deems necessary. This effectively shrinks the riparian buffer by 5 feet.
 - SHA shall mow the riparian buffer between the stream bank and the “No Mow” signs once a year between late Fall and early Spring to maintain the buffer as a meadow until the project is accepted.

WHAT IS STILL NEEDED?

- SHA, the City, and the County need to finalize the amendment to the MOU such that:
 1. It details revised Site maintenance responsibilities for the riparian buffer for the period of time up until the project is accepted by USACE, and
 - This has already been articulated in the draft amendment as distributed.
 - Maintenance has already been performed according to this starting in Fall of 2021.
 2. It clarifies Site maintenance responsibilities for the riparian buffer for the long-term after the project is accepted by USACE.
 - The original MOU states, “The City will own and maintain the SITE and PROJECT upon completion of the SHA’s seven (7) year monitoring period.”
 - This is meant to convey that the City will maintain the riparian buffer as SHA did. Under the proposed conditions of the draft amendment this means maintaining the narrowed riparian buffer as meadow through once-annual mowing.
- SHA only has funding to execute an amendment through the end of June.
- SHA anticipates approval from USACE for this long-term site management arrangement once the amendment is executed.

ATTACHMENT 2

P01306 M-1
P01306 C-1

MEMORANDUM OF UNDERSTANDING

Maryland Route 4 at Suitland Parkway – Stream Restoration at Marbury Drive
By and Among

The City of District Heights
and
Prince George’s County
and
Maryland State Highway Administration

Highway Administration of the Maryland Department of Transportation, acting for and on behalf of the State of Maryland, hereinafter called "SHA", Prince George’s County Maryland, a body corporate and politic, acting through the Department of Public Works and Transportation, hereinafter called the "COUNTY", and the City of District Heights, a body corporate and politic, hereinafter called the "CITY".

WHEREAS, SHA is planning to design and construct an interchange at MD 4 and Suitland Parkway in Prince George’s County under contract PG6185170; and

WHEREAS, SHA is required by State and Federal statute and required permit conditions to construct mitigation for the MD 4 at Suitland Parkway planned interchange; and

WHEREAS, the Marbury Drive Stream was identified by SHA as providing suitable mitigation to compensate for unavoidable stream impacts associated with the MD 4 at Suitland Parkway Interchange Project, hereinafter called the "SITE"; and

WHEREAS, the SITE is owned by the CITY and storm drain related maintenance is shared by the CITY and the COUNTY; and

WHEREAS, the CITY, subject to certain contingencies as outlined herein, shall allow SHA to construct the mitigation on the SITE; and

WHEREAS, the COUNTY currently shares storm drain maintenance activities with the CITY along the Marbury Drive Stream, and agrees to continue to share the maintenance activities of the SITE; and

WHEREAS, SHA shall design, permit, fund the construction under contract PG6185270 and monitor the SITE for seven (7) years after completion of construction or until accepted by the appropriate regulatory agencies, hereinafter called the "PROJECT"; and

WHEREAS, the CITY, upon its receipt of the final design, shall allow SHA access to the SITE incidental to the PROJECT for construction and monitoring purposes; and

WHEREAS, SHA, the CITY and the COUNTY agree that the PROJECT will benefit all parties of this MOU and will promote the safety, health and general welfare of the citizens of the State of Maryland.

NOW, THEREFORE, THIS MEMORANDUM OF UNDERSTANDING WITNESSETH, that for and in consideration of the mutual premises, the payment of the sum of

One Dollar (\$1.00) by each of the parties unto the other, and other good and valuable considerations, the receipt and adequacy whereof is hereby acknowledged, be it understood that SHA, the CITY and the COUNTY do hereby agree as follows:

I. DESCRIPTION

- A. The PROJECT shall generally consist of the permitting, design, construction and monitoring of approximately 1,900 linear feet of mitigation and community enhancements along an unnamed tributary to Southwest Branch, located along Marbury Drive, within the limits of the City of District Heights.
- B. The MITIGATION shall consist of creation of stable riffles, bank stabilization to reduce erosion, water quality and habitat enhancements, and plantings to create a riparian buffer along the stream. The PROJECT also incorporates community amenities as part of the mitigation package, including a pedestrian bridge, pedestrian bridge lights, tree trimming at select locations near street lights, and planting street trees on the SITE, as well as a community gateway sign to be installed in the median of Kipling Parkway at the intersection with Council Drive. The gateway sign will be lit from below by landscape lighting.
- C. The SITE is contained within the median area of Marbury Drive, a street owned by the CITY, wherein the unnamed tributary flows. The SITE has been identified as having the best potential to fulfill the SHA mitigation obligation required of the MD 4 at Suitland Parkway Interchange Project.

