



CITY OF DISTRICT HEIGHTS

TUESDAY, SEPTEMBER 12, 2023

AGENDA

Work Session

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

CALL TO ORDER:

APPROVAL OF AGENDA:

- Work Session Meeting Agenda Tuesday, September 12, 2023

PUBLIC PARTICIPATION:

INFORMATION ITEMS:

1. Delegate Kent Roberson – District 25
2. ARPA Funds Update

ACTION ITEMS:

1. *Approval of Work Session Minutes Tuesday, July 25, 2023
2. *Approval of City Meeting Minutes Thursday, September 7, 2023
3. FY25 Budget Development: Full Time Equivalency (FTE) Conversion
4. Closed Session – Personnel Matters

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT

- Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.
- City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w)
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKL-w
- Pursuant to the statutory authority of the Maryland Annotated Code, General Provisions Article § 3-305(b), the Mayor and Commission of the City of District Heights are providing notice that they will meet in a Closed Session during the meeting on Tuesday, September 12, 2023 to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. They will return to the public session for Mayoral and Commission Announcements.
- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, September 12, 2023

Information Item 2

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

Summary: The city has an adopted ARPA project list and spending plan ranging from FY 2022 – FY 2025. Tables 1 and 2, below, provide budgeting and spending summaries and project statuses for FY 2022 and FY 2023, respectively. Staff requests that the City Commission review projects with unexpended funds to either confirm their priority placement or confirm them for re-programming. Attachment 1 provides a summary of the ARPA spending plan approved in November 2022 and Attachment 2 provides a revised spending plan based on Commission-approved amendments.

Table 1. FY 2022 Budget and Actual Summary: Table 1 summarizes actual ARPA expenditures and variance from FY 2022. Two projects originated in FY 2022 that carry into future fiscal years, the Recodification of the City’s Code of Ordinances and the security system upgrades to the Municipal Building.

	FY 2022 Budget	FY 2022 Actual	FY 2022 Variance
ARPA - Revenue	\$5,895,793		
Gift Card Program (Complete)	\$20,902	\$20,902	\$0
Vaccination Event (Complete)	\$1,200	\$1,072	\$128
Codification of City Code of Ordinances (Carried Forward)	\$9,000	\$3,130	\$5,870
ARPA Consultant (Complete)	\$15,000	\$15,000	\$0
Community Garden Improvements (Complete)	\$8,000	\$3,698	\$4,302
Building Cleaning and Sanitation (Complete)	\$3,800	\$3,800	\$0
Municipal Building Security System (Carried Forward)	\$71,000	\$16,350	\$54,650
Total – FY 2022 Projects	\$173,902	\$128,902	\$63,952

Table 2. FY 2023 Budget and Actual Summary: Table 2 summarizes the approved ARPA spending plan for FY 2023. While some projects were completed, for example one-time purchases of equipment and vehicles, many projects were left with unexpended funds and are, for the purposes of this item, forward to Table 3 and the FY 2024 Amended Spending Plan. Actual expenditures for one project, police vehicle purchases, was over-budget for FY 2023, however the actuals listed herein are unaudited and may be updated before the final close-out of FY 2023. That said, the FY 22 – 25 spending plan for police vehicles

is \$440,000, so while the project is over for the fiscal year, the project is not over budget for the total spending plan.

	FY 2023 Budget	FY 2023 Estimated	FY 2023 Variance
FY22 Carry Forward – Ordinance Codification	\$5,870	\$0	\$5,870
FY22 Carry Forward – Security System	\$54,650	\$33,450	\$21,200
Police Vehicles	\$165,000	\$210,763	(\$45,763)
Senior Center Operating Costs	\$250,000	\$153,921	\$96,079
Pay Study and Implementation	\$250,000	\$0	\$250,000
ARPA Consultant	\$30,000	\$25,000	\$5,000
Fiesta Garden Capital Project	\$325,000	\$1,438	\$323,562
Public Works Backhoe and Wood Chipper	\$206,693	\$206,693	\$0
Public Works Vehicles	\$144,000	\$134,801	\$9,199
Marbury Court Speed Bumps	\$42,000	\$0	\$42,000
Intersection Cameras	\$16,000	\$0	\$16,000
Food Distribution with Non-profit Partner	\$30,000	\$0	\$30,000
Utility Assistance Program	\$96,250	\$0	\$96,250
Homeowners Assistance Program	\$853,750	\$853,750	\$0
City Employee Premium Pay	\$150,660	\$143,588	\$7,072
Code Enforcement Officer	\$32,500	\$32,500	\$0
Marbury Court Tree Removal	\$7,000	\$6,991	\$9
Gymnasium - Retractable Divider	\$10,000	\$9,623	\$377
Recreation - Shed	\$4,486	\$0	4486
Ball Field - Line Striper	\$3,000	\$0	\$3,000
Equipment Replacement - Playground	\$291,600	\$0	\$291,600
Street Repaving Project	\$769,238	\$241,805	\$527,434
Bathroom Renovation Design	\$10,000	\$8,832	\$1,168
Bathroom Renovation Construction	\$250,000	\$0	\$250,000
Remove and Replace Asbestos Floor	\$20,140	\$12,900	\$7,240
RingCentral One-time Expenditures	\$19,655	\$4,800	\$14,855
Laserfiche One-time Expenditures	\$19,879	\$0	\$19,879
Recreation – Portable Stage	\$49,366	\$0	\$49,366
Total – FY 2023 Projects	\$4,220,187	\$2,081,054	\$2,139,133

Following the completion of the FY 2023 audit, staff anticipates returning to the City Commission with an ARPA fund balance report.

Table 3. Amended FY 2024 ARPA Spending Plan and Budget: Table 3 updates and amends the spending plan details in the FY 2024 Adopted Budget, based on the pre-audited expenditures from FY 2023 and the identification of additional carry forward projects and Commission actions to date (e.g. eliminating the Parks and Recreation state project and creating the New Municipal Center Capital Project).

	FY 2024 Budget	Project Status
Police Vehicles	\$165,000	Purchases in progress. Final tranche of purchases are anticipated to occur in FY 2025.
Senior Center Operating Costs	\$250,000	In progress.
Employee Pay Parity	\$500,000	The study is in progress and is in progress to be presented to the City Commission at a

	FY 2024 Budget	Project Status
		September or October meeting. FY 2025 funding was accelerated to fully implement the results of the study.
ARPA Consultant	\$15,000	Ongoing expenditure
Code Enforcement Officer	\$32,500	Absorbing personnel costs associated with 1.0 FTE. This position is filled.
Licensed Clinical Therapist	\$86,112	Recruiting.
FY23 Carry Forward – Ordinance Codification	\$5,870	Final payment anticipated at project delivery Q2 FY 2024
FY23 Carry Forward - Marbury Court Speed Bumps	\$42,000	No update.
FY23 Carry Forward – Intersection Cameras	\$16,000	No update.
FY23 Carry Forward - New Security System for City Municipal Building	\$21,200	No update.
FY23 Carry Forward - Fiesta Community Garden - Upgrade	\$323,562	Final draft RFP scheduled for review September 2023.
FY23 Carry Forward - Food distribution through non-profit partner	\$30,000	No update.
FY23 Carry Forward - Utility assistance program	\$96,250	No update.
FY23 Carry Forward - District Heights Elementary School Community Garden, including ADA compliance	\$9,800	Discussions in progress with District Heights Elementary.
FY23 Carry Forward - Psychotherapy Interventions (software, equipment, training)	\$7,338	Purchase and training in progress.
FY23 Carry Forward - Expand Programs for Youth (reading, etc.)	\$10,000	No update.
FY23 Carry Forward Project - Ball Field - Line Striper	\$3,000	No update.
FY23 Carry Forward Project - Equipment Replacement - Playground	\$291,600	Installation scheduled to begin September 2023.
FY23 Carry Forward Project – Street Repaving Project	\$527,434	Project is nearing completion.
FY23 Carry Forward – Bathroom Renovation Construction	\$250,000	Project specifications under architect review prior to final development of bid documents. This budget will likely need to be increased due to the anticipated (\$500,000) project cost.
FY23 Carry Forward Project - RingCentral One-time Expenditures	\$14,855	Purchases in progress. Project close to close-out.
FY23 Carry Forward Project - Laserfiche One-time Expenditures	\$19,879	Training complete. One-time expenditures close to close-out.
New Municipal Building Capital Project - ARPA Component	\$389,964	ARPA component of the New Municipal Center Capital Project.
Body Camera Contract	\$40,000	First of two years – no update.
Total – FY 2024 Projects		\$3,147,364

Table 4. FY 2025 Project Summary: Table 4 summarizes spending identified in the Commission’s approved spending plan for FY 2025. Staff anticipates that this spending plan will be modified during the FY 2025 budget development process.

