



CITY OF DISTRICT HEIGHTS

THURSDAY, JULY 6, 2023

AGENDA
HYBRID City Meeting
7:00PM

In Person: Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive
Residents must RSVP to attend in person.

Or **Via Zoom:** [Link to join Webinar](#)

<https://zoom.us/j/95603505473?pwd=WnBLOWxmK0J0Q1ZGM2JNV2Ric2p4Zz09>

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- City Meeting Agenda Thursday, July 6, 2023

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

ACTION ITEM:

1. Personnel Resolution DH-23-1
2. Economic Development Discussion
- *3. Community Development Block Grant (CDBG) Allocation

PUBLIC PARTICIPATION:

DEPARTMENT REPORTS:

- Public Works
- Recreation
- Code Enforcement
- Police Department
- Youth Services Bureau
- Senior Center
- Treasurer's
- Human Resources
- City Manager

MAYOR AND COMMISSION REPORTS:

ADJOURNMENT:

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



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402
FAX: (301) 350-3660

June 2023

Highlights:

- **Thursday, June 1:** Cut, trimmed a city tree back along the 2200 block of Roslyn Ave, prepared the generators for District Heights Day.
- **Friday, June 2:** Trash run, packed tables & chairs on trucks along with everything for District Heights Day.
- **Saturday, June 3:** District Heights Day, help block off streets, set-up tables, chairs & tents, empty trash cans throughout the event, after the event we took down the tables, chairs, tents and removed all trash.
- **Monday, June 5:** Trash run, started cutting grass throughout the city, cleaned out the alley off of Aztec Dr.
- **Tuesday, June 6:** started trimming the city, did a survey of all the hanging wires.
- **Wednesday, June 7:** started trimming around the Municipal Building, cleaned out Public Works storage closet and placed items in hallway closet, cleaned all the park trails, threw away the old scaffold downstairs, removed all the District Heights Day banners, took two Public Works trucks and police vehicles to shop for GPS installation.
- **Thursday, June 8:** cleaned inside shop on both sides, took two more trucks to shop for GPS installation, picked-up old leaf machine for shop.
- **Friday, June 16:** Trash run, loaded trucks with table & chairs for Juneteenth celebration.
- **Saturday June 17:** Public Works worked the Juneteenth celebration, setting up tables, chairs, help block off streets for walk, after the event we took down all the tables & chairs and cleaned the parking lot removing all trash.
- **Monday, June 19:** Holiday

ONGOING PROJECTS:

- **Milling and overlay concrete:** not finished yet.

- **Restrooms renovation**, the drawing have been approved, waiting on projected cost of project.

Finished Projects:

- Nothing currently

UPCOMING

- Nothing currently

COMPLETED:

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- **Thursday, June 8:** cleaned inside shop on both sides, took two more trucks to shop for GPS installation, picked-up old leaf machine for shop.
- **Friday, June 9:** Trash run, took two more trucks to shop for GPS installation, set-up 107 with u shape tables and 10 chairs.
- **Monday June 12:** Trash run, cleaned out storage bin in back of recreation.
- **Tuesday June 13:** Limb pick-up throughout the city, took leaf & limb machines along with the snow plows to the back area that was cleaned out by the dumpster..
- **Wednesday June 14:** Finished limb pick-up throughout the city, set-up tables & chairs for leadership meeting in 107.
- **Thursday, June 15:** Put Code enforcement desk together.
- **Friday, June 16:** Trash run, loaded trucks with table & chairs for Juneteenth celebration.
- **Saturday June 17:** Public Works worked the Juneteenth celebration, setting up tables, chairs, help block off streets for walk, after the event we took down all the tables & chairs and cleaned the parking lot removing all trash.

- **Monday, June 19:** Holiday
- **Tuesday, June 20:** Trash run.
- **Wednesday, June 21:** cleaned Scott Key Drive removing bulk trash.
- **Thursday, June 22:** Cleaned shop on both sides.
- **Friday, June 23:** Trash run, we attend Mona's Baby shower in 107.
- **Monday, June 26:** Trash run, cleaned out 400 and placed all the construction materials in the senior building, two employees started cutting city grass, Mrs. Barnhill-love attend the MML Conference.
- **Tuesday, June 27:** Finished cleaning out 400, trimmed back limbs along Council Drive & Kipling Pkwy at the bus stop, filled potholes along Rochelle Ave & Atwood Street, repaired limb machine, changed brakes & rotors on the 2006 Chevy 2500HD.
- **Wednesday, June 28:** chipped up a tree that fell along the trial park on Rochelle Ave, & on Regency Parkway, had to put wooden blocks in front of the wheels on the chipper so they would sink in the milling.
- **Thursday, June 29:** Code Red, cleaned shop.
- **Friday, June 30:** Trash run