II. SHA RESPONSIBILITY

- A. SHA will design, or cause to be designed, the PROJECT at SHA's sole cost and will present the final design as approved by the regulatory agencies to the CITY.
- B. SHA shall obtain any and all state and federal permits, licenses and/or approvals necessary to construct the PROJECT. SHA is exempt from county permits, licenses, and/or approvals.
- C. SHA shall advertise, administer and award a contract to construct the PROJECT as shown on the final PROJECT plans and specifications and provide Construction Engineering Services during construction (i.e., construction inspection and material testing/certification). SHA will coordinate all maintenance of traffic plans with the CITY along Marbury Drive. Construction will occur up to six days per week (not including Sundays), to allow as much of the construction to occur outside of the school year as possible and minimize detours for school buses. The construction of the PROJECT shall conform to the approved plans.
- D. SHA will bear the following financial responsibility regarding the gateway sign and pedestrian bridge lighting systems:
 - 1. SHA will be responsible for the design costs of the lighting systems.

2. SHA will be responsible for the costs associated with the installation of the lighting infrastructure (i.e., conduits and handboxes).
 3. SHA will fund the actual cost to furnish and install the wiring, light foundations, poles, standard light fixtures, luminaires, and lighting control cabinets, including metered service pedestals.
 4. The purchase of the lighting systems and their installation will be accomplished through the State of Maryland procurement processes.
 5. SHA will be responsible for any utility connection charges from Pepco.
 6. The CITY agrees to maintain the lighting systems.
- E. SHA shall monitor the PROJECT for seven (7) years or until the PROJECT has been accepted by regulatory agencies, whichever comes first, as per the terms and conditions of the permit. Said seven (7) year period shall commence upon acceptance of the SITE by SHA.
- F. SHA shall, during the seven (7) year monitoring period, provide any remediation to the PROJECT as required by the agencies.

III. CITY RESPONSIBILITY

- A. Upon the submission of the final plan for the PROJECT to the Mayor and Commissioners, the CITY shall allow SHA to use and access the SITE for the design, construction and monitoring of the PROJECT.
- B. The CITY will own and maintain the SITE and the PROJECT upon completion of the SHA's seven (7) year monitoring period.
- C. The CITY will be permitted to continue maintaining/mowing the upper (level) portion of the site (approximately 8-foot wide grass band immediately adjacent to the Marbury Drive curbside on both sides of the median area). The COUNTY will discontinue mowing the adjacent slopes, as they will be included in SHA's proposed planting zone. All maintenance involving mowing and trimming within SHA's designated mitigation planting zones shall be prohibited.
- D. Immediately following construction, the CITY will own and maintain all community amenities, including, but not limited to, the pedestrian bridge, pedestrian bridge lighting, community gateway sign and lighting, and street trees.
- E. The CITY will assume all operational and maintenance costs for the gateway sign and pedestrian lighting systems. This includes energy costs, maintenance and damage repair or replacement.
- F. By execution of this MOU, the CITY hereby grants a right of entry to SHA, its contractors and assigns, onto the SITE owned by the CITY as required to design, construct and monitor the PROJECT. The right of entry shall terminate upon the latter of (1) completion of the seven (7) year monitoring period or (2) when the PROJECT has been accepted by the regulatory agencies.

- G. The CITY shall notify SHA before performing certain activities which would alter the SITE. Activities requiring prior notification include the following:
1. Any development;
 2. Any building or establishing any structures of any nature whatsoever;
 3. Change, in whole or in part, the use of the SITE to any other use;
 4. Engaging in any activity affecting drainage, flood control, water conservation, erosion control, soil conservation or habitat preservation;
 5. Engaging in any activity that may alter the natural drainage into the SITE;
 6. Removing, excavating, or dredging soil, sand, gravel, minerals, organic matter, or materials of any kind;
 7. Changing existing drainage characteristics, sedimentation patterns, flow patterns, or flood retention characteristics;
 8. Disturbing the water level or water table by drainage, impoundment, or other means;
 9. Dumping, discharging material, or filling with material, including the driving of piles and placing of obstructions; or
 10. Grading or removing material that would alter existing topography.

