



CITY OF DISTRICT HEIGHTS

THURSDAY, NOVEMBER 2, 2023

AGENDA

City Meeting

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

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

PUBLIC PARTICIPATION:

ACTION ITEMS:

1. *Approval of Work Session Meeting Minutes from September 26, 2023
2. *Budget Adjustments – Police Department, Chief Tarpley

DEPARTMENT REPORTS:

- Human Resources
- Treasurer's Report
- Code Enforcement
- Police Department
- Public Works
- Recreation
- Youth Services Bureau
- Senior Services
- General Government

MAYOR AND COMMISSION ANNOUNCEMENTS:

ADJOURNMENT:

- City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKl-w)
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjKl-w
- Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.
- This agenda is subject to change. For the most current information, please contact the City Clerk at 301-336-1402 x110.



Work Session Meeting Minutes

Tuesday, September 26, 2023, 7pm

HYPBRID | Limited Capacity In-Person & via YouTube

CALL MEETING TO ORDER

The Work Session City Meeting of the City of District Heights was held on Tuesday, September 26, 2023, via HYBRID fashion: Limited capacity in-person and via YouTube Livestream. Vice Mayor Harcourt called the meeting to order at 7:00 p.m.

ROLL CALL

Vice Mayor Harcourt requested a calling of the roll.

Mayor Miller – Absent

Vice Mayor Harcourt – Present

Commissioner Janifer – Present

Commissioner Gomez – Present

Commissioner Tilghman - Present

QUORUM

In attendance: Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, and Commissioner Tilghman. Staff in attendance: David Street- City Manager, Starr Jefferson -City Clerk

AGENDA ACCEPTANCE

Commissioner Gomez moved to accept the agenda for the City Work Session of Tuesday, September 26, 2023.

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

PUBLIC PARTICIPATION

None

INFORMATION ITEM

Sustainability Committee Update

Commissioner Gomez, liaison to the Sustainability Committee presented an update on upcoming events: 'Power in the Park' on October 7th at the Municipal Building in the gymnasium. Utility assistance programs will be presented.

'Listen, Lead & Share' is a series of discussions to be held virtually and in person.

ACTION ITEMS

Item 1 – Economic Development Update – David Street

David Street led the Commission and residents through a discussion around the City's opportunity for annexation highlighting three (3) key areas: "Delano and Bellwood", the "District Heights enclave" and the "Inner Pike".

Vice Mayor Harcourt inquired about the plan to support the growth imposed by annexation.

Commissioner Tilghman inquired about the process that would be taken to inform residents and potential residents. City Manager Street explained that there were many steps that were required, including resident surveys and open meetings with the goal of obtaining direct feedback from the community.

Vice Mayor Harcourt expressed optimism about including Ritchie Road regarding future opportunities for businesses. Additionally, Ritchie Road is a main thoroughfare that the city's police force would be able to patrol and enact safety measures. Mr. Street added that the expanded area of Ritchie Road would include North Forestville Elementary and the area in which the city currently receives service calls.

Vice Mayor Harcourt polled the Commission on the boundaries presented in Attachment 1 (Figures 1, 2 and 3). Commissioner Janifer was not comfortable with Inner Pike (discussion area 3) but was fine with Delano and Belwood (discussion area 1).

Commissioner Tilghman agreed with Commissioner Janifer but inquired about the areas currently adjacent to the Incorporated City and would like to see the Commission focus on closing the gaps on Wintergreen, Senator, County Road and other areas considered as 'split communities'.

Commission Gomez expressed comfort in the presented growth areas.

Vice Mayor Harcourt expressed the need for the City to be great in its fundamentals. He would like to see 24-hour service from our Police Department and continued growth in Public Works.

Commissioner Janifer moved to table the conversation on Economic Development to the next Work Session on Tuesday, October 10, 2023.

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

Item 2 – Pay Parity Update – David Street

Mr. Street presented to the Commission and residents the collected pay scale data for their review.

Proposing options of two (2) pay bands for uniformed staff and non-uniformed staff.

Mr. Street proposed two (2) market options for the Commission's review: DMV and Mid Atlantic.

Mr. Street presented the percentage comparisons for the uniformed employees which the Commission would need to decide what percentage of market to set pay bands.

ARPA funds are available to offset uniformed pay bands and the fiscal impact would be negligible.

Commissioner Gomez suggested that the need to competitive and attract the best that the City should consider Market Average or above.

Commissioner Tilghman suggested that 110% of Market Average would be warranted to enhance the commitment to staff.

The Commission were in agreement that the City should consider 110% of Market Average for the city's staff.

Vice Mayor Harcourt suggested that pay bands similar to federal step and grade structure could be implemented.

MAYOR & COMMISSION ANNOUNCEMENTS

Commissioner Janifer announced Saturday, Oct. 21, 2023, Shred Day and a City Yard Sale – Residents will be able to shred important documents for shred day. Residents and guests are welcome to attend a city sponsored yard sale. Electronics, memorabilia, tools and more will be available.

Commissioner Gomez updated the residents about the new speed bumps installed throughout the city. The Commissioner recounted the process, the meetings where residents were invited to petition and the roll out of the speed deterrents.

Signage has been installed to complement all new speed bumps.

ADJOURNMENT

Commissioner Gomez moved to adjourn the Work Session meeting and seconded by Commissioner Janifer which carried a 4-0 vote (MM absent).

The Work Session adjourned at 8:31pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF DISTRICT HEIGHTS

City Commission Meeting Title

November 2, 2023

Title: Human Resources Report
Staff Contact: Nikki Pancho, Human Resources
Purpose: Personnel Update

Personnel Updates

- I. Introduce the new Deputy Director
- II. Experience: A results-oriented professional with 16 years' experience serving a vital role in supporting the Army DoD mission is seeking a senior position in asset and project management, where my extensive experience in real property, logistical, and customer service skills will be further developed and utilized.

Career Highlights: Seven Years of Public Works Leadership experience. Assisted with Completing a 7-million-dollar project (Fort Meade High School D.O.D project)

III. Personnel Changes

See Attached Table 1. CODH STAFF CHANGES

IV. Other Updates

Recently Approved Police Salaries with Pay Bands updated on all Recruitment Platforms.