Respectfully submitted,



Angela Barnhill-Love

Building Coordinator/ Administrative Assistant

CODE ENFORCEMENT REPORT

June 2023

SECTION 413 - ABANDONED VEHICLES

May	June	
0	1	Vehicles identified as Abandoned, Unregistered, and Under Repair
0	1	15 Days stickers have been posted(Private Property)
0	0	Vehicles towed - <u>Citations Issued</u>
0	1	Vehicles removed by owners
0	0	Vehicles had new tags affixed
0	0	Correction date of next month
0	0	Requested Extension
23	24	Total Notices from Jan 2023

SECTION 402 – VIOLATION OF HOUSING CODES

35	15	Notices posted to private homes for violations
11	2	Notices mailed to private homes reference city violations and notifications
0	4	Stop Work Orders issued
13	10	Building permit - posted/email
16	11	License applications received and processed

MANDATORY INSPECTIONS

6908 Kipling Parkway - Rental - Initial
 7009 Foster Street - Rental - Initial/Final - Passed
 6106 Old Silver Hill Road - Commercial - Initial
 6112 Marlboro Pike - Commercial - Initial
 6224 Marlboro Pike - Commercial - Initial
 2311 Roslyn Avenue - Rental - Initial
 6027 Marlboro Pike - Commercial - Initial
 7129 Halleck Street - Rental - Final/Passed
 6330 Marlboro Pike - Commercial Inspection - Initial/Hold
 6307 Elmhurst Street - Rental - Initial
 6342 Marlboro Pike - Commercial - Initial
 2210 Roslyn Avenue - Rental - Initial
 6216 Marlboro Pike - Commercial - Initial

CODE ENFORCEMENT REPORT

June 2023

6723 Gateway Boulevard - Rental - Initial

REVENUE

PERMITS	AMOUNT	REVENUE
Commercial License	7	\$1,575.00
Rental License	3	\$ 300.00
Residential License	1	\$ 50.00
Building Permits	10	\$ 1,626.78
U&O	1	\$ 10.00
Yard Sale	1	\$ 10.00
Handicap License	1	\$ 100.00
Total	24	\$3,671.78

JOURNAL

Assigned traffic flow for parade and participated in District Heights Day.

Officer Mitchell conducted meetings for National Night Out 2023 celebration program in August.

Conduct meeting for WSSC Sewer Rehabilitation Improvement Project throughout the City.

Performed construction inspection on building permits

Performed housing or commercial inspections requested by property owners or renters on vacant properties only

Violation concentrated on: Section 402 - Housing Code

<i>Total CFS Received</i>				
	563	515	516	571
HOMICIDE	1	0	0	0
SEXUAL ASSAULT	0	1	3	0
ROBBERY AND ATTEMPT	2	3	1	1
ASSAULT	1	1	2	1
BURGLARY	2	0	0	2
AUTO THEFTS	8	6	6	6
ATTEMPTED AUTO THEFTS	0	0	0	0
VANDALISM	1	4	1	6
THEFTS	2	2	8	3
INDIGENOUS MESTIC CFS	15	14	12	17
TOTAL (MOST SERIOUS)	32	31	33	36
<i>REPORTS WRITTEN</i>				
MOTOR VEHICLE ACCIDENTS	3	8	5	5
ACCIDENT HIT & RUN	3	5	2	7
IMPOUNDS	21	37	20	41
RECOVERED STOLEN AUTOS	5		2	1
MISSING PERSON				3
TOTAL	33	55	34	57
<i>ARREST</i>				
ADULTS	4	7	2	3
Summons in Lieu/Criminal Citation	0	0		0
J-2 / JUVENILES	0	3	0	0
Warrant Service	0	1		2
TOTAL	4	11	4	5
<i>TRAFFIC/PARKING ENFORCEMENT</i>				
MOVING VIOLATIONS ISSUED	156	109	92	136
WARNINGS ISSUED	38	97	54	87
OTHER MOVING VIOLATIONS	117	22	31	59
RADAR/SPEEDING	3	2	3	0
STOP SIGNS	10	35	19	32
SEATBELTS	0	0	1	1
EQUIPMENT REPAIR ORDER (ERO)	4	5	3	5
DUI/DWI - ALCOHOL	0	0	0	0
PARKING CITATIONS/NOTICES	14	27	29	45
TOTAL Violations Issued	186	188	140	229
<i>REVENUE</i>				
CRASH/INCIDENT REPORTS	\$20.00	\$0.00	\$170.00	\$30.00
PARKING CITATIONS	\$440.00	\$535.00	\$50.00	\$200.00
SPEED CAMERA CITATIONS	\$15,812.19	\$17,179.36	\$24,328.21	\$26,001.28
VEHICLE RELEASES	\$1,050.00	\$525.00	\$1,200.00	\$1,575.00
DONATION (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$17,322.19	\$18,239.36	\$25,748.21	\$27,806.28