IV. COUNTY RESPONSIBILITY

- A. The COUNTY will cease mowing, plant trimming and/or plant removal from the edge of the stream to the top of the slopes, as these areas will be within SHA's mitigation planting zones. "No Mow" signs will designate mitigation planting zones.
- B. The COUNTY shall notify SHA before performing certain activities which would alter the SITE. Activities requiring prior notification include the following:
- a. Any development;
 - b. Any building or establishing any structures of any nature whatsoever;
 - c. Change, in whole or in part, the use of the SITE to any other use;
 - d. Engaging in any activity affecting drainage, flood control, water conservation, erosion control, soil conservation or habitat preservation;
 - e. Engaging in any activity that may alter the natural drainage into the SITE;
 - f. Removing, excavating, or dredging soil, sand, gravel, minerals, organic matter, or materials of any kind;
 - g. Changing existing drainage characteristics, sedimentation patterns, flow patterns, or flood retention characteristics;
 - h. Disturbing the water level or water table by drainage, impoundment, or other means;

- i. Dumping, discharging material, or filling with material, including the driving of piles and placing of obstructions; or
- j. Grading or removing material that would alter existing topography.

V. GENERAL

- A. Whenever the approval of SHA, the CITY or the COUNTY is required under this MOU, such approval will not be unreasonably withheld or delayed. The parties hereto agree to cooperate with each other to accomplish the terms and conditions of this MOU.
- B. This MOU shall inure to and be binding upon the parties hereto, their agents, successors, and assigns.
- C. This MOU and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- D. The recitals (WHEREAS clauses) at the beginning of this MOU are incorporated herein as part of this MOU.
- E. All notices and/or invoices, if to the COUNTY, shall be addressed to:

Prince George's County Department of Public Works & Transportation
Mr. Darrell B. Mobley, Director
9400 Peppercorn Place, Suite 300
Largo MD 20774
Phone: (301) 883-5600
Fax: (301) 883-5709
E-Mail: dbmobley@co.pg.md.us

With a copy of all notices to:

County Attorney
Office of Law, Room 5121
14741 Governor Oden Bowie Drive
Upper Marlboro, MD 20772
Phone: (301) 952-5225
Fax: (301) 952-3071

If to the CITY:

The Honorable Dr. James L. Walls, Jr., Mayor
City of District Heights
2000 Marbury Drive
District Heights, MD 20747
Phone: (301) 336-1402
Fax: (301) 350-3660
Email: wallsj@districtheights.org

With a copy of all notices and/or invoices to:

Mr. Daniel R. Baden, Treasurer
City of District Heights
2000 Marbury Drive
District Heights, MD 20747
Phone: (301) 336-1402
Fax: (301) 350-3660
Email: danbaden@comcast.net

If to SHA:

for Design:

Ms. Erin Markel, Project Manager
Office of Environmental Design
Environmental Programs Division
State Highway Administration
707 N. Calvert Street, Mail Stop C-303
Baltimore MD 21202
Phone: (410) 545-8587
Fax : (410) 209-5003
Email: emarkel@sha.state.md.us

with a copy of all correspondence to:

Mr. E. Glenn Klaverweiden, Agreements Coordinator
Regional and Intermodal Planning Division
State Highway Administration
707 N. Calvert Street, Mail Stop C-502
Baltimore MD 21202
Phone: (410) 545-5675
Fax: (410) 209-5025
E-Mail: gklaverweiden@sha.state.md.us

Mr. William Buettner
Office of Environmental Design
Environmental Programs Division
Mitigation Team Leader
State Highway Administration
707 N. Calvert Street, Mail Stop C-303
Baltimore MD 21202
Phone: (410) 545-8582
Fax : (410) 209-5003
Email: wbuettner@sha.state.md.us

IN WITNESS WHEREOF, the parties hereto have caused this MOU to be executed by their respective duly authorized officers on the day and year first above written.