	FY 2025 Budget
Body Camera Contract	\$40,000
Police Vehicles	\$110,000
Senior Center - Operating Costs	\$250,000
ARPA Consultant	\$5,000
Code Enforcement Officer	\$32,500
Licensed Clinical Therapist	\$86,112
Total – FY 2024 Projects	\$523,612

Table 5. FY 2023 No Expenditures and FY 2022 Balance Summary: The following projects were carried from FY 2023 into FY 2024, but have no associated expenditures and little to no action has been taken to initiate the projects. Sta

Project	Budget
Marbury Court Speed Bumps	\$42,000
Intersection Cameras	\$16,000
Food Distribution with Non-profit Partner	\$30,000
Utility Assistance Program	\$96,250
Ball Field - Line Striper	\$3,000
Expanded Youth Programs - Recreation	\$10,000
Balance - Vaccination Event (Complete)	\$128
Balance - Community Garden Improvements (Complete)	\$4,302
Total	\$201,680

Fiscal Impact: There is no immediate fiscal impact associated with this item, although the City is likely to have significant unexpended funds that need to be reallocated and/or spent. The exact fund balance will be verified in the audit and forwarded to a future Commission meeting for action.

Attachments:

1. Original ARPA Spending Plan (November 2022)
2. Amended ARPA Spending Plan

American Rescue Plan Act (ARPA) Spending Plan

Revised - as of November 22, 2022 (includes current obligations)

Project/Program/Service - Description	Total Request	FY 2022	FY 2023	FY 2024	FY 2025
Proposed Designated Projects - Treasurer					
Body Camera Contract	\$80,000	\$0	\$0	\$40,000	\$40,000
Police Vehicles	\$440,000	\$0	\$165,000	\$165,000	\$110,000
Gift Card Program	\$20,902	\$20,902	\$0	\$0	\$0
Senior Center - Operating Costs	\$750,000	\$0	\$250,000	\$250,000	\$250,000
Employee Pay Adjustment - Parity, including Police	\$750,000	\$0	\$250,000	\$250,000	\$250,000
Vaccination Event	\$1,200	\$1,200	\$0	\$0	\$0
Codification of City Code of Ordinances	\$9,000	\$9,000	\$0	\$0	\$0
ARPA Consultant	\$60,000	\$15,000	\$30,000	\$15,000	\$0
Community Garden Improvements	\$8,000	\$8,000	\$0	\$0	\$0
Fiesta Community Garden - Upgrade	\$325,000	\$0	\$325,000	\$0	\$0
Equipment - Purchase Loader Backhoe and Woodchipper	\$206,693	\$0	\$206,693	\$0	\$0
Vehicles (2) - Public Works	\$144,000	\$0	\$144,000	\$0	\$0
Cleaning and Sanitation of City buildings	\$3,800	\$3,800	\$0	\$0	\$0
New Security System for City Municipal Building	\$71,000	\$71,000	\$0	\$0	\$0
Subtotal	\$2,869,595	\$128,902	\$1,370,693	\$720,000	\$650,000
Public Safety					
Add Speed Bumps, including 7100 Block of Marbury Court (7113-7114, 7125-7126)	\$42,000	\$0	\$42,000	\$0	\$0
Add Cameras at Major Intersections, including Kipling Parkway, District Heights Parkway, Gateway Boulevard, Mason Street	\$16,000	\$0	\$16,000	\$0	\$0
Subtotal	\$58,000	\$0	\$58,000	\$0	\$0
Assistance to Households (3)					
Food distribution through non-profit partner	\$30,000	\$0	\$30,000	\$0	\$0
Utility assistance program	\$96,250	\$0	\$96,250	\$0	\$0
Homeowners Assistance Program (HAP) - Funding	\$853,750	\$0	\$853,750	\$0	\$0
Subtotal	\$980,000	\$0	\$980,000	\$0	\$0
Government Services (1)					
Provide Premium Pay to City Employees	\$150,660	\$0	\$150,660	\$0	\$0
Subtotal	\$150,660	\$0	\$150,660	\$0	\$0
Urban Agriculture and Beautification (3)					
Hire 1 PT Code Enforcement Officer	\$97,500	\$0	\$32,500	\$32,500	\$32,500
Cut down trees on 7100 Block of Marbury Court (dead-end section)	\$7,000	\$0	\$7,000	\$0	\$0
District Heights Elementary School Community Garden, including ADA compliance	\$10,000	\$0	\$10,000	\$0	\$0
Subtotal	\$114,500	\$0	\$49,500	\$32,500	\$32,500
Mental and Behavioral Health (2)					
Full-time Licensed Therapists (1)	\$258,336	\$0	\$86,112	\$86,112	\$86,112
Psychotherapy Interventions (software, equipment, training)	\$7,338	\$0	\$7,338	\$0	\$0
Subtotal	\$265,674	\$0	\$93,450	\$86,112	\$86,112
Recreation (6)					
Expand Programs for Youth (reading, etc.)	\$10,000	\$0	\$10,000	\$0	\$0
Ball Field - Remote Controlled Portable Stage	\$88,900	\$0	\$88,900	\$0	\$0
Recreation - Shed	\$4,486	\$0	\$4,486	\$0	\$0
Gymnasium - Retractable Divider	\$10,000	\$0	\$10,000	\$0	\$0
Ball Field - Line Striper	\$3,000	\$0	\$3,000	\$0	\$0
Equipment Replacement	\$291,600	\$0	\$291,600	\$0	\$0
Subtotal	\$407,986	\$0	\$407,986	\$0	\$0
Streets, City Buildings, and Public Works (5)					
Add and improve Sidewalks, including Kipling Parkway (From Mason Street to Marlboro Pike)	\$384,619	\$0	\$384,619	\$0	\$0

Project/Program/Service - Description	Total Request	FY 2022	FY 2023	FY 2024	FY 2025
Streets - Asphalt and Concrete - Various Locations, including pothole repairs and curb and gutter	\$384,619	\$0	\$384,619	\$0	\$0
City Buildings - Renovate Bathrooms (1st and 2nd Floor) - Design	\$10,000	\$0	\$10,000	\$0	\$0
City Buildings - Renovate Bathrooms (1st and 2nd Floor) - Construction - Placeholder	\$250,000	\$0	\$250,000	\$0	\$0
City Buildings - Remove and Replace Asbestos Floor (Police Station, Computer Room)	\$20,140	\$0	\$20,140	\$0	\$0
Subtotal	\$1,049,378	\$0	\$1,049,378	\$0	\$0
Grand Total - Agencies (1)	\$5,895,793	\$128,902	\$4,159,667	\$838,612	\$768,612