CITY OF DISTRICT HEIGHTS

Recreation/Cultural Department
2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

JULY 2023 City Report

RECREATION PARKS AND CULTURE DEPARTMENT

RECREATION - SERVICE AND RETENTION UPDATE:	2,278
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CLASS/ PROGRAM/ ACTIVITY	NUMBER OF VISITORS
• Chair Aerobics -	79
• Line Dance -	45
• Youth Open Gym	235
• Adult Open Gym	93
• Fitness Room	39
• TOPS	15
• Square Fitness	22
• Morning Walk	6
• District Heights Step Team	23
• AARP	n/a
• OPDA	201
• Boys Mentoring	5

PARKS - SERVICES AND USE UPDATE:

- | | |
|----------------------|------------|
| • Outdoor Basketball | 100 |
| • DHBGC | 100 |
| • Outdoor Soccer | 65 |

CULTURE EVENTS AND ACTIVITIES:

JUNE 2023

NUMBER OF VISITORS

- | | |
|--|---------------|
| • DH Day | 750+ |
| • Pre-Father's Day | 185 |
| • Juneteenth Event – DH Step Team/ Drama | 285 |
| • Juneteenth Event – DH Churches | Display Table |
| • Summer Camp | 30 |

PROJECT MANAGEMENT UPDATE

- | | |
|--------------------------------|--|
| • Dividers for gymnasium | 2/4 are in, waiting on the last 2 |
| • Municipal Playgrounds | 9/25/23, 1.5 wk, for all 3 to be completed |
| • Workforce development center | Awaiting install |
| • Facility Booking Policy | July 11, 2023 work session |
| • Membership Software | Under review |
| • RM 400 | Almost ready for use |

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



CITY OF DISTRICT HEIGHTS FAMILY & YOUTH SERVICES BUREAU

6421 Atwood Street ★ District Heights, Maryland 20747

Phone: (301) 336-7600 ★ Fax: (301) 499-2121

Email: ysb@districtheights.org

June 2023

STRATEGIC FOCUS

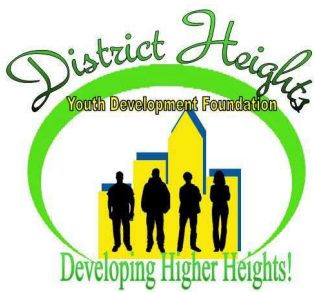
- Crucial to the Youth Service Bureau's (YSB) sustainability in providing licensed, professional mental/ behavioral health services is having a strong team of clinicians to provide support to the residents of District Heights and surrounding communities. The YSB is actively seeking support to recruit and retain qualified candidates for the agency.
- The YSB is actively focusing on supporting our families through advocacy with MAYSB and providing information and resources within the community and greater Prince George's County.

COMPLETED

- **Thursday, June 1st:** The YSB director attended the monthly MAYSB meeting for all YSBs in the state of Maryland to discuss advocacy efforts and support for the various bureaus.
- **Saturday, June 2nd:** The YSB staff hosted an information table at the annual day – District Heights Day. Information bags identifying services and supportive programming were provided to community members and event attendees.
- **Tuesday, June 6th:** The YSB concluded the weekly student support group at Thurgood Marshall Middle School due to the end of the academic school year.
- **Wednesday, June 7th:** The YSB concluded the weekly afterschool group with the Woodland Springs Apartment aftercare program due to the end of the academic school year.
- **Thursday, June 8th:** The YSB participated in the annual audit of the program services by the county monitors to ensure agency compliance.
- **Saturday, June 10th:** The YSB hosted Medstar Health Outreach department in providing health care services and screenings to MedStar Family Choice members within the District Heights area focused on targeting non-compliant members and eliminating barriers that prevent them from getting the healthcare needed closer to their communities.
- **Thursday, June 15th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of May 30th: 0 new formals; 26 carryover formals; 3 formal closed and 0 informal closed clients that have received services in the YSB (Formal clients are served for 4 sessions or more. Informal clients were served for 3 sessions or less.) We had a staff of 3 clinicians over this time period.
- **Thursday, June 15th:** YSB clinical staff hosted a closing session for the parent support group and partnered with the YDF to host a family engagement activity for the families to close the group. The YSB intern, Alice Parks, concluded her internship with the YSB for the 2022-23 academic year.
- **Friday, June 30th:** The YSB director attended a technical support meeting for the grant award for the YSB's continued programming.





UPCOMING

- **Kindness Matters Workshop: July 24th – 28th, 2023. Registration is open!!**



The District Heights Youth Development Foundation
2000 Marbury Drive * District Heights MD 20747
301-336-7600 * fax 301-499-2121
www.developinghigherheights.org
"Developing Higher Heights"

June 2023

-  Online registration is open for the My Sole Knows 5K Run/Walk/ Virtual. This event will take place on September 16th 2023 at 9am. Please register at: <https://runsignup.com/Race/MD/DistrictHeights/MySoleKnow5K>
-  The My Sole Knows 5k is looking for vendors and volunteers to make this return to in-person the best that it can be!
-  The YDF is currently receiving applications for Board Members.
-  For more information, please email ydf@youthdevelopment.foundation.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Katrina Emerson".