STATE HIGHWAY ADMINISTRATION



WITNESS


By:  _____ (SEAL)
Melinda B. Peters Date
Administrator

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**




Assistant Attorney General

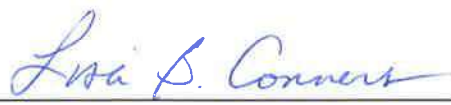
RECOMMENDED FOR APPROVAL:



f David J. Coyne
Deputy Administrator/Chief Engineer
for Operations



Douglas H. Simmons
Deputy Administrator/Chief Engineer
for Planning, Engineering, Real Estate and
Environment



Lisa B. Conners
Director
Office of Finance

PRINCE GEORGE'S COUNTY, MARYLAND
a body corporate and politic

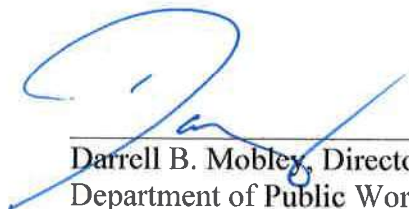

WITNESS

BY:  3/3/15 (Seal)
Barry L. Stanton Date
Deputy Chief Administrative Officer

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**


County Attorney

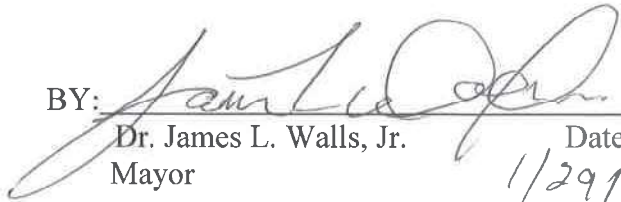
RECOMMENDED FOR APPROVAL:


Darrell B. Mobley, Director
Department of Public Works and Transportation


CITY OF DISTRICT HEIGHTS, MARYLAND
a body corporate and politic



WITNESS

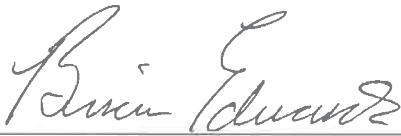
BY:  (Seal)
Dr. James L. Walls, Jr. Date
Mayor 1/29/15

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:**



City Attorney

RECOMMENDED FOR APPROVAL:



Brian L. Edwards
Supervisor, Public Works Department

**AGREEMENTS COORDINATION TEAM
ORIGINAL DOCUMENTS FOR FINAL SIGNATURE**

*Ex 03-17-2015
P01306 M-1 (City)
P01306 C-1 (PG)*



PROJECT: Stream Mitigation Project in the vicinity of MD 4 and Suitland Parkway

PARTIES: SHA, City of District Heights and Prince Georges County

DESCRIPTION: Attached for the execution of signatures on an MOU:

SHA is planning to design and construct an interchange at MD 4 and Suitland Parkway in Prince George's County (COUNTY) under contract PG6185170 (PROJECT). The MOU will facilitate the permitting, design, construction and monitoring of approximately 1,900 linear feet of mitigation and community enhancements along an unnamed tributary to Southwest Branch, located along Marbury Drive, within the limits of the City of District Heights (CITY) in the COUNTY. The MOU outlines the responsibilities of the SHA, the CITY, and the COUNTY.

DATE OF CIRCULATION: March 11, 2015

AGREEMENTS TEAM, Reviewed & Approved	FINANCE, ACCOUNTING OPERATIONS, Reviewed & Approved
 3/11/15 <hr/> Randall Scott Date	 3/12/15 <hr/> Okey(Innocent) Odinamadu Date

OFFICE OF COUNSEL

Legal Sufficiency (Ref# Libby – 2009/10)

Reviewed and Approved

3-11-15

Date

OFFICE OF FINANCE

Financial Terms

Reviewed and Approved

Libby 3/12/15

Date

DEPUTY ADMINISTRATOR/CHIEF ENGINEER FOR OPERATIONS

Terms and Conditions

Reviewed and Approved

SP 3/13/15

Date

DEPUTY ADMINISTRATOR/CHIEF ENGINEER
FOR PLANNING, ENGINEERING, REAL ESTATE, and ENVIRONMENT

Terms and Conditions

Reviewed and Approved

7/13 3/13/15

Date

HIGHWAY ADMINISTRATOR

Thank you for your attention. When you approve the MOU, please contact the Agreements Team, at 410-545-5675 and he will pick up the MOU and deliver it to the next person



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday July 11, 2023

Action Item 6

Title: Presentation of the Draft Strategic Plan
Staff Contact: David Street, City Manager
Purpose: To present the City Commission with the draft Strategic Plan and request direction on reporting.
Recommendation: Staff recommends that the City Commission review and take action on the draft Strategic Plan and provide direction to staff on how to report progress on the plan to the City Commission and community.