Departmental Pay Bands are being created now.

V. Vacant Positions

Public Works Laborer – Specialty Landscaping (1) - Demetrius Smith replacement

Recreation Coordinator (1) – Teresa's replacement

Police Officers (3)

Code Enforcement Officer (1)

Aging Activity & Volunteer Manager (1)

VI. Benefits Update

Benefits Open Enrollment begins 11/1 -11/22.

Completed SRA Audit for Enrollment and Contributions accuracy.

Working on Retirement Plan Recommendations will be ready for discussion on 11/24.

Colonial Life is being recommended as a cost effective, rich benefits program that streamlines all benefits except health insurance into one carrier.

Offering:

Company Paid Life Insurance

Dental Insurance

Vision Insurance Rider

Voluntary Employee purchase Disability, Accident, Critical Illness Insurance and finally an EAP program for mental health, medical assistance, legal assistance and more.

This single solution would replace multiple carriers:

- Lincoln Financial
- Dominion Dental
- Aflac

Colonial Life is used by more than 50 county governments including the State of Maryland. Providing on-site one on one employee education and enrollment assistance.

Dept	Previous Title	New Title	Eff. Date	Salary Change	Role Changes - Rationale
GG	Media Coordinator	Acting Media and Comm. Coord	1-Aug	Yes	Loss of Employee
PW	Admin/Building Coord	Operations Mgr.	10-Oct	Yes	Acting Role Retained
PW	Acting Supervisor	Crew Lead	10-Oct	Yes	Acting Role Expired
PW	Acting Crew Lead	Crew Lead	10-Oct	Yes	Promotion
GG	Admin. Asst.	Asst. City Clerk	23-Oct	No	Reinforce Work Load



CITY OF DISTRICT HEIGHTS

MARYLAND

Balance Sheet As of September 30, 2023

ASSETS

Current Assets

Checking/Savings 3,978,899

Other Current Assets 1,589,922

Fixed Assets 532,488

Other Assets 76,818

TOTAL ASSETS 6,178,127

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable 163,789

Other Current Liabilities 3,332,539

Total Current Liabilities 3,496,328

Long Term Liabilities -193,518

Total Liabilities 3,302,810

EQUITY

Opening Balance Equity 4,484,646

Retained Earnings -9,503

Net Income -1,599,827

TOTAL LIABILITIES & EQUITY 6,178,127



CITY OF DISTRICT HEIGHTS

MARYLAND

Budget vs. Actual July through September 2023

	Jul - Sep 23	YTD Actual	YTD Budget	Variance	Budget
Income					
I · Local Taxes	190,317	190,317	881,830	691,512	3,527,318
II · State Shared Taxes	180,178	180,178	228,221	48,043	912,884
III · License & Permit - City/County	11,445	11,445	63,702	52,257	254,808
IV · Youth Service Bureau	944	944	61,500	60,556	246,000
V · Recreation Revenues	9,521	9,521	9,000	-521	36,000
VI · Fines & Vehicles Releases	59,746	59,746	74,375	14,629	297,500
VII · Miscellaneous	521,328	521,328	0	-521,328	
VIII · Use of Fund Balance	0	0	137,500	137,500	550,000
VIII · Grants/Other/Misc.	0	0	1,025	1,025	4,100
Total Income	973,478	973,478	1,457,153	483,674	5,828,610
Expense					
00 · Non-Departmental	240,371	240,371	428,679	188,308	1,714,715
01 · Mayor and Commission	20,866	20,866	35,432	14,566	141,728
02 · General Government	183,702	183,702	154,687	-29,016	618,747
03 · Youth Services Bureau	54,784	54,784	91,258	36,475	365,033
04 · Parks Rec Culture	117,550	117,550	128,327	10,777	513,309
05 · Code	37,985	37,985	47,493	9,508	189,970
07 · Public Works	304,680	304,680	356,645	51,965	1,426,579
08 · Police	238,379	238,379	214,632	-23,747	858,529
09 · American Rescue Plan	799,862	799,862		-799,862	
50009 · Contractual Services	85	85		-85	
5953 · Construction Managers	12,375	12,375		-12,375	
61000 · Prior Year Expenses	525,561	525,561		-525,561	
80000 · Ask My Accountant	37,106	37,106		-37,106	
Total Expense	2,573,305	2,573,305	1,457,153	-1,116,152	5,828,610
Net Income	-1,599,827	-1,599,827	0	-1,599,827	0



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-1402

FAX: (301) 350-3660

October 2023

Highlights:

- **Monday, October 2:** Trash run, decluttered the public works office, tree removal on Halleck Street.
- **Tuesday, October 3:** Installed guard poles and chain along the stairs of 400, painted Public Works Department office, started cutting the city.
- **Wednesday, October 4:** Installation maintenance mowed and trimmed specifically the municipal building and football field.
- **Thursday, October 5:** Beautified and maintenance alleys throughout the city, trimmed and mowed around the municipal building, minor repairs to the "Kabota" lawnmower.
- **Friday, October 6:** Finished cutting & trimming the alleys, trash run.
- **Monday, October 9: Holiday.**
- **Tuesday, October 10:** Limb pick-up throughout the city, trash run.
- **Wednesday, October 11:** Continued limb pick-up throughout the city.
- **Thursday, October 12:** Finished cutting alleys, trimmed back tree limbs at various locations along Gateway Blvd., prepared trucks for leaf season, replaced bulbs in front lobby.
- **Friday, October 12:** Installed TV in recreation department, trash run, cut & cleaned the new property located at 6114 Marlboro Pike in preparation for ribbon cutting.
- **Wednesday, October 18:** Event set-up, build a shelf to cover pipe in public works office, contractors installed new carpet in public works office, installed new property sign "coming soon" at 6114 Marlboro Pike.
- **Thursday, October 19:** Organized and prepared yard sale, finished painting shelf in public works department.
- **Friday, October 20:** Continued preparation for yard sale display and shred day.
- **Saturday, October 21:** Public Works first yard sale and shred day

Ongoing Projects:

- **Milling and overlay concrete:** not completed yet.
- **Restroom renovation:** waiting for the proposal.

Finished Projects:

- Nothing currently.

Upcoming:

- **City of District Heights lists of trees and Urban tree expansion program:** The county has started installing new trees along Kipling Pkwy.