Katrina Emerson, Director

District Heights Family & Youth Services Bureau

DISTRICT HEIGHTS FAMILY &
YOUTH SERVICES BUREAU
PRESENTS



JULY
24-28

10AM - 3PM

KINDNESS MATTERS

FREE

@ @= @



Learn about Kindness, nutrition, engage in
creative activities, & more!!!!
Scan the QR Code to learn more about this
workshop and Register!

6421 Atwoo St. District Heights, MD



ysb@districtheights.org
301-336-7600



MY SOLE KNOWS 5K

RUN/WALK/VIRTUAL

September 16, 2023

This run/walk supports mental & behavioral health!
The YDF would like to provide everyone in the community with an opportunity to support our most valuable assets, our youth!

FOR MORE INFORMATION CALL: 301-336-7600



<https://runsignup.com/Race/MD/DistrictHeights/MySoleKnow5K>

Disclaimer: The Prince George's County Public School is not sponsoring, endorsing, or recommending the activities announced in this flyer.



SCAN ME

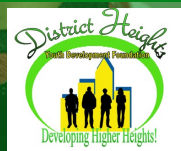
MY SOLE KNOWS 5K RUN/WALK/VIRTUAL

16 de septiembre de 2023

¡Esta carrera / caminata apoya la salud mental!

¡YDF le gustaría brindarles a todos en la comunidad la oportunidad de apoyar nuestros activos más valiosos, nuestra juventud!

PARA MAS INFORMACION LLAME: 301-336-7600



REGÍSTRESE

AQUÍ:

<https://runsignup.com/Race/MD/DistrictHeights/MySoleKnow5K>

Descargo de responsabilidad: Las Escuelas del Condado de Prince George no patrocinan, respaldan ni recomiendan las actividades anunciadas en este folleto.



escanéame

Good evening, District Heights Residents, Commissioners, and Mayor.

In June and for the next two months, we focus on hearing from the community and learning about their needs. Our starting point is creating and disseminating a community assessment for individuals 50 and older. For District Heights, a needs assessment means collecting information that provides a complete picture of the community's needs and existing resources. The assessment helps us identify and prioritize our community's areas of need, which allows the city to avoid investing valuable resources into services that may be unnecessary or are not a good fit for District Heights.

As part of our vision, we see a better tomorrow in the City of District Heights today for residents 50 years of age and older through evidence-based active aging programming and resource linkages that espouse an age-friendly city where individuals of all ages can grow and thrive with systems, policies, technology, infrastructure, and resources that address their life needs.

Accordingly, please accept the following information as presented.

Announcements:

- We implemented our kick-off for the community needs assessment; the survey can be found on the website, social media platforms, hard copy on demand, and access via QR Code (June 30th-July 31st)
- We have updated the Senior Center Website to include information.

Tasks Completion:

- Completed Active Aging Community Needs Assessment (*See Attached*)
- Completed Community Engagement Calendars for Assessment (*See Attached*)
- Updated Website/Senior Center Page
- Collaborated with LA Perez Firm on two Aging Grant Opportunities
- Participated in June's Aging Prince George's Committee Meeting
- Connected seven residents to Prince George's County Senior Service Network

Upcoming Workload:

- Draft four proposed position descriptions (Fulltime Director, Activity Manager, Parttime Admin/Receptionist, Volunteer) w/HR
- Reconvene Senior Center Committee

Thank you for your time.