Summary: The City Commission has held several strategic planning sessions over the course of their term. These sessions included the development of the vision and mission statement adopted as well as the identification of outcomes, goals, and activities. The strategic plan, provided as Attachment 1, uses the mission and vision as a base to identify outcome statements. The outcomes are:

- District Heights is a welcoming municipality.
- District Heights is a safe municipality.
- District Heights is a healthy municipality.
- District Heights is a productive municipality.

The outcomes are further broken down into goals and activities. The current draft plan consists of seven goals and fifteen activities. Following approval of the strategic plan, performance indicators will be developed and reported to the City Commission and community on a regular basis.

Fiscal Impact: There is no fiscal impact to approving the strategic plan, although the strategic plan will guide future City budget and funding priorities.

Alternatives:

1. The City Commission could adopt the plan as provided in Attachment 1.
2. The City Commission could offer amendments to the plan.

Draft Motion:

I, Commissioner _____ move that the City Commission adopt Strategic Plan 2023-2026 as provided in Attachment 1 for the City of District Heights.

I, Commissioner _____ second the motion.

Attachments

1. Draft Strategic Plan

The City of District Heights



STRATEGIC PLAN 2023-2026

- Vision
- Mission
- Goals
- Outcomes





Vision:

We strive to provide excellent resident services through cost efficient, evidence-based programming, that are sustainable and accessible. Hallmarks of good governance.

Mission:

The City of District Heights strives to promote and improve life, enhance a sense of community, preserve our culture and heritage, and create economic opportunities. We support initiatives focusing on the city's priorities, Economic Development, Public Safety, Health and Housing, Recreation, and Sustainable Climate, resulting in welcoming, safe, healthy, and productive municipality. We strive to provide excellence through evidence-based programming and services and responsible and accessible government. We encourage and expect public participation and collaboration from our residents and local businesses.

We are committed to fostering respect, innovation, inclusion and progress.



STRATEGIC PLAN



Outcome: District Heights is a welcoming municipality.

Goal: Increase resident engagement with the City government.

Activity: Create and conduct a survey of residents and incorporate the survey of residents into the City's ongoing strategic planning process.

Activity: Focus resident and community interactions with City government to the appropriate agencies.

Activity: Increase website and social media engagement between March 2023 and March 2024. Set recurring engagement goals for each year thereafter.

Outcome: District Heights is a safe municipality.

Goal: Increase residents' sense of public safety.

Activity: Evaluate the transition process and fiscal impact for 24-hour police service.

Activity: Hold two or more "coffee with a cop" style events.

Activity: Seek creative and proactive solutions to known problem areas.

Goal: Improve the reputation of "the Heights" by seeking community collaboration and focusing on the positivity emanating from the greater District Heights area.

Activity: Develop a stronger municipal/governmental presence on Marlboro Pike.

Activity: Actively market positive steps being taken by City government and better communicate community success stories.



Outcome: District Heights is a healthy municipality.

Goal: Foster a climate-resilient community by implementing sustainability programs across the City government.

Activity: Evaluate the benefits of municipal-provided refuse and recycling collection.

Activity: Prioritize the transition to an electronic-first government and sustainably-sourced goods.

Goal: Increase resident access to health and wellness services.

Activity: Provide, partner, and refer to services across the spectrum of age, demographic, and need.

Activity: Amass and analyze community health and supportive service data to understand requirements and design appropriate programming.

Outcome: District Heights is a productive municipality.

Goal: Establish District Heights as a modern, data-driven, and trustworthy governmental organization.

Activity: Develop department performance metrics and service level benchmarks for the FY 2025 budget cycle.

Goal: Grow the City's commercial corridor to broaden the commercial tax base and increase the commercial options available to residents.

Activity: Create an economic development plan and consider the creation of a District Heights-specific community development corporation.

Activity: Actively participate in local initiatives like the Marlboro Pike Partnership CDC.

Activity: Create an annexation and expansion plan.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, July 11, 2023

Action Item 7

Title: City Events Calendar
Staff Contact: David Street, City Manager & Starr Jefferson, City Clerk
Purpose: To establish a City Calendar of Events for FY 24
Recommendation: Staff recommends that the Mayor and Commission approve the submitted calendar of events in which the city will participate for the coming fiscal year.