ARPA Grant \$5,895,793

Difference \$0

Ongoing Costs \$586,112 \$626,112 \$626,112

Project/Program/Service - Description	FY 22-25 Adopted Budget	FY 22-25 Amended Budget	FY 22-25 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2024 Actual	FY 2025 Budget	Status
Expenditures											
Gift Card Program	\$ 20,902	\$ 20,902	\$ 20,902	\$ 20,902	\$ 20,902	\$ -	\$ -	\$ -	\$ -	\$ -	Complete
Vaccination Event	\$ 1,200	\$ 1,200	\$ 1,072	\$ 1,200	\$ 1,072	\$ -	\$ -	\$ -	\$ -	\$ -	Complete
Codification of City Code of Ordinances	\$ 9,000	\$ 9,000	\$ 3,130	\$ 9,000	\$ 3,130	\$ 5,870	\$ -	\$ 5,870	\$ -	\$ -	In progress
ARPA Consultant	\$ 60,000	\$ 60,000	\$ 42,500	\$ 15,000	\$ 15,000	\$ 30,000	\$ 25,000	\$ 15,000	\$ 2,500	\$ 5,000	Complete
Community Garden Improvements	\$ 8,000	\$ 8,000	\$ 3,698	\$ 8,000	\$ 3,698	\$ -	\$ -	\$ -	\$ -	\$ -	Complete
Building Cleaning and Sanitation	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	Complete
Municipal Building Security System	\$ 71,000	\$ 71,000	\$ 49,800	\$ 71,000	\$ 16,350	\$ 54,650	\$ 33,450	\$ 21,200	\$ -	\$ -	In progress
Police Vehicles	\$ 440,000	\$ 440,000	\$ 210,763	\$ -	\$ -	\$ 165,000	\$ 210,763	\$ 165,000	\$ -	\$ 110,000	In progress
Senior Center - Operating Costs	\$ 750,000	\$ 750,000	\$ 153,921	\$ -	\$ -	\$ 250,000	\$ 153,921	\$ 250,000	\$ -	\$ 250,000	In progress
Pay Study and Implementation	\$ 750,000	\$ 500,000	\$ 5,000	\$ -	\$ -	\$ 250,000	\$ -	\$ 500,000	\$ 5,000	\$ -	In progress
Fiesta Garden Capital Project	\$ 325,000	\$ 325,000	\$ 1,438	\$ -	\$ -	\$ 325,000	\$ 1,438	\$ 323,562	\$ -	\$ -	In progress
Public Works Backhoe and Wood Chipper	\$ 206,693	\$ 206,693	\$ 206,693	\$ -	\$ -	\$ 206,693	\$ 206,693	\$ -	\$ -	\$ -	Complete
Public Works Vehicles	\$ 144,000	\$ 144,000	\$ 134,801	\$ -	\$ -	\$ 144,000	\$ 134,801	\$ -	\$ -	\$ -	Complete
Marbury Ct. Speedbumps	\$ 42,000	\$ 42,000	\$ -	\$ -	\$ -	\$ 42,000	\$ -	\$ 42,000	\$ -	\$ -	Not started
Intersection Cameras	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	Not started
Food Distribution with Non-profit Partner	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	Not started
Utility Assistance Program	\$ 96,250	\$ 96,250	\$ -	\$ -	\$ -	\$ 96,250	\$ -	\$ 96,250	\$ -	\$ -	Not started
Homeowners Assistance Program	\$ 853,750	\$ 853,750	\$ 853,750	\$ -	\$ -	\$ 853,750	\$ 853,750	\$ -	\$ -	\$ -	Complete
City Employee Premium Pay	\$ 150,660	\$ 150,660	\$ 143,588	\$ -	\$ -	\$ 150,660	\$ 143,588	\$ -	\$ -	\$ -	Complete
Code Enforcement Officer	\$ 97,500	\$ 97,500	\$ 32,500	\$ -	\$ -	\$ 32,500	\$ 32,500	\$ 32,500	\$ -	\$ 32,500	In progress
Marbury Court Tree Removal	\$ 7,000	\$ 7,000	\$ 6,991	\$ -	\$ -	\$ 7,000	\$ 6,991	\$ -	\$ -	\$ -	Complete
District Heights Elementary School Community Garden, including ADA compliance	\$ 10,000	\$ 10,000	\$ 200	\$ -	\$ -	\$ 10,000	\$ 200	\$ 9,800	\$ -	\$ -	In progress
Full-time Licensed Therapists (1)	\$ 258,336	\$ 172,224	\$ -	\$ -	\$ -	\$ 86,112	\$ -	\$ 86,112	\$ -	\$ 86,112	In progress
Psychotherapy Interventions (software, equipment, training)	\$ 7,338	\$ 7,338	\$ -	\$ -	\$ -	\$ 7,338	\$ -	\$ 7,338	\$ -	\$ -	In progress
Expand Programs for Youth (reading, etc.)	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	Not started
Ball Field - Remote Controlled Portable Stage	\$ 88,900	\$ -	\$ -	\$ -	\$ -	\$ 49,366	\$ -	\$ -	\$ -	\$ -	Reprogram
Recreation - Shed	\$ 4,486	\$ -	\$ -	\$ -	\$ -	\$ 4,486	\$ -	\$ -	\$ -	\$ -	Reprogram
Gymnasium - Retractable Divider	\$ 10,000	\$ 10,000	\$ 9,623	\$ -	\$ -	\$ 10,000	\$ 9,623	\$ -	\$ -	\$ -	Complete
Ball Field - Line Striper	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	Not started
Equipment Replacement - Playground	\$ 291,600	\$ 291,600	\$ -	\$ -	\$ -	\$ 291,600	\$ -	\$ 291,600	\$ -	\$ -	In progress
Street Repaving Project	\$ 769,238	\$ 769,238	\$ 241,805	\$ -	\$ -	\$ 769,238	\$ 241,805	\$ 527,434	\$ -	\$ -	In progress
Bathroom Renovation Design	\$ 10,000	\$ 10,000	\$ 8,832	\$ -	\$ -	\$ 10,000	\$ 8,832	\$ -	\$ -	\$ -	Complete
Bathroom Renovation Construction	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	In progress
City Buildings - Remove and Replace Asbestos Floor (Police Station, Computer Room)	\$ 20,140	\$ 20,140	\$ 12,900	\$ -	\$ -	\$ 20,140	\$ 12,900	\$ -	\$ -	\$ -	Complete
RingCentral One-time Expenditures	\$ -	\$ 19,655	\$ 4,800	\$ -	\$ -	\$ 19,655	\$ 4,800	\$ 14,855	\$ -	\$ -	In progress
Laserfiche One-time Expenditures	\$ -	\$ 19,879	\$ -	\$ -	\$ -	\$ 19,879	\$ -	\$ 19,879	\$ -	\$ -	In progress
New Municipal Center Capital Project	\$ -	\$ 389,964	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 389,964	\$ -	\$ -	In progress
Body Camera Contract	\$ 80,000	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000	Not started
Total FY 2022-25 ARPA Expenditures	\$ 5,895,793	\$ 5,895,793	\$ 2,152,505	\$ 128,902	\$ 63,952	\$ 4,220,187	\$ 2,081,054	\$ 3,147,364	\$ 7,500	\$ 523,612	



Work Session Meeting Minutes

Tuesday, July 25, 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, July 25, 2023, via HYBRID fashion: Limited capacity in-person and ZOOM audio/visual conference. Mayor Miller called the meeting to order at 7:00 p.m.

QUORUM

In attendance: Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, and Commissioner Gomez. Commissioner Tilghman attended via Zoom video conference. Staff in attendance: David Street- City Manager, Chief Tarpley – Chief of Police Starr Jefferson -City Clerk, Chief Tarpley- Chief of Police, Cordell Marbury-Green -PW Laborer, Darrell Howard – PW Laborer, Demetrius Smith – PW Laborer, Derrick Ford – PW Laborer, Kyle Thompson – PW Crew Leader, Larnell Sharps – PW Laborer, Tony Parrott – PW Laborer

AGENDA ACCEPTANCE

Vice Mayor Harcourt moved to accept the agenda for the City Work Session of Tuesday, July 25, 2023.

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

CONSENT AGENDA ACCEPTANCE

Commissioner Janifer moved to approve the consent agenda for July 25, 2023.

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

The following 6 items were passed in the motion to approve the consent agenda:

1. *Approval of Minutes of July 6, 2023 Meeting Minutes
2. *Ordinance Adoption: Amendments to Article IX Vehicles and Traffic
The amendments proposed will broaden the City's speed camera program by allowing the program to operate in more areas and during more hours over the course of the day.
3. *Budget Adjustments
This budget adjustment will increase general fund revenues and expenditures by \$3,000.
4. *Contract Award: JL Solutions -Temporary Employee Agency
Due to the extent of the DHPD backlog and that JL Solutions has available candidates from a recent Prince George's County placement, staff recommends that the Commission single-source a contract for temporary employment services not to exceed one year and \$168,960.
5. *Surplus: Police Vehicles
DHPD vehicles that have reached the end of their useful life and are scheduled to be surplus will be

traded in the next phase of police vehicle acquisitions

6. *MOU Authorization: LCSW Supervisory Services

To enter into an MOU for licensed clinical social worker supervision services in an amount not to exceed \$37,500.

SCHOLARSHIP RECIPIENT RECOGNITION

The annual Mayoral scholarship award was increased to \$750 to the benefit of 4 District Heights residents to assist with educational expenses.

Patience Daniels Frances – North Carolina A&T

Miles Gates – Bowie State University

Maquita Dixon – St. Johns University

PUBLIC PARTICIPATION

John Barry, a representative from Union UFCW 1990 presented to the Commission their desire to enter into collective bargaining with the City.

Mr. Barry notified the Commission and residents that a collective bargaining draft agreement with the City of District Heights was being developed.

Mayor Miller expressed her support and iterated that unions are a staple of a healthy workforce. The Commission welcomed the union representatives and shared their personal experiences as prior union members.

Commissioner Tilghman thanked the representative for coming and said that he fully supports collective bargaining for employees. Vice Mayor Harcourt also agreed that unions were a staple of democratic society and that the city worker had his support. Vice Harcourt also expressed that it was important for employees to know that union membership did not protect them from misconduct.

Alejandro Miranda another Union UFCW 1990 Representative provided examples of union supporting workers to enhance workplace morale and retention.

Mayor Miller inquired whether a minimum number was required to establish a union.

Mr. Miranda expressed that because collective bargaining is unique to the location there was no required set number to establish.

Mayor Miller reminded the Commission and residents that the requirements to participate in the Public Participation can be found [online](#) and must be submitted prior to the meeting.