Completed:

- **Monday, October 2:** Trash run, cleaned out the public works office, cut a tree down along Halleck Street.
- **Tuesday, October 3:** Installed guard poles and chain going down the stairs to 400, painted the public works department office, started cutting the city.
- **Wednesday, October 4:** Started cutting around the municipal building and football field.
- **Thursday, October 5:** Started cutting alleys throughout the city, trimmed around the municipal building, did some repairs on the kabota.
- **Friday, October 6:** Finished cutting & trimming the alleys, trash run.
- **Monday, October 9: Holiday.**
- **Tuesday, October 10:** Limb pick-up throughout the city, trash run.
- **Wednesday, October 11:** continue limb pick-up throughout the city.
- **Thursday, October 12:** Finished cutting alleys, trimmed back tree limbs at various locations along Gateway Blvd., prepared trucks for leaf season, replaced bulbs in front lobby.
- **Friday, October 13:** Installed TV in recreation department, trash run, cut & cleaned the new property located at 6114 Marlboro Pike in preparation for ribbon cutting.
- **Monday, October 16:** Trash run, finished cutting and cleaning new lot at 6114 Marlboro Pike, picked up new signs from VH signs.
- **Tuesday, October 17:** Preparation for ribbon cutting, installed a file sorter for police department.
- **Wednesday, October 18:** Event set-up, build a shelf to cover pipe in public works office, contractors installed new carpet in public works office, installed new property sign coming soon at 6114 Marlboro Pike.
- **Thursday, October 19:** preparation for yard sale, finished painting shelf in public works department.
- **Friday, October 20:** preparation for yard sale display and shred day.
- **Saturday, October 21:** Public Works first yard sale, Shred day
- **Monday, October 23:** Trash run, cut football field, inventory count, installed blinds in public works, check all machines and trucks for oil and grease.
- **Tuesday, October 24:** cut trees back along District Heights Pkwy, cut tree from fence along Scott Key Drive, cleaned debris from the alleys, set-up 107 for meeting, removed illegal dumped limbs from behind the tire shop, cut back hanging trees in alley, had Lambright pest control remove several beehives at the end of Marbury drive and District Heights Pkwy.

- **Wednesday, October 25:** Decluttered the Christmas shed, cleaned and organized the side of the building, cut city tree down on Edfelt Dr.
- **Thursday, October 26:** Organized the Christmas shed, transported truck number 1 for service.
- **Friday, October 27:** Trash run, cleaned the employee parking lot of leaves, helped recreation set-up for the Harvest Festival, cut grass off the fence along Elmhurst, cleaned lower parking lot playground of leaves.
- **Saturday, October 28:** Four public works employees worked at the Harvest Festival.
- **Monday, October 30:** Trash run, painted parking bench, cleaned the municipal building gutters, installed TV bracket in police department.
- **Tuesday, October 31:** Leaf machine preparation, public works lunch meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'LW', with a long horizontal stroke extending to the right.

Lakeesha Washington
Deputy Director of Public Works



**CITY OF DISTRICT HEIGHTS
PARKS and RECREATION DEPARTMENT**

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MARYLAND 20747-2399

TELEPHONE: (301) 336-5633

NOVEMBER 2023 City Report

RECREATION – CLASSES AND PROGRAMS UPDATE:

- Fall Festival – 10/28
- Trunk or Treat – 10/31

PARKS - SERVICES AND USE UPDATE

- Turf Tank Autonomous Field Painting Machine Ordered

CULTURE EVENTS AND ACTIVITIES

OCTOBER

- Saturday, October 28, 2023, Fall Festival 1:00pm to 4:00pm
- Tuesday, October 31, 2023, Trunk or Treat 5:00pm to 8:00pm

NOVEMBER

- **Thanksgiving Luncheon – November 20, 2023, 12:00pm – 3:00pm,
Jeanette Williams**

**Respectfully submitted,
Parks and Recreation Department**

**CITY OF DISTRICT HEIGHTS
RECREATION PARKS AND
CULTURE DEPARTMENT**

THANKSGIVING LUNCHEON

MONDAY, NOVEMBER 20, 2023

12:00 PM – 3:00 PM

FREE

**Tickets for District Heights
Incorporated City Residence may be
picked up starting Monday, October
30, 2023 from 10:00 am to 5:00 pm
Monday-Friday**

**Residents in the incorporated city must
have their ID to pick up their ticket.**

FREE

**Non District Heights Residence may pick up their
tickets starting Wednesday, November 8, 2023
from 10:00 am to 5:00 pm
Monday - Friday**

2000 Marbury Drive

District Heights, Md 20747

301-336-5633

www.districtheights.org



★ LIMITED TICKETS AVAILABLE ★



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

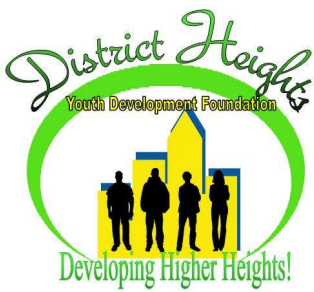
October 2023

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, October 5th:** 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.
- **Friday, October 13th:** The YSB director submitted the quarterly performance measures and programmatic reporting for the GOCCP grant.
- **Friday, October 13th:** The YSB submitted monthly reports to Department of Family Services (DFS) re: Mental/Behavioral Health Program. As of August 31st: 1 new formal; 18 carryover formals; 1 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.
- **Tuesday, October 17th:** The YSB director attended a site visit meeting with the Director of Clinical Training of Trinity Washington University graduate counseling program. The meeting focused on the training and progress of the YSB's current clinical intern; opportunities for continued collaboration were discussed along with opportunities for future internship placement.
- **Thursday, October 19th:** The YSB hosted its bi-weekly parent support group for parents and their families providing tips and tools to improve their relationships.
- **Wednesday, October 25th:** The YSB clinical intern began providing programming to the students grades K-6 engaged in the Woodland Springs Aftercare Program.
- **October 31st:** The YSB director attended an initial site visit meeting with the program monitor for the YSB annual programming for FY24.