Summary: In effort to improve our communication to residents and stakeholders; and provide events sufficient marketing exposure and consistent support the staff recommends that each department submit the events in which they will participate at the beginning of the fiscal year to the Commission for approval. An approved City Calendar of Events provides the opportunity to complement the budget process within each department to assist in planning and allocation of proposed funds.

Currently, the city operates, manages, and promotes events within each department independently without centralized support. With the support of the Commission, all major events will be centralized within the city calendar and included in the scheduled marketing campaigns.

Fiscal Impact: There is no fiscal impact by implementing a City Calendar. There may be a positive return realized by improved attendance and support of city events. Staff will prioritize the events described on this calendar in terms of staff support, resourcing, and budget.

Alternatives:

1. The Commission could approve the City Events Calendar as provided in Attachment 1.
2. The Commission could amend and approve the City Events Calendar as provided in Attachment 1.
3. The Commission could Maintain the current independent calendars and efforts within each department.

Draft Motion:

1. I, Commissioner _____ move that the City Commission approve the City Events Calendar as provided in attachment 1.

Attachments

1. Draft City Events Calendar

CITY OF DISTRICT HEIGHTS

Calendar of Events 2023-2024

Event/Observation	Lead Department	Approximate Date
July 2023		
Kindness Matters Workshop	YSB	July 24-28
August 2023		
National Night Out	DHPD	August 1
Back to School Event	PRC	August 20
National Grief Awareness Day	YSB	August 30
September 2023		
Grandparents Day	Senior Center	September 10-11
Parent Support Group	YSB	TBD
My Sole Knows 5K	YSB	September 16
National Suicide Prevention Month	YSB	September
Recreation Open House	PRC	TBD
Presidential Physical Fitness Testing	PRC	TBD
Sustainability Festival	Sustainability Committee	September 30
October 2023		
Community Shred Day	DPW	TBD
Domestic Violence Awareness Month	YSB	October
National Depression and Education Awareness Month	YSB	October
Bullying Prevention Month	YSB	October
College Tour/Visit	YSB	TBD
Recreation Open House	PRC	TBD
Community Health Fair	Community – City Invited to Participate	October 14
Halloween Haunted House	PRC	October 28
November 2023		
Leaf Collection	DPW	November 1 – December 31
Thanksgiving	Citywide	November 22-24
Thanksgiving Baskets	DHPD	TBD
Anti-bullying Awareness Week	YSB	November 13-17
Hunger and Homelessness Awareness Week	YSB	November 11-18
World Kindness Day	YSB	November 13
National Caregivers Month	Senior Center	November
Thanksgiving Luncheon	PRC	November 20
Recreation Open House	PRC	TBD
December 2023		
Seasonal Depression Awareness Month	YSB	December
Holiday Family Engagement Activity	YSB	TBD

Christmas Children's Play	PRC	December 16
Christmas Tree Lighting	Citywide	December
Christmas Baskets	DHPD	TBD
DHPD Toy Drive	DHPD	December 10-23
January 2024		
Limb Collection Begins	DPW	January
New Year's Open House	PRC	TBD
Mental Wellness Month	YSB	January
National Mentoring Month	YSB	January
National Human Trafficking Awareness Day	YSB	January 11
February 2024		
Black History Month	Citywide	February
Black History Month Activities	PRC	TBD
Black History Month Feature Film	PRC	TBD
Valentine's Day	PRC	February 14
Teen Dating Violence Awareness Month	YSB	February
College Tour	YSB	TBD
March 2024		
Women's History Month	Citywide	March
Self-Harm Awareness Month	YSB	March
Kindness Matters Workshop/ Spring Break Online Cooking Classes	YSB	TBD
Community CPR	PRC	TBD
Tribute to the Women of Motown	PRC	March 9
April 2024		
National Volunteer Appreciation Month	Senior Center	April
Stress Awareness Month	YSB	April
National Child Abuse Prevention Month	YSB	April
National Counseling Awareness Month	YSB	April
College Tour	YSB	TBD
Earth Day	Citywide	April 20
Spring Break	PRC	March 25 – April 1
Family Financial Literacy Class	PRC	TBD
May 2024		
National Older Americans Month	Senior Center	May
Cinco de Mayo Family Soccer	PRC	May 3
Mother's Day Tea	PRC	May 11
Children's Mental Health Matters Month	YSB	May
Children's Mental Health Awareness Week Activities	YSB	TBD
National Mental Health Provider Appreciation Day	YSB	May 12