INFORMATION ITEM

Sustainability Committee Update

Sustainability Committee presented the results of a Walk Audit and upcoming Sustainability Fair

Nicole Jackson, Chair of the Sustainability Committee announced that a date for the Sustainability Fair was forthcoming and would be scheduled with the construction of the city's 3 new playgrounds in mind.

The Capital Market working collaboratively with the Sustainability Committee shared with the Commission and residents the purpose and finding of the Community Walk Audit.

Primarily, the organization aims to enlist the support of residents in its participatory research with the goal to empower the community to take roles as both activists and researchers. Promoting healthy community initiatives including sharing healthy food, supporting black-owned farms, and improving a city's walkability is central to their mission.

Incorporating land use and development to ensure communities are developed with solutions in mind.

Four Walk Routes have been developed and will be announced.

Strategic Partners include First Baptist Church of District Heights, Woodland Springs, the City of District Heights, the Sustainability Committee and the Neighborhood Design Center.

ACTION ITEMS

Item 7 - Marbury Drive Riparian Buffer MOU

David Street presented to the Commission the update to the restoration project administered by MDOT and State Highway Administration for the last 7 years within the city.

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.

The project is near completion and is ready to be certified by the Army Corp of Engineers and then released to the City of maintenance.

Mr. Street addressed the changes to the MOU based on responses from residents and the amendments proposed by SHA.

No action was taken on the item.

Item 8 – ARPA Project Update – DEFERRED

Item 9 – Speed Hump Placement Discussion – Angela Barnhill-Love

The City has funding to install up to 12 new speed humps to be placed throughout the City as a part of the ongoing paving project. Public Works and DHPD have identified several locations where speed humps could be placed. Public Works has also received public input on potential locations.

Locations list received from the public include: 6100 block of Cabot Street 6300-6400 block of Elmhurst Street 2200-2300 block of Ramblewood Drive 6500 block of Halleck Street 2000 block of Wintergreen Ave.

Commissioner Janifer moved that the City of District Heights approve speed hump locations as described in the July 25, 2023 action item and as discussed by the City Commission. Commissioner Gomez seconded the motion which carried a 4-0-1 vote (MM abstained).

Item 10 – Tree Inventory Presentation – Angela Barnhill-Love

Angela Barnhill-Love briefed the City Commission on potentially hazardous trees throughout the City and determine which, if any, should be prioritized for the 2023-2024 tree program.

Commissioner Gomez shared the work done by Vice Mayor Harcourt and Urban Tree Program and how the discussions have ensued regarding intentional planting, and addressing hazardous trees defined as trees that are 50 years old and older are towering over power lines and in precarious positions.

Commissioner Gomez shared that a priority list to address the hazardous trees was forthcoming.

No action was taken on the item.

Mayor Miller expressed the desire to create a bus canopy for those using public transportation.

Mayor Miller announced a volunteer opportunity to serve on one of Prince George's County Boards and Commissions.

Mayor Miller announced that she had visited the White House earlier in the day to discuss mental health challenges and from a local municipal level and how federal and state efforts can make impact in the lives of our neighbors.

Mayor Miller also announced an event to be held on September 29, 2023, with local stakeholders and community members to prioritize what the city requires to support its residents mental health needs.

Mayor Miller implored the Commission to be vigilant in support of young people being impacted by the changes in cannabis laws and reminded the residents that the YSB was enormous resource available to provide support.

Mayor Miller asked if any of the Commissioners had any questions.

Commissioner Tilghman requested to make a statement which Mayor Miller consented.

Commissioner Tilghman began reading a prepared statement and was interrupted by Mayor Miller.

A contentious discussion between Mayor Miller and Commissioner Tilghman ensued.

Commissioner Tilghman left the meeting at 8:16pm

Mayor Miller apologized to the residents for the disruption and continued with the Work Session meeting.

Commissioner Gomez motioned for the Commission to go into closed session to discuss the acquisition of Real Property.

Commissioner Janifer seconded the motion which carried a 3-0-1 vote (Tilghman absent, MM abstained)

Closed Session Opened at 8:19pm

Closed Session Closed at 9:18pm

Mayor Miller asked if there were any announcements from the Commission.

Commissioner Janifer announced the annual National Night Out event on Tuesday, August 1st from 5pm until 8pm.

She encouraged residents to bring their friends and family members and enjoy their neighbors in a fun-filled safe event focused on community. It is a free event.

Mayor Miller announced the N'Style Back-to-School Block Party on Sunday, August 20th.

Free bookbags and school supplies will be made available.

The mayor encouraged residents to bring lawn chairs and enjoy a packed day with music, food, vendors and more.

The mayor announced that the Commission would be going on recess for the month of August and returning on Thursday, September 7, 2023 and asked for a motion for the matter.

Commissioner Gomez moved that the Commission go into recess beginning July 25, 2023 and returning Thursday, September 7, 2023 which was seconded by Commissioner Janifer carrying a 3-0-1 vote (Tilghman absent, MM abstained).

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn the Work Session meeting and seconded by Commissioner Janifer which carried a 3-0-1 vote (Tilghman absent, MM abstained).

The Work Session adjourned at 9:23pm.

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



City Meeting Minutes

Thursday, September 7, 2023, 7pm

In-Person & YouTube Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, September 7, 2023, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:03 p.m.

OPENING PRAYER

Commissioner Janifer

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, Ronald Tarpley – Chief of Police, Michelle Watkins -Code Enforcement Supervisor, Kyle Thompson -PW Crew Leader, Katrina Emerson – Director of YSB, Jeff Taylor – Director of Recreation, Katrina Polk – Director of Senior Center

AGENDA ACCEPTANCE

Comr. Janifer moved to approve the agenda for the September 7, 2023, City Meeting and was seconded by Comr. Gomez. The motion passed a 4-0-1 vote (MM abstained).

OGANIZATIONAL MATTERS:

Mayor Miller expressed her thanks to Vice Mayor Harcourt and management staff for moving the city forward in a positive manner over the last year.

Commissioner Janifer moved to nominate Commissioner Xander Harcourt to serve as Vice President for another term as Vice Mayor. Commissioner Gomez seconded the vote which carried a 4-1 vote.

Miller – Yay

Harcourt - Yay

Janifer - Yay

Gomez - Yay

Tilghman – Nay

Comments ensued from the Commission thanking Vice Mayor for his commitment to the city and willingness to serve.

Commissioner Tilghman clarified his Nay was in reference to quality of leadership and expressed that his focus would continue encouraging the city's growth forward.

PUBLIC PARTICIPATION

None

ACTION ITEMS

1. *Budget Adjustments – David Street – City Manager

The District Heights Police Department was awarded \$96,819 in direct state funding for FY 2024. The funding must be used to offset the cost-of-service delivery for law-enforcement services. The adjustment additionally authorizes 2 Full-Time Equivalent positions in the Police Department.

Prior Year FY 2023 ARPA funds balance of \$389,964.25 were not expended during the projected year will be directed towards the Municipal Center Capital Project.

Vice Mayor Harcourt moved that the City Commission estimate and appropriate \$96,819 in SAPP Grant Revenue in the District Heights Police Department and authorize the creation of 2 Full Time Equivalent Officer Positions. Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained).

Commissioner Gomez moved that the City Commission appropriate \$389,964.25 of prior year ARPA fund balance in the Municipal Center Capital Project. Commissioner Tilghman seconded the motion which carried a 4-0-1 vote (MM abstained).

2. *Sole-Source Contract Award - David Street

Peristyle is currently contracted to provide furnishing for the new District Heights Senior Center and has, in the past, provided interior design services for the city. To maintain a consistent experience for the Municipal Center and Senior Center and to continue to leverage economies of scale with these purchases, Perry Style has provided estimates for updates to the Municipal Center Lobby and the future Employ Prince George's County Space.

Commissioner Janifer moved that City Commission waive the competitive bid requirements which was seconded by Commissioner Gomez which carried 4-0-1 vote.

Commissioner Janifer moved that the City Commission approve a contract award to Peristyle in an amount not to exceed \$34,887.76 for one-time furniture purchases. Commissioner Tilghman seconded the motion which carried a 4-0-1 vote (MM abstained).

3. Ordinance Introduction: Repeal and Reenactment of Section 1106 DH-23-06

City Manager David Street introduced DH 23-06 a Repeal and Reenactment of Section 1106 of the City's Ordinance. Mr. Street explained that due to the significant changes and edits made to the Ordinance it is more legislatively cleaner to repeal and then reenact. The section titled Procurement Restrictions was changed to Procurement Procedures. The purpose of the section was redefining uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc.

Another notable change includes raising the threshold for the requirement of a competitive bid from \$10,000 to \$15,000. Changes are also provided for parameters for sole-source purchasing with justification and emergency procurements.