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"

October 2023

-  Thursday, October 12th: The YDF supported the YSB by hosting a kick-off family engagement event for the bi-weekly parent support group. Forty participants were in attendance; DHPD provided support by providing their presence and ensuring the safety of attendees that walked to and from this event.
-  The YDF continues to engage in its partnership with the Hope In Action Antiviolence Collective within Prince George's County.
-  For more information, please email at ydf@dhydf.org.

Respectfully Submitted,



Katrina Emerson, Director

District Heights Family & Youth Services Bureau

Good evening, Mayor, Commissioners, Residents, and Colleagues.

October month began with the Senior Services Department transitioning our raw data from the needs assessment into a plain language infographic document ready for publication in English and Spanish. Accordingly, we use this information to align programs and services with the results and funding opportunities. We also will use the data to establish village-style connections with adjacent municipalities to expand our service reach and increase funding capacity.

Accordingly, my report summarizes the department's progress in preparation for the opening of the Senior Center and elevating our focus on community aging. Please accept this information as presented.

Announcements:

- Senior Advisory Group Meeting on Friday, November 17th at 1 pm—we will livestream this event. (December's meeting will be scheduled in the evening or weekend)
- Building Tour on December 8th (During Senior Holiday Event)—we will host an evening or weekend tour as well.

Tasks Completion:

- Created Draft Needs Assessment Report (see attached)
- Prepped for Furniture Delivery and Installation
- Provided Senior Services for four DH Residents (three referred to service supports)

Tasks Pending:

- Active Aging App Development
- Create Recommendations for Needs Assessment Report
- Partnership Development for Identified Needs
- Letter of Intent for Grant (300k-1M)

We are excited about our achievement. We are engaging in community outreach to make introductions, improve our work products, and build stronger relationships in the Incorporated City of District Heights. We can wait for the opening of the center...



AGING IN PLACE

NEEDS ASSESSMENT REPORT

COMMUNITY AGING

Prepared by

DR. KATRINA POLK

Director of Community Aging and Services





"Aging is not 'lost youth' but a new stage of opportunity and strength."

- Betty Friedan

#factsandstats

Older adults are living longer, and their preference to age in place continues to grow: an overwhelming 90% of people in the United States 50 years of age and over desire to age in place for as long as possible. At the same time, the number of people aged 60 and older as a proportion of the global population will double from 11 percent in 2006 to 22 percent by 2050—at which time there will be more people aged 60 and older than children ages 0 to 14 in the population for the first time in human history. If the City of District Heights is to secure a stable future for our aging population—especially for low-income seniors, who are the most vulnerable of all—now is the time to explore innovative solutions that lengthen the possibility of independent living, improve the quality of life and community involvement, and forestall or prevent nursing home placement. The City's combination of a senior center, programs, and services and becoming an Age-Friendly City represents both a potential solution and a model for the future.

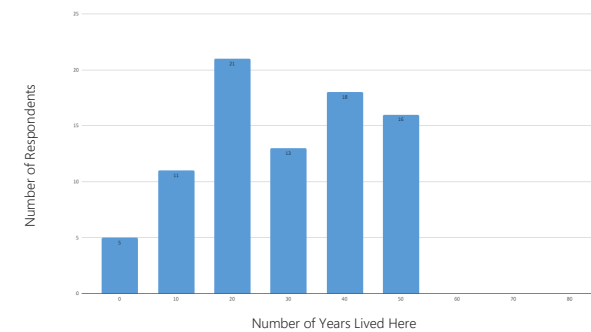
District Heights 50+ aging adult population is approximately 37% of the total residency, and the individuals aged 50-79 are the largest cohort at an estimated 25%. Our goal is to establish a senior center with the right-sized programs and services to improve the quality of life for residents and educate them and their families and caregivers about available resources to help grow and thrive in the City. We offer the community and the surrounding areas a safe and accessible location for educational, social, nutritional, and recreational opportunities.



DISTRICT HEIGHTS SENIOR CENTER

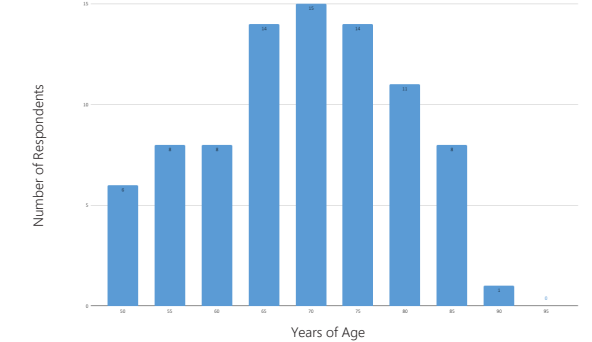
2000 Marbury Drive
District Heights, MD 20747
United States
301-336-1402

How long have you lived here?



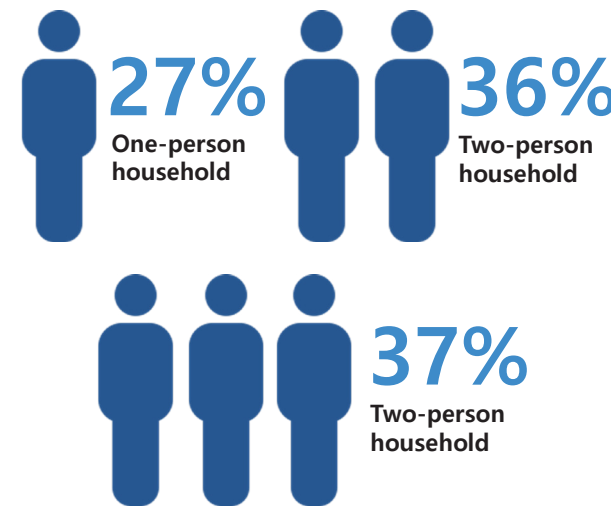
Most of the residents who responded to the survey 55% (47 of 85) have lived in District Heights for 30 years or more. * One person has lived in the city for 80 years.

How old are you?