Budget vs. Actual
May 2023

	<u>May 23</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Income					
I - Local Taxes	31,171	3,518,192	3,241,396	-276,796	3,536,068
II - State Shared Taxes	158,298	705,464	894,917	189,453	976,273
III - License & Permit - City	47,316	207,977	234,103	26,126	255,385
IV - County Shared Taxes	0	15,456	18,893	3,437	20,610
V - Youth Service Bureau	20,584	83,398	184,635	101,237	201,420
VI - Recreation Revenues	590	20,894	23,797	2,903	25,960
VII - Fines & Vehicle Releases	19,169	228,358	253,917	25,559	277,000
VIII - Miscellaneous	42,983	1,480,447	1,849,879	369,432	2,018,050
XI - Revitalization & Grants	0	0	175,841	175,841	191,826
XII - ARPA Fund Balance FY22	0	0	2,584,195	2,584,195	2,819,122
XIII - Fund Balance Unreserved	0	0	1,932,246	1,932,246	2,107,905
4335 - American Rescue Plan Funds	0	2,950,103	2,702,238	-247,865	2,947,896
Total Income	320,110	9,210,288	14,096,055	4,885,768	15,377,515
Gross Profit					
Expense					
¹ Ask My Accountant - Exp	-26,730	0			
General Government	79,420	3,198,077	6,902,260	3,704,182	7,529,738
Mayor & Commission	4,007	114,423	130,258	15,836	142,100
Municipal Building Expense	7,036	137,355	114,308	-23,047	124,700
Non-Departmental	16,690	466,810	663,218	196,408	723,510
Public Safety	50,950	760,265	894,249	133,983	975,544
Public Works	36,416	1,163,515	1,447,055	283,540	1,578,605
Recreation	23,899	301,319	393,575	92,256	429,355
RF Unappropriated Fund Balance	0	0	1,717,799	1,717,799	1,873,963
Senior Center Construction	2,625	1,222,640	1,833,333	610,694	2,000,000
YSB Construction Project	0	440	0	-440	
Total Expense	194,314	7,364,844	14,096,055	6,731,212	15,377,515
Net Income	125,796	1,845,444	0	1,845,444	0

¹ This amount represents an offset of Truist CC payment from April



CITY OF DISTRICT HEIGHTS

City Meeting

Human Resources Report

June 2023

Title: Human Resources Update
Staff Contact: Nikki Pancho, Human Resources Department
Purpose: Providing and Update to the Mayor and Commission

Summary: Providing a Human Resources Monthly Report.

Compliance

- Annual Evaluation Forms have been sent to all the Department Heads. Those evaluations are due by C.O.B on July 15, 2023

Recruitment

- Police Department is conducting a mass hire for four open positions.
- Public Works Department, second interview has been scheduled and the position has been reposted.
- Recreation Department has selected three candidates for the open positions in recreation.

Training

- In conjunction with the City Manager, we are working to assign position specific training across the board to all staff.

Developments

No Report this meeting

Employee Benefits

No Report this meeting



CITY OF DISTRICT HEIGHTS

City Meeting

City Manager's Report

Thursday July 6, 2023

Title: City Manager's Report
Staff Contact: David Street, City Manager

Information Technology

- The City has set a July 7 go-live date for RingCentral, although staff began an internal soft-launch of the platform on June 20. RingCentral is set to replace the City's aging phone system, increase functionality by adding video-conferencing, app support, and instant messaging, and reduce the monthly cost to the City in phone service and device leases.
- The City has transitioned to T-Mobile for Government, which will update all staff to use a single, standard device to provide uniformity and ease of replacement, increase the services and reporting available to management, and provide a recurring cost savings over the City's former providers. The new devices were obtained free of charge.
- The City's new asset management solution is in active use. The City's deployed phones, tablets, computers, laptops, and vehicles have been catalogued.

Management Initiatives

- The majority of the City's fleet have been upfitted with GPS devices. These devices will allow for live-tracking of the City's fleet and includes a number of features designed to provide greater managerial oversight. The vehicles not upfitted with GPS devices are vehicles that DHPD anticipates designating surplus soon.
- The Public Works Yard has been completed and DPW staff have begun to relocate equipment from the Municipal Center parking lot to the yard.
- Conducted a site visit with Prince George's County DoE to identify sites with critical tree-coverage needs including replanting on City-owned properties.
- Preparation has begun for the renovation of the general government office suite, including moving historic/legacy files offsite to stage for sorting and scanning. These files will be scanned, catalogued, and uploaded during the upcoming file digitization project.

Upcoming Management Initiatives

Initiative	Anticipated Start	Anticipated Completion
General Government and Police Department File Digitization Pilot	Q1 FY 2024	End of Q3 FY 2024
Microsoft License Update	Mid Q1 FY 2024	End Q3 2024

Attachments:

1. Media & Communications Data Report

MONTHLY REPORT

COMMUNICATIONS/MEDIA REPORT



DATE: JULY 6, 2023

TIME: 7:00 PM

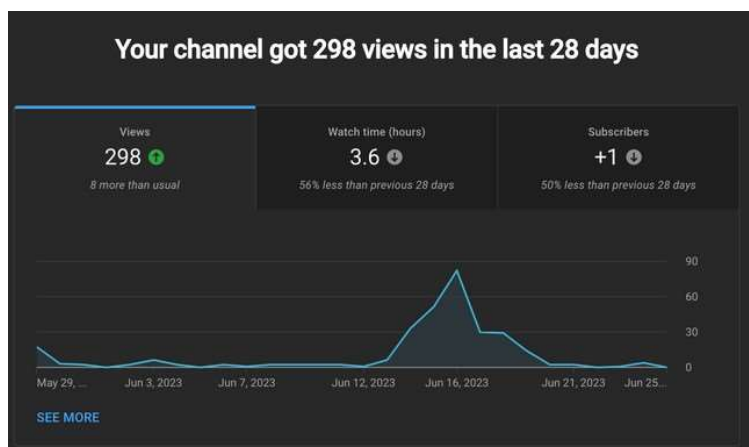
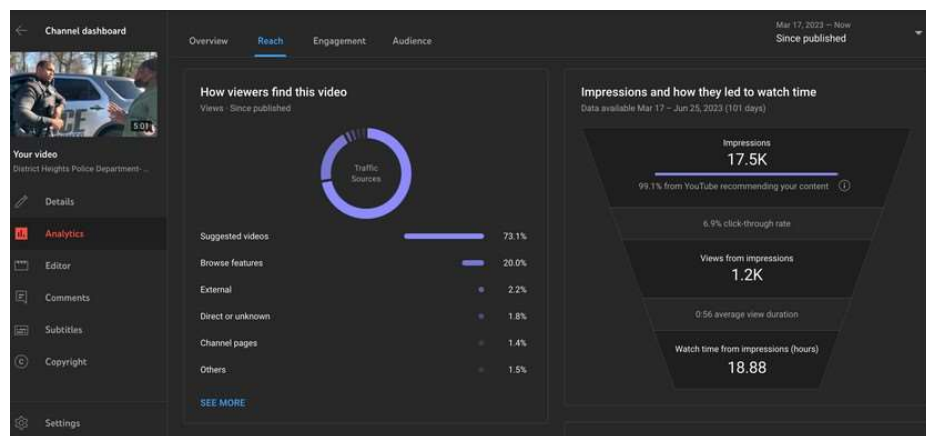
GROSS STATISTICS



YOUTUBE ENGAGEMENT

17.5k

17.5k impressions from the Leaders of Tomorrow video production. 1.2K views from the impressions.



In the month of June, our channel has been viewed 298 times.

GROSS STATISTICS



INSTAGRAM ACCOUNTS REACHED

During the month of June, we increased the total number of followers reached by 47.4% compared. We reached a total of 878 accounts. There was an increase in the accounts engaged by 60% which is a total of 128 accounts.

Insights		May 27 - Jun 25
Accounts reached	878	+0.9% >
Accounts engaged	128	+60% >
Total followers	202	+47.4% >



5,285

Impressions- the number of times your content is displayed, no matter if it was clicked or not.

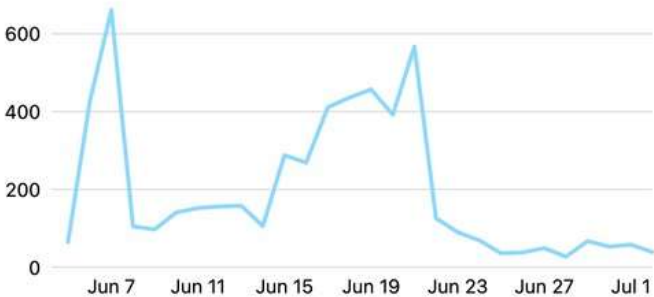
GROSS STATISTICS



Reach

Facebook reach ⓘ

5,342 ↑ 158.9%



FACEBOOK POST REACH

During the month of June, we have increased our Post Reach by 158.9%. We reached a total of 5,342 accounts.

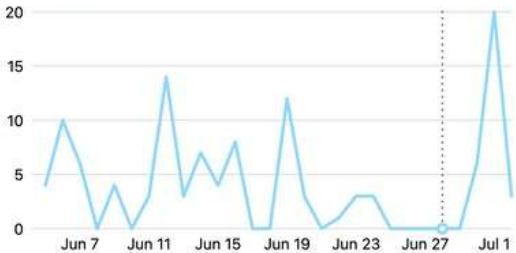
158.9%

Facebook Post Reach

Page and profile visits

Facebook visits ⓘ

114 ↑ 67.6%



FACEBOOK PAGE VISITS

During the month of June, we increased our page and profile visits by 67.6%



DEFINITIONS

- **Users**- Users who have initiated at least one session during the date range.
- **New Users**- The number of first-time users during the selected date range.
- **Sessions**- Total number of Sessions within the date range. A session is the period time a user is actively engaged with your website, app, etc. All usage data (Screen Views, Events, E-commerce, etc.) is associated with a session.
- **Number of Sessions per User**- Number of Sessions per User
- **Page views**- Page views is the total number of pages viewed. Repeated views of a single page are counted.
- **Pages/Sessions**- Pages/Session (Average Page Depth) is the average number of pages viewed during a session. Repeated views of a single page are counted.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, July 6, 2023

Action Item 1

Title: Personnel Resolution
Staff Contact: David Street, City Manager
Purpose: To introduce and approve a resolution delegating personnel authority and directing the City Manager to administer the personnel provisions of the City Charter and Personnel Manual as approved by the City Commission.