Additionally, the responsibilities of staff, the City Manger and City Treasurer are explicitly detailed.

Vice Mayor Harcourt moved the City Commission ordinance DH-06 to repeal and reenact Section 1106 of the Codified Ordinances of District Heights as provided in Attachment 1.

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

4. Ordinance Introduction: Amendments to Commission Rules of Procedure

City Manager David Street introduced DH 23-07 Amendments to Commission Rules of Procedure. The amendments include a codification of virtual participation for elected officials. A New Section 1766 Remote Participation in the City Meetings and Work Sessions has been drafted to detail the parameters in which an elected official would request and obtain remote participation approval.

Mr. Street highlighted that a physical quorum would still be required at the meeting site.

Commissioner Gomez suggested a limit on the number of times an individual may participate virtually annually.

Mr. Street advised that Mayor Miller has the pleasure of setting the referenced limit.

The second proposed amendment amends Section 1795 Representation of Position by Mayor or Commission Member to clarify the protocol for engaging with the City's legislative delegation and lobbyists on legislative matters.

Commissioner Tilghman felt that the formation of a committee would take away the individuality of the elected officials.

Vice Mayor added that the creation of a committee would be able to be better support to our state level officials.

The 'script' that the legislative committee would speak towards would be on matters that the Commission has voted.

Section 1761 clarifies communications requests from the Commission.

Commissioner Gomez moved that the City Commission introduce Amendments to Article XVII Commission Rules of Procedure Commissioner Janifer seconded the motion which carried a 4-0-1 vote (MM abstained)

INFORMATION ITEM

Prince George's County Public Schools -Kenneth Harris

5 new schools opened this year featuring STEAM labs.

Dr. Harris provided the Human Resource Staffing rates for the county as: 100% Principals, 89% Teachers, 95% Safety and Security Personnel, 94% Custodians, 100% Nurses, 100% Mental Health Clinicians and 83% Bus Drivers.

Transportation concerns: The shortage in Bus Drivers is a strain, being filled by existing bus drivers with the following solutions in various stages:

3rd Party Transportation

Purchased sixteen (16) 10-passenger vans

Consolidation of routes

StopFinder is an app for parents to track the location of their student. Parental feedback gives a low approval of the app, so they are exploring alternative solutions.

Maintaining 1-1 Technology where each student has an assigned Chromebook and has the option of signing out the laptop to take home. Reducing the wear and tear and device life

https://drive.google.com/file/d/1hhG_dQ3-nuzCN1BazlzB86rcef8KtQHv/view?pli=1

School Max is phasing out and to be replaced with Synergy.

Truancy is also being addressed.

Commissioner Janifer asked about the plan for students who walk to school and the allocation of Crossing Guards.

Dr. Harris explained that Crossing Guards are provided by the County.

Mr. Street interjected to inform the Commission and residents that Chief Tarpley have started preliminary discussions with the County regarding Crossing Guards.

Deloris Millhouse is the Parent Chair for the Advisory Council to the Board of Education sharing thhe Parent and Community Advisory Council (PCAC) meets monthly and District 7 has an Advisory Council that is just ramping up.

Commissioner Gomez inquired on how elected officials get engaged to advocate for funding.

Dr. Harris shared that the budgeting process was currently being developed. Board members on the School Board would need to bring their needs as a priority on behalf of their constituents.

Commissioner Gomez shared that District Heights Elementary does not have a bus program and how that need could be met.

Dr. Harris explained that with District Heights being a primarily walking school that alternative transportation methods.

Vice Mayor Harcourt expounded on Commissioner Gomez's comments about funding opportunities to include solar panels and tree planting initiatives.

DEPARTMENT REPORTS

Department of Public Works – David Street

Public Works

The pavement project has reached substantial completion.

Most of the new speed bumps are in place –8 new speed bumps have been installed and several have been repaired.

Mr. Street announced speed studies at several city intersections and streets with heavy traffic volume.

Curb paintings are mostly completely and ongoing.

Significant progress has been made on alley repair.

Vice Mayor inquired about a speed bump on Kipling seems to be extremely height.

Mr. Street explained that the height was of regulation, however efforts to broaden the hump are in the works.

Permanent Director and Assistant Director are still ongoing.

Shred Day is coming for the month of October. It will be in conjunction with a Public Works Yard Sale “

October 10th is the last day for Limb Collection

Limbs must go into a brown paper bag to be collected by Bates.

Vice Mayor Harcourt inquired about outdoor restrooms

Vice Mayor also inquired about efforts for increased landscaping services throughout the city.

Report submitted

Recreation – Mr. Jefferey Taylor, Director of Recreation

Boys & Girls Club Football practices

Seeking Soccer Coaches for a District Heights Soccer Team

Mr. Taylor shared that Fall Programming to include Kickball, Dodgeball would be coming soon.

Congratulated Jeanette Williams for celebrating 10 years as the Summer Camp Director for the City of District Heights.

Report Submitted

Code Enforcement Report- Michelle Watkins – Code Enforcement Supervisor

Door Knockers “Friendly Reminders” have begun to replace Warning Notices which explain the reduction of Warning Notices issued over the last 2 months.

Officer Watkins shared with the residents if they receive a Warning Notice to contact the Code Enforcement Department for assistance.

Inquired about Ordinances regarding abandoned properties.

Mr. Street shared that an update was forthcoming regarding abandoned properties.

Report submitted.

Police Department Report – Sgt. Martin

Safety protocol change in pick up for District Heights Elementary to improve traffic flow and safety measures.

Commissioner Janifer acquired about the missing persons and the status of those individuals.

Sgt. Martin informed that all the missing persons were found and returned.

Vice Mayor Harcourt inquired whether all the speed cameras were online.

Mr. Street explained that the speed cameras were in various stages of coming online and an update to the Commission was forthcoming.

Vice Mayor Harcourt questioned whether cars parked on the city streets with covers were parked legally.

Sgt. Martin explained that a covered car on a city street was okay, if the vehicle was not being stored (ie. expired tags or no tags).

Commissioner Gomez inquired about a rumored shooting incident at Ideal Child Care.

Sgt. Martin explained that the incident was investigated, and nothing occurred on the campus of the Child Care facility.

Commissioner Tilghman would like a deeper conversation about communication to the media.

Report submitted.

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

A Part Time Clinician has been hired, Tannery Ateek, comes highly recommended based on her experience and

A bilingual intern will begin in the fall and will begin providing services and support.

My Sole Knows 5k Event on Saturday, September 16th. The fundraiser helps support fund the services for those that are unable to afford the cost.

Ms. Emerson announced and upcoming Family Engagement event on September 21st. Details will be available on the city’s website.

Mayor Miller inquired about the upcoming Meet & Greet Open House for State Legislators and stakeholders on September 29th.

Report submitted

Senior Center – Katrina Polk, Director of Senior Center

A soft opening for the Senior Center is tentatively scheduled for Tuesday, October 17th at noon and 6pm with building tours for participants.

Commissioner Tilghman asked about what reoccurring programs are planned for the Senior Center. Dr. Polk explained that no programming had been formalized yet and would not be until input was received from the community.

Report submitted

Treasury- Ralph Bazilio, Treasurer

Mr. Bazilio announced that the city finances are healthy, and that FY 22/23 closed with the city with a strong surplus. The books are being audited and communication has been made with the city's previous auditor. The amount of taxes expected is very close to taxes projected.

Report submitted

City Manager – David Street, City Manager

Laserfiche archive project has officially commenced with the building of the repository and training of initial staff members.

Ring Central is now live and the transition was without interruption.

All old desk phone units have been returned to the previous contractor.

Alpha has 2 upcoming projects:

- Two (2) areas in the Municipal buildings need improved WiFi service (Public Works and Recreation)
- Review, wipe and surplus equipment

Ongoing discussions with District Heights Elementary School on the city's support to their various programs.

Report submitted

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Janifer thanked David Street and the General Government office for their work to provide new Welcome Packets for new residents that are available online at the city's website.

Commissioner Tilghman inquired about the digital media sign on Kipling and Maubury.

Mr. Street explained several challenges that have delayed the update to the city's digital sign but assured the Commission efforts and progress was slow but steady.

Conversation ensued regarding the need for modern and more useful signage throughout the city.

Mr. Street shared with the Commission that one of the products of his attending the MML Conference were current conversations with potential digital signage vendors and that presentations were forthcoming.

ADJOURNMENT

Vice Mayor Harcourt moved to adjourn the City Meeting. Commissioner Tilghman seconded the motion which carried a 4-0-1 vote (MM abstained).

The City Meeting adjourned at 10:24pm.