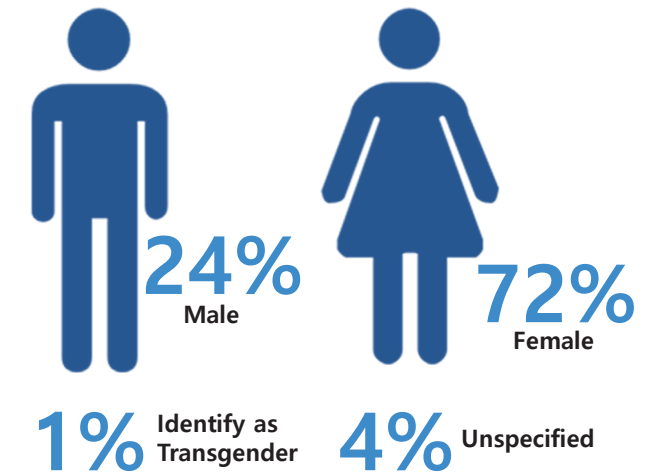


Most of the residents who responded to the survey 57% (49 of 85) are between the ages of 61 and 70 years old. Of survey respondents, the average age is 67. The youngest responder was 50 years old, and the oldest responder was 90 years old.

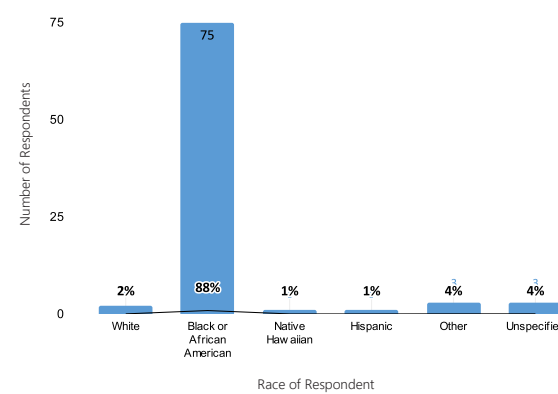
How many people live in your household?



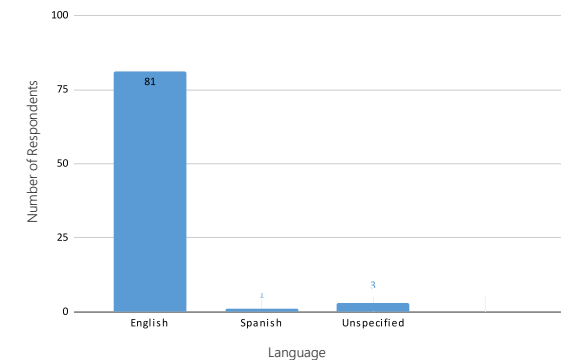
How do you identify yourself?



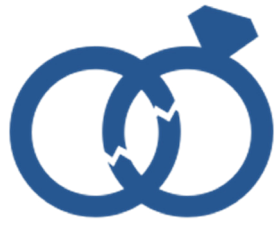
What is your race?



What is the language you speak at home?



What is your current marital status?



Single	32	38%
Divorced	1	1%
Widowed	12	14%
Separated	15	18%
Married	22	26%
Total	85	

Unspecified 4%

What is your highest level of education you have completed?



8th grade or less	0	0%
9th - 12th	4	5%
High School or GED	11	19%
Some College	32	38%
College Degree	10	9%
Post Graduate Degree	14	16%
Total	85	

Unspecified 6%

Do you have a car?



YES 88%
NO 1%

Are you a veteran or active member of the U.S. Armed Forces or the National Guard and Reserve?

YES 22% is serving or have served
NO 73% have never served

Are you currently working?

YES 18% are currently working
NO 73% are not currently working

Do you have a personal computer or a smart phone?



YES 88% **NO 1%**

Unspecified 8%

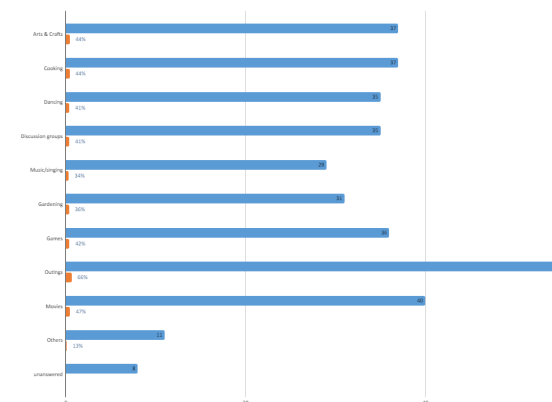
If No, what type of transportation do you use to get groceries, go to the doctor, etc.?

Bus	0	0%
Walk	2	2%
Bike	0	0%
Taxi/Uber	1	1%
Metro Access	1	1%
Someone else drives me	7	8%
Combo	11	13%
Total	85	

Would you be interested in participating in any of the programs and activities below?

SOCIAL ACTIVITIES

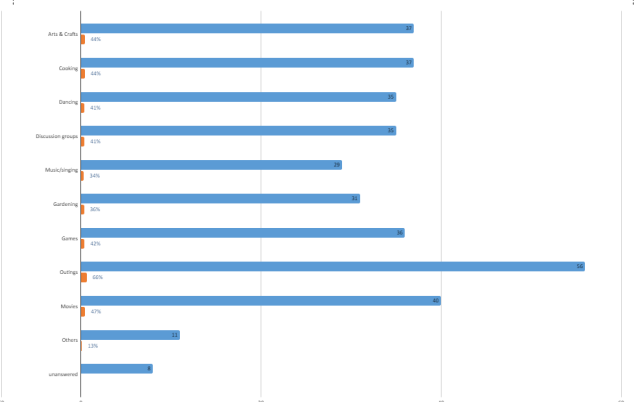
YES 99% are interested
NO 1% is not interested



Other requests and comments included: My walking limits me • Chess (2) • Play pool • Pool Tables • Tennis/sports • Cards • Playing ball • Gambling

EDUCATIONAL PROGRAMS

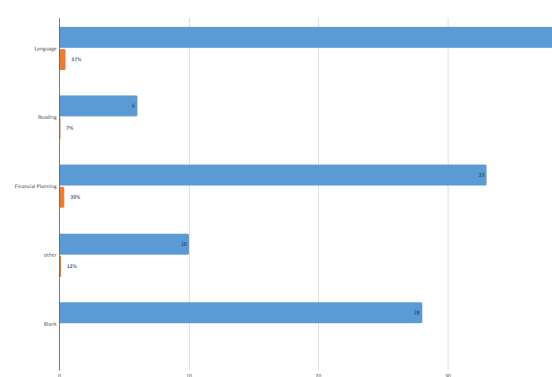
YES 73% are interested
NO 58% is not interested