Summary: The resolution provided as attachment 1 formally delegates the administration of the City's personnel system as described in the City Charter and City Personnel Manual to the City Manager. The resolution separates positional authority and personnel authority. The City Commission retains positional authority and approves positions (FTE), personnel budgets, departmental FTE allocations, and general job descriptions and scopes of work. The City Manager is granted personnel authority and oversees the application of the Commission's approved Personnel Manual and the personnel provisions of the City Charter. The table below details examples indented in this resolution:

Delegated Authority Model

Governing Body Retains:	Governing Body Delegates:
Position Authority <ul style="list-style-type: none">The governing body authorizes positions and scope of work.The governing body sets the budget and hours for a given position.The governing body adopts a pay plan for all positions.The governing body adopts a personnel code.	Personnel Authority <ul style="list-style-type: none">The governing body delegates day-to-day activities such as hiring, selection, discipline, and separation to the manager.Within the scope and budget, manager determines how to deploy departmental resources.Manager administers pay plan and personnel code.

It is important to note that this resolution does not impact the day-to-day operations of the City's Human Resources Function. Human Resources retains their vital advisory role in the administration of the City's personnel system. Should the City Commission approve the resolution, the City Manager will initiate an FTE conversion process for the City Commission's review and bring recommendations to the City Commission at a July work-session. The FTE conversion process will confirm the position allocations for each department.

Fiscal Impact: There is no fiscal impact to approving this resolution.

Alternatives:

1. The City Commission could approve resolution CR-01-23 and delegate administration of the City's approved personnel system to the City Manager and direct the City Manager and City Attorney to

draft, for the Commission's consideration, ordinances and other documents necessary to make permanent the City's personnel system.

2. The City Commission could maintain the status quo.

Draft Motion:

I, Commissioner _____ move that the City Commission adopt resolution CR-01-23 as provided in Attachment 1 to the July 6, 2023 City Meeting Action Item.

I, Commissioner _____ further move that the City Commission direct the City Manager and City Attorney to draft, for the Commission's consideration, ordinances and other documents necessary to make permanent the City's adopted personnel system.

I, Commissioner _____ second the motion.

Attachments

1. Resolution 01-23

CITY COMMISSION FOR DISTRICT HEIGHTS, MARYLAND

2023 Legislative Session

Resolution Number: CR -01 -2023

Proposed and Presented by _____

Introduced by _____

Co-Sponsors _____

Date of Introduction July 6, 2023

RESOLUTION OF THE COMMISSION

1 A RESOLUTION concerning:

2 Personnel

3 For the purpose of delegating certain Personnel Authority to the City Manager.

4 **WHEREAS**, Article IV, Sections 401 and 402 of the Charter of the City of District Heights
5 enumerates General and Specific Powers of the Commission; and

6 **WHEREAS**, Article VII Section 706 of the Charter of the City of District Heights
7 establishes the Commission’s authority to employ personnel; and

8 **WHEREAS**, Article VII Section 707 of the Charter of the City of District Heights
9 establishes authority to appoint department heads, and hire and remove appointees and staff; and

10 **WHEREAS**, Article VII Section 712 of the Charter of the City of District Heights provides
11 for the setting of compensation of all officers and employees by ordinance; and

12 **WHEREAS**, The Mayor and City Commission has adopted a comprehensive Personnel
13 Manual which governs the administration of the City’s personnel policies and procedures; and

14 **WHEREAS**, Article VII, Section 701 of the Charter of the City of District Heights states
15 that the City Commission may appoint a City Manager to be responsible for the day-to-day
16 operations of the City government and be responsible for carrying out the policies determine and
17 approved the by Commission; and

18 **WHEREAS** the Mayor and City Commission strive to provide excellent resident services
19 through cost-efficient, evidence-based programming, that is sustainable and accessible and are
20 committed to the hallmarks of good government.

21 **NOW THEREFORE BE IT RESOLVED THAT** the Mayor and City Commission

1 delegate personnel authority as described in the City Charter and administration of the policies
2 and procedures established in the adopted Personnel Manual to the City Manager and direct the
3 City Manager to administer the personnel system as established for the City of District Heights
4 and direct the City Manager to, on the consultation and advice of the City Attorney, propose for
5 codification the City’s personnel system.