Respectfully submitted,

Starr Jefferson
City Clerk

DRAFT



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, September 12, 2023

Action Item 3

Title: FY 2025 Budget Development: Personnel to Position FTE Transition
Staff Contact: David Street, City Manager
Purpose: To convert the City’s current Commission-approved personnel roster to FTE authority for the City Manager to administer on the City Commission’s behalf.

Summary: On July 6, 2023, the City Commission adopted resolution 00-23, delegating personnel authority to the City Manager to administer on the City Commission’s behalf as described in the City Charter and Commission’s adopted Personnel Manual. To facilitate the administration of the City’s personnel system, the City Manager recommends converting the current personnel roster for the City to a Commission-authorized FTE roster. The conversion allows the City Manager to administer the personnel-side of recruitment, selection, and separation on the Commission’s behalf and the City Commission to retain the authority to establish or modify FTE allocations, positions, and budgets as a part of the budget process.

Table 1. Proposed Hours to FTE Conversion Table: Table 1 proposes a simple methodology for converting the City’s current, Commission-approved workforce to FTE authority. The Personnel Manual establishes the City as having a 40-hour work week and the IRS generally categorizes positions as having more than 30 hours per week and 130 hours per month as full time, creating the basis for 1.0 FTE, noted below.

Currently Approved Hours	FTE Authorization
30 hours or more per week	1.0 FTE
29 or fewer hours per week	0.5 FTE

Each of the positions noted below in tables 2A through 2F has an approved personnel budget contained within the adopted FY 2024 budget and were approved by prior action of the the City Commission. Tables 2A through 2F, collectively referred to as “table 2,” are broken out by department for ease of reference. The funding for the positions noted in table 2 is not impacted by this conversion. The positions of “City Treasurer,” “City Attorney,” and “City Engineer” are established in the City Charter and are thus included in the FTE conversion, however, the budgets for these positions are being used for contractual services and the positions are thus frozen and ineligible to be hired.

Table 2A. General Government

Position	Status	Commission-approved Hours	FTE Conversion
City Manager	Filled	40	1.0
City Clerk	Filled	40	1.0
Media Coordinator	Filled	40	1.0

Administrative Assistant	Filled	30	1.0
AV Coordinator	Vacant	20	0.5
City Treasurer	Frozen	Frozen	1.0
Finance/Accounting Manager	Frozen	Frozen	1.0
City Attorney	Frozen	Frozen	1.0
City Engineer	Frozen	Frozen	1.0
Departmental FTE Total		8.5 FTE	

Table 2B. Youth and Family Services

Position	Status	Commission-approved Hours	FTE Conversion
Director	Filled	40	1.0
Administrative Assistant	Filled	40	1.0
Clinician/Therapist	Filled	25	0.5
Clinician/Therapist	Filled	40	1.0
Clinician/Therapist	Filled*	40	1.0
Clinician/Therapist (ARPA Funded)	Vacant	40	1.0
Departmental FTE Total		5.5 FTE	

*One Contract LCSW Supervisor, one part-time LCSW

Table 2C. Parks, Recreation, and Culture

Position	Status	Commission-approved Hours	FTE Conversion
Director	Filled	40	1.0
Assistant Director	Filled	40	1.0
Summer Camp Director	Filled	40	1.0
Program Coordinator	Filled	40	1.0
Recreation Assistant	Filled	20	0.5
Recreation Assistant	Filled	20	0.5
Departmental FTE Total		5.0 FTE	

Table 2D. Senior Center

Position	Status	Commission-approved Hours	FTE Conversion
Director	Filled	40 - ARPA	1.0
Departmental FTE Total		1.0 FTE	

Table 2E. Public Works

Position	Status	Commission-approved Hours	FTE Conversion
Director	Vacant	40	1.0
Assistant Director	Vacant	40	1.0

Crew Leader	Filled	40	1.0
Crew Leader	Filled	40	1.0
Building Coordinator	Filled	40	1.0
Laborer	Filled	40	1.0
Laborer	Filled	40	1.0
Laborer	Filled	40	1.0
Laborer	Filled	40	1.0
Laborer	Filled	40	1.0
Laborer	Filled	40	1.0
Summer Laborer Pool	NA	NA	0.5
Departmental FTE Total		11.5 FTE	

Table 2F. Public Safety

Position	Status	Commission-approved Hours	FTE Conversion
Chief	Filled	40	1.0
Lieutenant (Underfilled as Staff Sergeant)	Filled	40	1.0
Sergeant	Filled	40	1.0
Sergeant	Vacant	40	1.0
Officer (Corporal)*	Filled	40	1.0
Officer	Vacant	40	1.0
Officer	Filled	40	1.0
Officer	Filled	40	1.0
Officer	Vacant	40	1.0
Officer	Vacant	40	1.0
Officer	Vacant	40	1.0
Officer (New for FY 2024)	Vacant	40	1.0
Officer (New for FY 2024)	Vacant	40	1.0
Code Enforcement Manager	Filled	40	1.0
Code Enforcement Officer	Filled	40	1.0
Code Enforcement Officer	Filled	40	1.0
Code Enforcement Officer	Vacant	40	1.0
Administrative Assistant	Vacant	40	1.0
Administrative Assistant	Filled	20	0.5
Departmental FTE Total		18.5 FTE	

*Officer positions can be filled as an academy recruit, an entry-level officer or an experienced corporal.

Table 3. Requested FTE Authority: Table 3 proposes an additional 2.0 FTE to be added to General Government as a part of future year budget processes and 1.0 FTE to be recruited during FY 2024 for a total of 3.0 new FTE.

Human Resources Manager (General Government)	1.0 FTE
This FTE would formally establish a Human Resources Office and create a full-time position dedicated to administering the City’s personnel system, including Commission-approved policies and procedures. If approved, this position would be frozen and not eligible to be recruited. HR services are currently being provided by a contracted service provider. Only Commission action could unfreeze the position.	
Information Technology Manager (General Government)	1.0 FTE
This FTE would formally establish an Information Technology Office and create a full-time position dedicated to administering the City’s hard and soft infrastructure, contracts with service providers, and implementing and advising on related matters. If created, this position would be frozen for the duration of FY 2024 and incorporated as a funded position in the FY 2025 budget process.	
Program and Volunteer Manager (Senior Center)	1.0 FTE
This position aims to plan and perform mid to high-level professional, friendly, engaging, and stimulating activities for residents 50+ in the City of District of Heights. The position will create and support a monthly activities calendar that includes scheduling entertainers or speakers and coordinating and running varied activities throughout the center's day-to-day operations. The incumbent will also encourage participation in the senior center's daily meal program and compliment with varied activities to be conducted before, after, or during the meal. This position works closely with residents, caregivers, family members, volunteers, and the community for solutions and promotions of all essential aspects of the Senior Center.	

Fiscal Impact: Approving tables 1 and 2 carries no fiscal impact; these tables represent the City’s current personnel load at the Commission’s approved hours. The position budgets are already established in the FY 2024 budget. Table 3 has a fiscal impact in future fiscal years, however, the Program and Volunteer Manager position can be immediately recruited following appropriation of prior year ARPA fund balance, as shown below:

	FY 2023 Budget	FY 2023 Actuals	FY 2023 Balance
Senior Center Operating Costs	\$250,000	\$153,921	\$96,079

Alternatives:

1. The City Commission could approve the FTE conversion as described in tables 1 and 2 and the FTE authority request described in table 3.
2. The City Commission could approve the FTE conversion as described in tables 1 and 2 and not approve the FTE authority request described in table 3.
3. The City Commission could not approve the FTE conversion as described in tables 1 and 2 or the FTE authority request described in table 3 and direct staff how to proceed.

Draft Motions:

1. I, Commissioner _____ move that the City Commission approve the FTE conversion as described in tables 1 and 2 of the September 12, 2023, Action Item.
I, Commissioner _____ second the motion.

2. I, Commissioner _____ move that the City Commission approve 1.0 FTE for the creation of an Information Technology Manager in General Government.
I, Commissioner _____ further move that the FTE be frozen until the FY 2025 budget process.
I, Commissioner _____ second the motion.

3. I, Commissioner _____ move that the City Commission approve 1.0 FTE for the creation of a Human Resources Manager in General Government.
I, Commissioner _____ further move that the FTE be frozen until the FY 2026 budget process.
I, Commissioner _____ second the motion.

4. I, Commissioner _____ move that the City Commission approve 1.0 FTE for the creation of a Program and Volunteer Manager in the Senior Center department.
I, Commissioner _____ further move that the City Commission estimate and appropriate \$80,000 of prior year ARPA fund balance into the FY 2024 Senior Center operating budget.
I, Commissioner _____ second the motion.