Memorial Day	Veteran's Committee	May 27
June 2024		
District Heights Day	Citywide	June 1
Medstar Health Annual Wellness Day	YSB	June 8
Father's Day Cookout	PRC	June 12
Juneteenth	PRC	June 14 & 19
DH Summer Camp	PRC	June 24 – August 2

Planned Unscheduled		
DH Walk Audit	Sustainability Committee	TBD Summer 2023
Spring Cleanup	Citywide	TBD Spring 2024



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, July 11, 2023

Action Item 8

Title:	Establishment of the City of District Heights Economic Development Initiative
Staff Contact:	David Street, City Manager
Purpose:	The purpose of this item is to determine if the City Commission wishes to establish an economic development Initiative and to determine if the City Commission wishes to increase the award authority to LA Perez for supportive economic development services.
Recommendation:	Staff requests that the City Commission consider its goals for an Economic Development program and direct staff accordingly.

Summary: The City Commission has expressed a desire to establish an Economic Development program for District Heights and has received a proposal to expand the existing relationship with LA Perez to help establish the City's Economic Development program. The International Economic Development Council (IEDC) defines economic development as: "A set of programs and policies that aid in the creation, retention and expansion of jobs, the development of a stable tax base, and the enhancement of wealth. Economic development aims to influence the growth and restructuring of a community's economy to enhance its wellbeing. This is achieved through job creation and retention, wealth creation for individuals and businesses, tax base enhancements, and improvement in quality of life. While the private sector ultimately creates the jobs, the role of economic development organizations – through the core activities of business recruitment, retention and expansion, and business creation and entrepreneurship – is to create the conditions that better enable businesses to compete and thrive."¹

The City's Economic Development could focus on the following three areas:

1. Expansion of the municipal tax-base through business development, annexation, or both.
Business
2. Attraction and retention of businesses within the municipality and along the Marlboro Pike corridor.
3. Increasing the City's workforce development offerings and opportunities through internal and external programming.

This item will discuss each from a comparatively high-level to facilitate the Commission's discussion on the matter.

Annexation: Annexation is one method of expanding and diversifying the municipality's tax-base; annexing in a variety of housing stock and a greater diversity of business sizes and types provide for a

¹ <https://www.iedconline.org/> The International Economic Development Council is a non-profit, non-partisan membership organization serving economic developers.

more resilient local economic market. The value proposition for annexation is direct provision of municipal services, such as solid waste management or law enforcement coverage. The first policy question that the City Commission will need to address is “What is the City’s designated growth area?” or “What does the Commission view as the City’s future boundaries for growth and why?”

Staff prepared an example growth area to facilitate the Commission’s initial conversation on the matter. Found on the next page, the example growth area envisions the growth boundaries of District Heights to be Pennsylvania Avenue to the south, Walker Mill Road to the west and north, and Ritchie Road to the east. These boundaries are for discussion purposes only, however they do accomplish several economic goals of annexation. For example, the boundaries center the City around Marlboro Pike between Silver Hill/Walk Mill Road and Ritchie Road, creating a downtown corridor that the City can improve, promote, and establish as its commercial base. A secondary commercial corridor is established to the north towards the intersection of Walker Mill and Ritchie.