6 BE IT FURTHER RESOLVED that this Resolution shall take effect upon its adoption.

7 Adopted this _____ day of _____, 2023.

8
9 **CITY OF DISTRICT HEIGHTS COMMISSION**

10
11 BY: _____
12 Cynthia L. Miller, Mayor

13
14 BY: _____
15 Xander Harcourt, Vice-Mayor

16
17 BY: _____
18 Gyasi Gomez, Commissioner

19
20 BY: _____
21 Pamela Janifer, Commissioner

22
23 BY: _____
24 Anthony Tilghman, Commissioner

25 ATTEST:

26
27 _____
28 Star Jefferson, City Clerk



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, July 6, 2023

Action Item 2

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

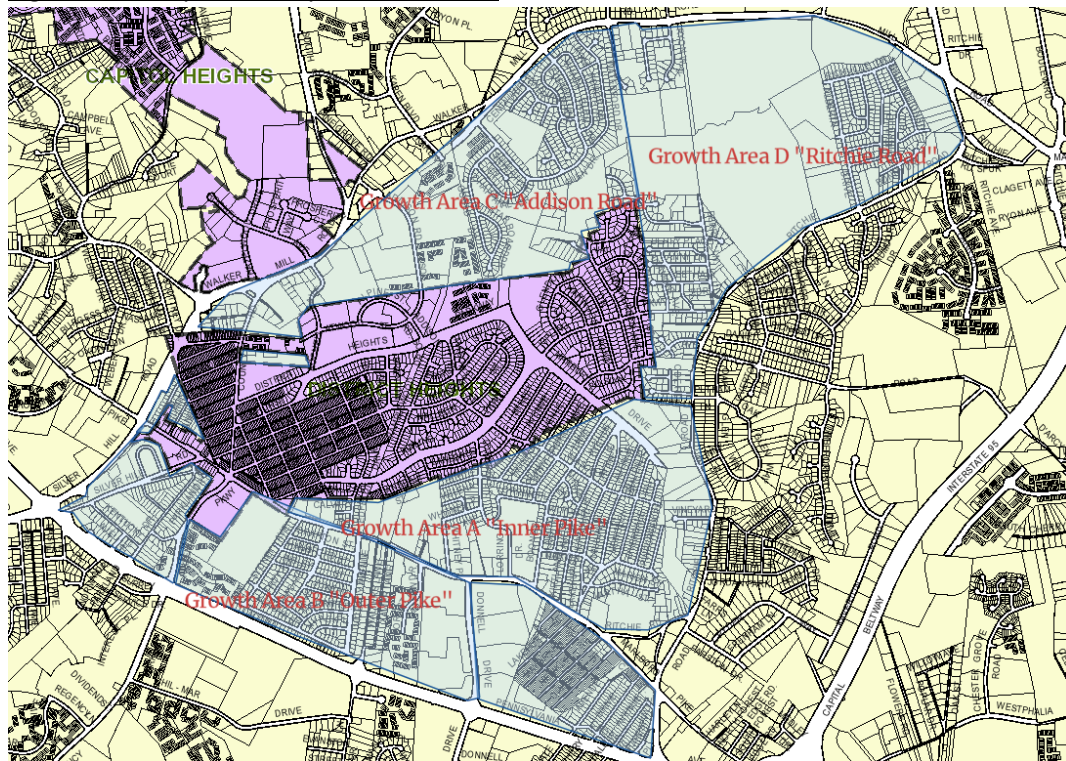


Figure 1 proposes four growth areas, “Inner Pike,” “Outer Pike,” “Addison Road,” and “Ritchie Road.” These phases could be prioritized for annexation in any other, although each meets the general criteria for annexation set forth by the State of Maryland. For reference, “Inner Pike” brings the southern 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 elect not to proceed with an economic development initiative at this time.
3. 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.



CITY OF DISTRICT HEIGHTS

City Meeting

Thursday, July 6, 2023

Action Item 3

Title:	Certification of Participation in Prince George's County Community Development Block Grant Urban County Qualification for FFY July 1, 2023 – June 30, 2026.
Staff Contact:	David Street, City Manager
Purpose:	To join the Prince George's County Urban County Qualification for FFY 2024, 2025, and 2026.
Recommendation:	Staff recommends that District Heights join the Prince George's County Urban County Qualification for FFY 2024, 2025, and 2026.

Summary: The U.S. Department of Housing and Urban Development (HUD) Notice: CPD-23-02, issued on April 10, 2023, and expiring on April 10, 2024, includes the year in which specific urban counties are scheduled to go through the qualification process. Prince George's County is scheduled to requalify its entitlement status as an urban county in order to receive its Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program entitlement grant funds during Federal Fiscal Years (FFY) 2024-2026.

Prince George's County has indicated that it plans to use the grant funding, in part, to undertake eligible community development and housing activities that will primarily benefit low- to moderate income individuals and families residing in Prince George's County.

Fiscal Impact: There is no fiscal impact at this time; the City's population will be counted with Prince George's County and funding will be allocated in FFY 24-26.

Alternatives

1. The City Commission could approve the City of District Heights' participation in Prince George's County Community Development Block Grant Urban County Qualification for Federal Fiscal Year July 1, 2023 – June 30, 2026.

Draft Motion:

I, Commissioner _____ move that the City Commission approve the City of District Heights' participation in Prince George's County Community Development Block Grant Urban County Qualification for Federal Fiscal Year July 1, 2023 – June 30, 2026.

I, Commissioner _____ second the motion.