Attachments:

1. Draft Program and Volunteer Manager Job Description and Tentative Use Case

Business Case for Expediting the Hire of Active Aging & Volunteer Manager for Senior Center

Opportunity Statement:

Due to the recent rapid progress of the senior center building construction, the center is quickly approaching a delivery timeframe of September 30 – October 6, 2023, with basic-level programming tentatively scheduled to start November 4, 2023. Accordingly, the Director is seeking immediate recruitment for the Active Aging and Volunteer Manager position with a hire date on or before mid-October.

Current State:

- The senior center has one full-time employee, the Director of Senior Services.
- The construction is 95% complete and is on-time for delivery between September 30 – October 6, 2023.
- We can reallocate the Active Aging & Volunteer Manager position's salary earmarked for 2023 to the FY 2024 budget.
- The Activity Planning phase commenced in August 2023 and the Implementation phase will begin in mid-October 2023 for the center's opening.

Desired State:

- Hire fulltime Active Aging & Volunteer Manager for the senior center no later than mid-October.
- Begin programming and services without disruption due to lack of staff.
- Help with initial start-up of center inclusive of program implementation and interior design finishes.
- Start recruitment of volunteers immediately after hire of Active Aging & Volunteer Staff

Social Return on Impact (SROI)

Hiring the Active Aging & Volunteer Manager by the desired date will enable programs and services to increase staff capacity immediately to 50% for:

- Addressing loneliness and isolation for aging adults through social connectivity has proven to add to an individual's life expectancy (monetary value for health systems and government agencies).

- Identifying aging adults that require awareness or access to support services through information and referral systems for aging in place demands (monetary value for health systems and government agencies).
- Provide resources to center programming through grantmaking and philanthropic opportunities (monetary value to the city).

Future State:

- Provide uninterrupted service delivery with two core staff members.
- Address service demands without delay.
- Leverage partnerships to provide services and programs immediately.
- Complete interior infrastructure.
- Meet participation goals for residents and neighboring communities.

JOB TITLE: FT-Senior Service Director (Salary Range: \$82,325.00 - \$101,072.00 “Exempt”)

DEPARTMENT: Senior Services

REPORTS TO: City Manager

Summary:

This position aims to perform the development, implementation, and evaluation of the vision, mission, and vibrancy of the City of District Heights’ Senior Service Department. It leads the management and operations, including programs and service planning and delivery, revenue generation, operational and fiscal analysis, problem resolution, personnel management, and performance improvement. And it achieves results aligned with the larger picture of the City and its strategic goals. SSD guides the team in creating and maintaining a vital and engaged environment for aging residents, partners, and adjacent municipalities and establishes a great place to work for the staff. The focus is to deliver person-centered initiatives with specialized programs, make supportive service linkages, and promote an environment that supports caregivers, emphasizing Alzheimer's and Dementia Care, in a data-driven village-partnership model called the “Active Aging 4 All Village.” The SSD also fosters an entrepreneurial environment that oversees day-to-day business operations to ensure exceptional quality and service, sustained participant satisfaction and engagement, operational efficiency, and strong social impact. It is imperative that the SSD drives results, is constantly problem-solving, and has a goal-oriented leadership style—building rapport and relationships with individuals and groups is essential to the City and this position.

Essential Functions:

- Lead the facility management staff and consultants in developing and working on a social enterprise business plan focusing on all aspects of the center’s operations.
- Assure that all services and programs are operated (a) in a manner that assures the highest practicable levels of satisfaction and quality of life, (b) in compliance with current federal, state, and local standards, guidelines, and regulations, and (c) in a manner consistent with current national best practices.
- Plan, organize, develop, implement, and interpret the programs, goals, objectives, policies, procedures, etc. necessary for providing quality care and maintaining a sound operation.
- Identify, assess, and implement potential growth areas for the program when appropriate.
- Meet regularly with the city residents, participants, and stakeholders to ensure satisfaction with the delivery of services and programs.
- Exhibit and promote a positive customer service relationship with internal and external persons.
- Demonstrate a work record within a ‘performance measured’ environment and experience with reporting/metrics/data management with a strong outcomes perspective.
- Work within a multi-disciplinary team setting and possess strong interpersonal relationship skills.

- Ability to communicate effectively and interact positively with participants, families, care providers, colleagues, community referral sources, and the general community.
- Attract, recruit, hire, develop, retain, and manage key staff and volunteers throughout the community.
- Prepare the department's annual operating budget, considering possible variances and managing programs and strategies to meet the budget.
- Identify gaps in services impacting programs and determine when changes are needed.
- Respond to and work with the aging population, contributing to a warm, caring, and supportive environment for the enjoyment of the residents/clients and promoting this philosophy to all team members.
- Recognize and respond to the aging needs of all clientele related to the department, including the City Manager, Mayor, Commission, Staff, Residents, Partners, Elected Officials, internal department leaders, local community, and vendors.
- Develop standard operating procedures, policies, and protocols for the department.
- Represent District Height at external meetings, events, and other associated activities related to aging.
- Create collaborative opportunities through partnerships for co-located supportive service delivery.
- Provide orientation and ongoing in-service training of staff, students, and volunteers.
- Develop (and perform) a wellness check procedure in accordance with existing protocols for Prince George's aging adults.
- Prepare grant submissions with the consultant.
- Create (and conduct) an evaluation process for the department and staff.

Experience:

- Strong problem-solving and creative skills and the ability to exercise sound judgment and to make decisions based on accurate and timely analyses.
- Advanced knowledge and experience with Microsoft Word, Excel, Outlook, Internet Explorer, and Google.
- Knowledgeable of laws, regulations, standards, and guidelines regarding long-term care administration and senior service networks.
- Excellent planning, time management, and organizational skills.
- Maintain confidential, written records on each participant, as well as records activity services, needed and required follow-up as necessary.
- Ability to handle various assignments with frequent interruptions and reprioritize tasks.
- Exhibit strong leadership skills, strategic, long-range planning capability, and exceptional innovation skills.
- Demonstrates ability to handle crises with a professional, positive attitude.
- Excellent customer service skills with a calm, cooperative, and friendly personality.
- Ability to recognize and anticipate the potential needs of others.
- Positive communicator and empathetic listening skills.
- Excellent oral and written skills.
- Work independently, take initiative, and problem-solve.

- Read, analyze, and interpret professional journals, technical procedures, and governmental regulations.

Qualifications:

- Master's degree in health care, gerontology, public administration, or closely related areas.
- Minimum of seven (7) years of experience as a director or administrator within senior services.
- Minimum of ten (10) years of experience as an executive director or administrator in a long-term care senior living environment, including demonstrated leadership within a health center.
- Working knowledge of compliance with oversight agencies such as the Maryland Department of Health, the Department of Aging's Senior Center, and Medicaid regulations.
- Ability to obtain food handler certification
- CPR/First Aid certified with AED
- Consent to a background check
- Current driver's license

Schedule:

- 8-hour shift (11 am - 7 pm)
- Monday to Friday
- Weekends as required for special events

Work Location: In-person—Telework days available

Travel: Time spent out of office is 25-30%

JOB TITLE: FT-Aging Activity & Volunteer Manager (Salary Range: \$69,405.00 - \$81,566.00 "Exempt")

DEPARTMENT: Senior: Senior Services

REPORTS TO: Senior Services Director

Summary:

This position aims to perform professional, friendly, engaging, and stimulating activities for residents 50+ in the City of District of Heights. Administrative work includes but is not limited to assessing the unmet social needs of our aging adults and promoting specialized activity programming to enhance the lives of our aging population. The Activity and Volunteer Manager (AVM) must create a monthly activities calendar that includes scheduling entertainers or speakers and coordinating and running varied activities throughout the center's day-to-day operations. The ACM will also encourage participation in the senior center's daily meal program and complement it with various activities before, after, or during the meal. This position works closely with residents, caregivers, family members, volunteers, and the community for solutions and promotions of all essential aspects of the Senior Center—knowledge of the local resources and social and community activities are preferred.

Essential Functions:

- Assist with developing and implementing a varied and innovative program that enhances the participants' emotional, social, physical, spiritual, and intellectual well-being.
- Help to establish an Active Aging Committee; however, oversees, attends, and assists with the committee meetings as needed.
- Stabilizes and leads activities at the center.
- Plan and promote a monthly "specialized" event.
- Collect statistical data related to the efficiency and effectiveness of programs for evaluation purposes.
- Prepare monthly activity calendar and e-newsletter.
- Coordinate intergenerational programs with the local schools, churches, and partners.
- Manage, lead, and motivate volunteers to deliver excellent customer service.
- Share information and participate in collaborative communication with all departments.
- Encourage participation at the Senior Center among residents through community outreach.
- Assist with marketing the activity programs to attract participants from adjacent municipalities.
- Help with the implementation of recommendations from the Active Aging Community Needs Assessment.
- Promote and manage the Community Dining Program.
- Collaborate with the communication department for public relations activities to evaluate social media platforms and community connectivity.
- Work with the Director and Treasurer on departmental budget, budgetary goals, and financial responsibilities, including ordering supplies per the established budgets, product order guides, and vendor protocols.
- Maintain budget within established limits.
- Assist with resource development and the creation of publication content.
- Oversee Senior Wellness/Fitness programs and services.