Figure 1. Example Municipal Growth Plan

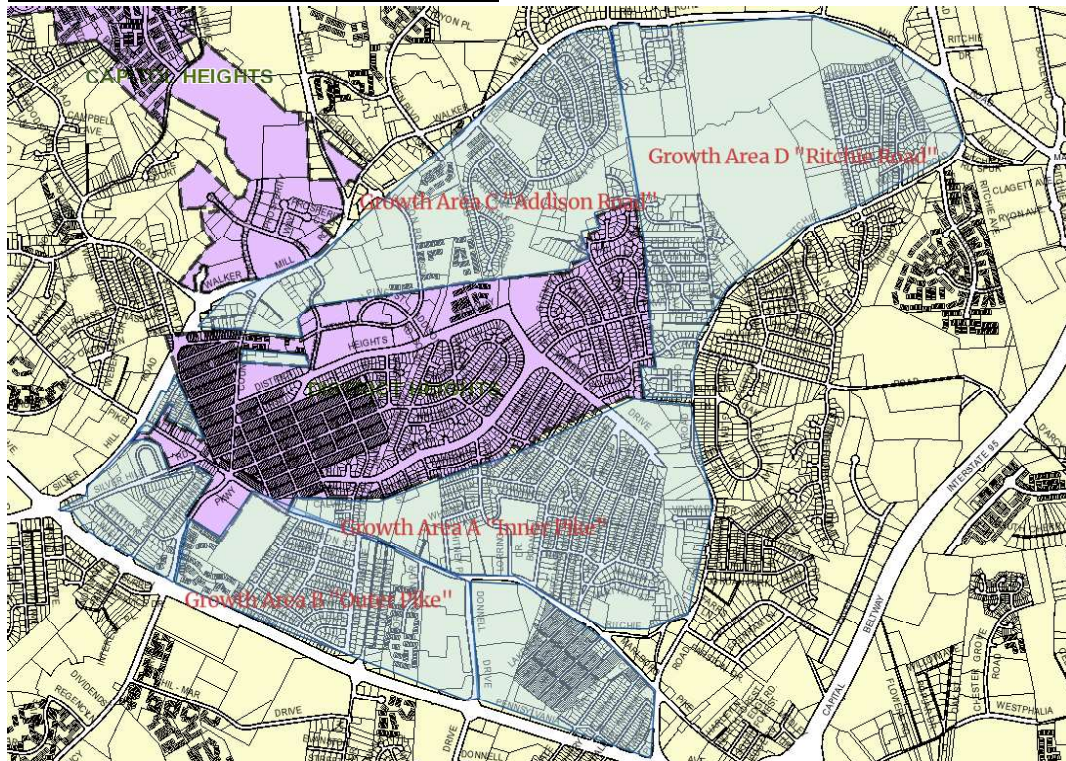


Figure 1 proposes four growth areas, “Inner Pike,” “Outer Pike,” “Addison Road,” and “Ritchie Road.” These phases could be prioritized for annexation in any other, although each meets the general criteria for annexation set forth by the State of Maryland. For reference, “Inner Pike” brings the southern boundary of the City to Marlboro Pike and includes Bishop McNamara School, the remainder of Marbury Drive, and the residential development in between. “Outer Pike” completes the Marlboro Pike corridor. “Addison Road” firmly establishes the boundary with Capitol Heights, and “Ritchie” completes the residential cluster along Kipling to Ritchie Road. Each section could be further subdivided.

Business Development/ Business Attraction and Retention: Business development activities seeks to enhance the health of local businesses through support in efficiency, expansion, resource planning, and other tools. Business attraction and retention centers around support to existing businesses looking to locate and/or retaining current businesses. Common business attraction services include assistance with site selection and/or site marketing, marketing the jurisdiction and, importantly, making a cost proposition to potential businesses through advantageous municipal services or other agreements.

Workforce Development: Workforce development is an economic development tool that focuses on increasing economic activity within a region by focusing on the skills of workers. Workforce development can include the support or creation of sector-based programs to develop skills specific to a specific industry, such as medical, finance, or technology. Workforce development is often accomplished through partnership with businesses, institutions of higher education, and government.

Next Steps:

- *Determine what kind of program the City should implement:* The City already has some elements of an economic development program. For example, the recent MOU with Employ Prince George’s County and the partnerships development with local businesses for city-wide and regional events create a good beginning foundation for the creation of an economic development plan.
- *Determine the appropriate roles of staff and consultants:* Staff resources are not sufficient to establish an economic development program or plan for the City. Consultants could be leveraged to assist in the development and implementation of the plan. LA Perez, the City’s current lobbying firm, could offer this service.

Fiscal Impact: Establishing an economic development program will have a fiscal impact, although that fiscal impact will vary depending on the type and scale of program that the Commission wishes to implement. The estimated annual cost of additional services provided by LA Perez or another consultant is \$45,000.

Alternatives:

1. The City Commission could establish an economic development initiative and increase the contract award authority for consulting services with LA Perez in the annual amount of up to \$45,000.
2. The City Commission could direct the City Manager to develop an RFP for economic development services.
3. The City Commission could elect not to proceed with an economic development initiative at this time.
4. The City Commission could forward this topic to a work session for additional discussion.

Draft Motion:

I, Commissioner _____ move that the City Commission establish the City’s economic development initiative, approve an award authority increase for consulting services with LA Perez in the amount of up to \$45,000 per year, and direct the City Manager to finalize and execute the contract.

I, Commissioner _____ second the motion.