Other requests and comments included: Get my GED • Computer • Business • Computer • Culture • GED Class • Computers • College

COMPUTER PROGRAMS

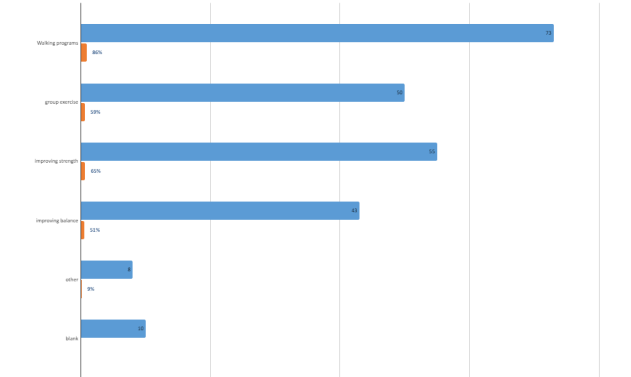
YES 54% are interested
NO 21% is not interested



Other requests and comments included: Arthritis in hands • Business • Using hot spots, connecting to TV, etc.

EXERCISE & FITNESS PROGRAMS

YES 89% are interested
NO 5% is not interested



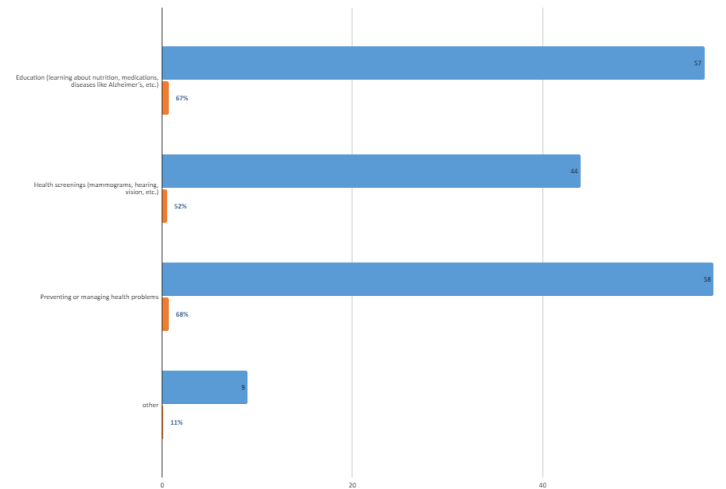
Other requests and comments included: Weight Loss • Balance weigh • Physical therapy • Jogging • Yoga • Water Aerobics

WELLNESS & PREVENTION PROGRAMS

Would you be interested in participating in any of the programs and activities below?

YES
53%
are interested

NO
47%
is not interested



Would you be interested in participating in any of the programs and activities below?

YES
63%
are interested

NO
21%
is not interested

In general, would you say your health is:



Excellent	6	7%
Very Good	29	34%
Good	30	35%
Fair	15	17%
Poor	1	1%
Total	85	

Do you have any of the following health conditions?

	YES	%	NO	%	TOTAL
High blood pressure or hypertension	54	64%	22	26%	76
Diabetes or high blood sugar	29	34%	38	45%	67
Cancer	3	4%	52	61%	55
Chronic lung disease/breathing problems	5	6%	53	62%	58
Heart problems	10	12%	48	56%	58
Arthritis or rheumatism	38	48%	27	32%	65
Eye problems like cataracts, glaucoma, or macular degeneration	25	29%	38	45%	63
Neurological problems	9	11%	46	54%	55
Memory-related disease	5	6%	51	60%	56
Emotional, nervous, or psychiatric problems	6	7%	50	59%	56

Do you use any of the following assistive devices?

Eyeglasses/contact lenses	69
Wheelchair	2
Walker	4
Cane	10
Assistance of others	7
Motorized scooter	2
Hearing aids	3
Oxygen	2
Other	0
None	12
Total	99

Are you legally disabled?

YES
18%
are interested

NO
75%
is not interested

Do you or anyone in your household have a hearing problem that prevents them from hearing what is said in normal conversation even with a hearing aid?

YES
9%
are interested

NO
84%
is not interested

Do you or anyone in your household have a vision problem that prevents them from seeing when wearing glasses or contacts?

YES
12%
are interested

NO
82%
is not interested

Do you or anyone in your household have any condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting, or carrying?

YES
24%
are interested

NO
67%
is not interested

I need help with...

	Yes	% Yes	No	% No	Total
Bathing/showering	2	2%	62	73%	64
Dressing	0	0%	62	73%	62
Get in and out of bed/chair	3	4%	61	72%	64
Using the toilet	1	1%	62	73%	63
Controlling your bladder	3	4%	60	71%	63
Eating	0	0%	62	73%	62
Using the telephone	1	1%	60	71%	61
Shopping	6	7%	57	67%	63
Preparing meals	4	5%	58	68%	62
Housekeeping	11	13%	54	64%	65
Doing laundry	8	9%	55	65%	63
Traveling to places out of walking distance	11	13%	55	65%	66
Managing medications	1	1%	61	72%	62
Managing money or finances	6	7%	57	67%	63
Managing relationships	1	1%	61	72%	62

How many days a week are you physically active for at least 30 minutes?

Of the 78 respondents, residents reported that they were physically active for at least 30 minutes, an average of 4.7 days per week.

Is there anything that keeps you from engaging

No	55	65%
Not motivated	7	8%
Don't know what to do	3	4%
Physical or health limitations	16	19%
Total	81	

VOLUNTEERING

Do you participate in volunteer activities? (share your time, skills, talents to help other, give back, help a neighbor, do community service, etc.)

YES
51%
are interested

NO
49%
is not interested

How long have you been active as a volunteer?

More than 5 years	21	43%
3-4 years	5	10%
1-2 years	6	12%
Less than 1 year	17	35%
Total	49	

How often in the past month have you participated in volunteer activity?

More than 50 HRS	4	7%
30 - 49 HRS	4	7%
10-29 HRS	6	10%
Less than 10 HRS	19	32%
I have not participated in volunteer activities during the past month	26	44%
Total	59	

Please describe why you choose to engage in volunteer activities.