Experience:

- Advanced knowledge and experience with Microsoft Word, Excel, Outlook, Internet Explorer, and Google.
- Patience with a positive disposition and demonstrate flexibility.
- Excellent planning, time management, and organizational skills.

- Maintain confidential, written records on each participant, as well as records activity services, needed and required follow-up as necessary.
- Ability to handle various assignments with frequent interruptions and reprioritize tasks.
- Demonstrates ability to handle crises with a professional, positive attitude.
- Excellent customer service skills with a calm, cooperative, and friendly personality.
- Ability to recognize and anticipate the potential needs of others.
- Positive communicator and empathetic listening skills.
- Excellent oral and written skills.

Qualifications:

- Master's Degree with concentration/degree-related field, with some knowledge of gerontology and activity program/occupational therapy/recreation
- Six years of fitness and wellness programming (aging preferred)
- Five years of program development, implementation, and evaluation, inclusive of management experience
- Ability to obtain food handler certification
- CPR/First Aid certified with AED
- Consent to a background check
- Current driver's license

Schedule:

- 8-hour shift (10 am - 6 pm)
- Monday to Friday (Bi-weekly Telework on Fridays after 90 days of employment)
- Weekends as required for special events

Work Location: In-person

Travel: Time spent out of office is 10-15%

JOB TITLE: Bilingual Concierge/Executive Assistant (Salary Range: \$42,210 - \$63,691 “Non-exempt”)

DEPARTMENT: Senior Services

REPORTS TO: Senior Services Director

Summary:

This position aims to perform excellent, detail-oriented, friendly customer service to the City of District Heights Senior Center residents 50+, guests, and vendors. Playing a crucial role, the Concierge ensures a smooth flow of operations by handling various administrative tasks, greeting and assisting visitors, managing phone calls and correspondence, helping with coordinating community events and projects, and monitoring the door security system. The Concierge also maintains participants’ membership records, associated attendance tracking system, and visitor registration and completes administrative support functions such as filing and making copies. The ideal candidate should possess strong communication skills, organizational abilities, customer service skills, and the ability to work efficiently in a fast-paced environment. Must be proactive to handle diverse tasks effectively, contribute to a thriving community environment, and speak fluent Spanish. The Concierge is the first point of contact for the public and serves as an essential representative of the City.

Essential Functions:

- Create a friendly environment and welcoming experience for all residents and guests.
- Timely respond to email, phone, and in-person requests courteously and respectfully.
- Greet people entering the building and announce visitors and contractors.
- Build professional relationships with supervisors, staff members, and residents.
- Oversee the lobby and front desk area, which includes answering phones and greeting residents, guests, and vendors, and keep the areas clean and neat at all times.
- Provide first-line customer service for participant requests, issues, and service requests, including follow-up to ensure consumer satisfaction.
- Follow applicable emergency procedures and contact appropriate public service response organizations in an emergency.
- Ability to work with Spanish speaking residents and center participants.
- Assist with leading volunteers to deliver excellent customer service.
- Develop and oversee vendors and delivery processes.
- Monitor all common areas, ensuring proper upkeep and cleanliness and control access to building doors.
- Manage and schedule spaces for partners that are providing co-located services.
- Enforce the center’s guidelines and handle difficult situations diplomatically.
- Ensure the security of the building; monitor resident sign-in and sign-out logs and the visitors. Registration log: periodically checks entrances/exits of the building to ensure the community is secure.
- Maintain a safe work environment and report safety hazards to the Director.
- Order and inventory supplies and manage mail and package deliveries.
- Solve problems and provide timely assistance to participants.
- Provide information to prospective participants and coordinate building tours.
- Monitor security systems, including the emergency call system, and respond accordingly.
- Be punctual for scheduled shifts (9 am – 5 pm).
- Assist with community organization and marketing of programming in Spanish.
- Manage Director’s schedule and appointments.

Qualifications

- Ability to develop and manage interoffice administrative workflow systems.

- Must be comfortable working in a fast-paced environment.
- Contributor to the teamwork structure related to planning and programming.
- Maintain the highest customer service and professionalism with all participants, staff members, and property guests.
- Translate for Spanish speaking participants.
- Detailed-oriented and responsible.
- Excellent follow-up and follow-through skills.
- Ability to lead and work independently with minimal supervision.
- Intermediate Knowledge and experience with Microsoft Word, Excel, Outlook, Internet Explorer, and Google.
- Must be able to stand 50% of the time and lift 20 lb. packages.

Minimum Qualifications:

- Associate's degree in Business Administration, Bachelor's Degree preferred
- 2+ years' experience in Hospitality/Customer Service or related field preferred
- 5+ years' experience as Administrative Assistant
- Fluency in Spanish (oral and written)
- Ability to obtain food handler certification
- CPR/First Aid certified with AED
- Consent to a background check
- Current driver's license

Schedule:

- 8-hour shift (9 am – 5 pm)
- Monday to Friday
- Weekends as required for special events

Work Location: In-person

Travel: Time spent out of office is 2-5%

JOB TITLE: PT- Active Aging Program Associate—Nights & Weekends (Pay Rate: \$19,875 - \$27,012 Hourly “Non-exempt”)

DEPARTMENT: Senior Services

REPORTS TO: Active Aging and Volunteer Manager

Summary:

This position aims to oversee and stabilize evening program activities for residents 50+ in the City of District of Heights. The Senior Center Program Assistant reports directly to the Active Aging and Volunteer Manager and is accountable for managing programs and services from 5 p.m. to 8 p.m. and weekends when necessary. Work is performed with initiative and independent judgment and reviewed by the AAV Manager. Overall, the SCPA assists the AAV Manager and Director in the daily operation of the senior center, which includes planned activities, coordinating efforts with volunteers, answering the phone, clerical needs, helping participants with meeting various needs, and performing all other tasks as required by the AAV Manager and Director. This position serves as the immediate contact for the Active Aging program and services daily in the evening, on designated weekends, and as an outward representative of the City.

Essential Functions:

- Recruit and assign volunteers to assist in planned activities and monitor the progress of their work.
- Maintain records and request supplies and equipment.
- Promotes participation in center programs.
- Manage facility during evening hours (includes building closure at end of day).
- Interact virtually, in person, one-on-one, or in groups with center participants to encourage event participation.
- Assist in resolving complaints and interpersonal conflicts of participants.
- Refer center participants and residents to appropriate federal, state, and local private human service agencies to obtain benefits and services that they are eligible to receive.
- Recruit, train, manage, and organize volunteers.
- Assist in planning, organizing, and implementing an integrated centers program to meet the local needs of the area's older adults.
- Ensure the health and safety of senior center participants. There may be occasions when SCPA will complete care of the center's physical facilities as required (i.e., cleaning up spills, light sweeping of sidewalks, appropriate disposal and storage of food, etc.).
- Performs related duties and tasks as assigned or directed by the AAV Manager and Director.

Experience:

- Must be able to communicate effectively orally and in writing.
- Must be able to organize, prioritize, plan, and implement workloads.
- Ability to interpret laws, regulations, and directives as required.
- Ability to gather and analyze information and apply sound judgment.
- Ability to prepare and deliver presentations.
- Maintain current on a wide range of issues related to older adults.
- Attend training and perform food safety/food handling procedures as per regulations.
- Knowledge of laws, rules, regulations, and guidelines governing the operation of senior centers.
- Knowledge of supervisory principles and practices.
- Skill in managing multiple and competing priorities and projects.
- Skill in establishing and maintaining effective working relationships and communication with staff, clients, visitors, government officials, the media, and the general public.

- Ability to plan, organize, develop, and implement beneficial programs and activities that improve the quality of life for aging adults.
- Ability to relate to work with aging adults in various program areas and settings.
- Maintaining client information confidentiality protected under federal or state laws and agency policies.
- Participate in weekly department meeting via hybrid.

Qualifications:

- Associate's degree or 60 completed credits preferred; two years of experience in the service-related industry; able to work with older adults
- 5+ years of experience in leading programs and facility management
- CPR/First Aid/ AED certification.
- Ability to obtain food handler certification
- CPR/First Aid certified with AED
- Consent to a background check
- Current driver's license

Schedule:

- 3-hour shift (5 pm- 8 pm)
- Monday to Friday
- Weekends as required for special events

Work Location: In-person

Travel: Time spent out of office is 0%