- It is my purpose to help others
- I enjoy interacting with others
- I have been playing in a group setting and at a 3rd church for many years
- I enjoy being around people as I have no local friend
- They concern me
- Like to serve
- Social engagement and help others in need
- To stay active
- Social environment and give back to the community
- I find it very fulfilling
- To help improve the quality of life for others
- To contribute my skills and talent to a community that deserves the best
- I'm a minister
- it was with a company I worked for
- Started little after retirement, wanted to help and also keep busy
- I enjoy helping others youth and seniors
- Keep my community clean
- To assist and helping others where and when I can while I can
- For the betterment of the city
- To stay engaged, and educated
- Love helping
- I wanted to be the change in my community
- To teach students the tools to solve machinal math challenges in robotic competitions
- safe community
- To keep my mind stimulated and my body active
- Our community needs help
- I like being busy and helping others
- To connect with like-minded people
- Motivation
- Give and share knowledge, programs, services to those who may not know
- It helps with my mental health and physical strength
- I like to help where I can when I can
- Not able to work, to keep my mind active
- trash removal
- Because I like being active with others and helping them out I thank god
- I have health well enough to help
- Just who I am. Have always been a volunteer in some capacity such as meals on wheels, cub scout, parent groups, etc.
- Fun, outings, community
- I care

Please describe where you volunteer and the type of activities you perform.

- City of DH, AARP (State and County) Veteran Related Committees (County and City)/NCNW Church
- I Volunteer my tome as the keyboard player at 2 different churches
- Volunteer for the "grab & Go" food distribution at my main church Dog rescue. local city government
- Capital area food bank
- AARP 939, DNC, food pantry, helping the sick and disabled Volunteer at my church (share food program) packaging and distributing of free food
- First Baptist Church of DH, Andrews AFB, Spouses Club, Thrift Shop
- Senior and homeless
- Checking on older people, taking them to Dr appointments, etc. Service on ministries in the church
- Seniors and Homeless
- Activist
- At church, visiting the sick and shut in
- I volunteer with passing out grocery at a food pantry (elementary school) i do not recall
- Presently doing review of STEM related grant proposals & assisting my neighbors by keeping them informed of community information
- Forestville Pregnancy Center, First Baptist Church of District Heights Forestville Pregnancy Center, First Baptist Church of District Heights Started little after retirement, wanted to help and keep business. Started little after retirement, wanted to help and keep business
- Church food distribution and senior transportation
- Grass cutting and home improvement, area clean up, trash pick-up
- Assisting my granddaughter with care, she has cerebral palsy, also volunteer with several church activities
- Cap, charter committee, website committee, holiday committee
- Various activities and community involvement with non-profit & fraternal organizations, church, and community-based services
- Church teaching Bible study classes; volunteer as the church administrator
- DH Summer Campers gardening workshop, Clinton Demo gardening, Fiesta Place Garden, judging gardens
- Once worked with students who were competing in robotics competition
- Neighborhood watch
- Church/Trustee; charter committee/DH; BOSE committee/DH; July Birthday Ministry/Church
- Community garden
- I am not a active volunteer at present .I have been involved with this community private schools library and gardening
- Active in the horticultural community in various ways, BOD for National Garden Clubs, Garden Club President
- Neighborhood
- Woodland Springs food bank & Street village
- Help pass out food and help the children with arts and crafts
- Sorting mail
- In the neighborhood at the food bank i pass out food
- At the local elementary school my grandchildren go to and at the food bank in my neighborhood
- I have volunteer in helping my neighbor and telling others about DH office staff
- Small pkgs from store, share when i have more than I need, Share spiritual books and check on neighbors
- AARP Sunshine club , raising 3 grandchildren, civil action patrol
- Bowling, Quilting, raffle tickets
- CAP neighborhood watch

COMMUNITY AND SUPPORT NETWORK

Do you have a home health aide?

YES
0% **NO**
95%

Do you have family or friends in the area?

YES
91% **NO**
5%

Do you have family or friends who call you regularly?

YES
89% **NO**
4%

Do you have family or friends who visit you regularly?

YES
84% **NO**
11%

How would you describe the amount of help your family members or friends provide?

I do not need help	42
Do not provide help	1
Limited help	19
Moderate help	12
Lots of help	11

DIGITAL IMPACT

Do you have internet access?

YES
73% **NO**
4%

What is your preferred connection to the

Computer	29
Mobile	34
Both	17
Unspecified	6

Do you have access to technology?

YES
79% **NO**
1%

How do you currently receive information from the City?

Website	32
Public Meeting	1
Community	14
Combination	28
Unspecified	10

Do you participate in the City Meeting?

YES
34% **NO**
44%

RECOMMENDATIONS

COMING SOON





VISUALIZING A BETTER TOMORROW IN THE CITY OF DISTRICT HEIGHTS TODAY FOR RESIDENTS 50 YEARS OF AGE AND OLDER



Address

2000 Marbury Drive
District Heights, MD 20747
United States



Phone

Phone: 301-336-1402



Website

www.districtheights.org
polkk@districtheights.org



CITY OF DISTRICT HEIGHTS

City Meeting

City Manager's Report

Thursday November 2, 2023

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

Construction/Capital Projects

The City has four active construction/capital projects and five projects that are queued. The queued projects do not have any noteworthy updates. The three active project updates are as follows:

- The Senior Center is on schedule to reach substantial completion.
 - Occupancy is anticipated mid-November. The final fire inspection will occur when an account issue with Verizon is resolved. Verizon's government affairs executives have been engaged and are actively working on the issue.
- The RFP for Fiesta Place has been released.
 - The submission deadline has been extended to November 17.
- The Municipal Center Renovation project is currently under architectural review. This project was initially budgeted at \$250,000; given planning-level estimates, the Commission should consider funding options up to and exceeding \$500,000 for the renovation. The primary driver in anticipated cost increase is 1) the permitting and review process for Prince George's County and 2) the age and association limitations of the facility itself.
 - In response to this preliminary report, the City has released an RFQ for a facility condition analysis for 2000 Marbury Drive. The facility condition analysis is a comprehensive report generated by building and engineering professionals and will include items like code updates, maintenance needs, general condition report, and recommendations.
- Preliminary site planning has come back on 6114 Marlboro Pike. The report, included as Attachment 2, includes number of considerations and a potential site layout. Staff is currently exploring alternatives for parking and maximum square footage.

Figure 1, below, shows the status of the City's active and queued construction projects. An asterisks in the project status indicates a change from the prior report.

Fig. 1. Active and Queued Projects

Project	Project Status	Funding Source(s)
District Heights Senior Center	Reaching Substantial Completion	Debt financed
Fiesta Place Garden	RFP released	ARPA
Municipal Center Restrooms Renovation	Design phase	ARPA
Veteran’s Park Phase II	Design phase	POS & local funds
Municipal Field Restrooms	Pre-design phase	POS & local funds
Kipling Parkway shared use paths	Design phase*	POS
Marlboro Pike Site Development	Pre-design phase	ARPA & local funds
Dog park relocation	Planning phase	POS
Fiesta Place Linear Park	Planning phase*	Not funded
Edfield Lane	Planning phase*	Not funded

Active City Projects

Figure 2, below, shows a list of special projects currently under way or planned for significant progress and/or completion within the next six months. Projects on this list mostly, but not exclusively, fall outside of the normal day to day operations of departments.

Fig. 2. Active Special Projects

Project	Lead Department	Status	Anticipated Completion
Codification Update	City Clerk	In progress	Nov 2023
Fence Ordinance Update	DHPD – Code	In progress	Nov – Dec 2023
Dept. Safety and Security Plans	DHPD	In progress	Dec 2023
Fines Backlog	DHPD	In progress	Jun 2023
24-hour Service Transition Plan	DHPD	Queued	TBD
Payroll Audit	Treasurer	In progress	Dec 2023
Collective Bargaining I: Personnel Code	City Attorney/Manager	In progress	Dec 2023
Collective Bargaining II: Labor Relations Ordinance	City Attorney/Manager	Queued	Jan 2023
Pay Parity: Police	City Manager/HR	Completed	NA
Pay Parity: Gen. Workforce	City Manager/HR	In progress	Dec 2023
Advisory Board Updates	City Clerk	In progress	Jun 2023

Enclave Review/Annexation	City Attorney/Manager	In progress	TBD
Economic Development Plan Development	City Manager/LA Perez	In progress	Dec 2023
Municipal Growth Area Map	City Manager/LA Perez	In progress	Dec - Jan 2023
Charter Review Process	City Manager/Attorney	Queued	TBD
Purchasing Ordinance	City Manager	In progress	Dec 2023
Major Equipment/Asset Inventory	DPW	Queued	TBD
Fee & Membership Structure Review - Recreation	Recreation	In progress	Dec 2023
Digital Archive Implementation – Phase I	City Clerk/Manager	In progress	Dec 2023
Employ Prince George’s County	Recreation	In progress	Nov 2023

ATTACHMENT:

1. Media and Engagement Data
2. 6114 Marlboro Pike Preliminary Site Report

MONTHLY REPORT

**COMMUNICATIONS/MEDIA
DEPARTMENT**



DATE: NOVEMBER 2, 2023

TIME: 7:00 PM

GROSS STATISTICS

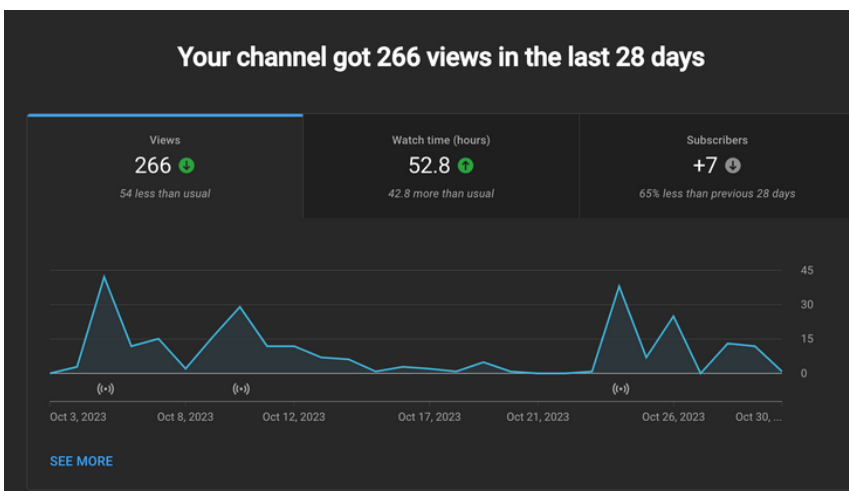


YOUTUBE ENGAGEMENT

Traffic source	Views ↓	Watch time (hours)	Average view duration	Impressions	Impressions click-through rate
<input type="checkbox"/> Total	280	53.0	11:22	3,844	4.7%
<input type="checkbox"/> Suggested videos	75 26.8%	5.4 10.2%	4:20	1,903	2.8%
<input type="checkbox"/> Channel pages	72 25.7%	25.4 47.8%	21:08	361	11.4%
<input type="checkbox"/> YouTube search	61 21.8%	12.6 23.8%	12:25	460	11.1%
<input type="checkbox"/> Browse features	41 14.6%	5.4 10.1%	7:50	1,109	3.0%
<input type="checkbox"/> External	22 7.9%	3.2 6.0%	8:39	–	–
<input type="checkbox"/> Direct or unknown	6 2.1%	1.0 2.0%	10:29	–	–
<input type="checkbox"/> Playlists	2 0.7%	0.0 0.1%	1:06	11	0%
<input type="checkbox"/> Other YouTube features	1 0.4%	0.0 0.0%	0:24	–	–

3,844

3,844 Impressions for the month of October.



In the month of October, our channel has been viewed 266 times. 7 new subscribers.

GROSS STATISTICS



INSTAGRAM ACCOUNTS REACHED

During the month of October, we reached a total of 1,136 accounts with 5,804 impressions.

1,136



390

Total number of followers as of October 31, 2023: 390
Increase of 33 overall followers.

GROSS STATISTICS



Last 28 days ▾

Oct 5 - Nov 1

Reach

Engagement

Net followers

3-s

402
Reach ⓘ

-37% from previous 28 days

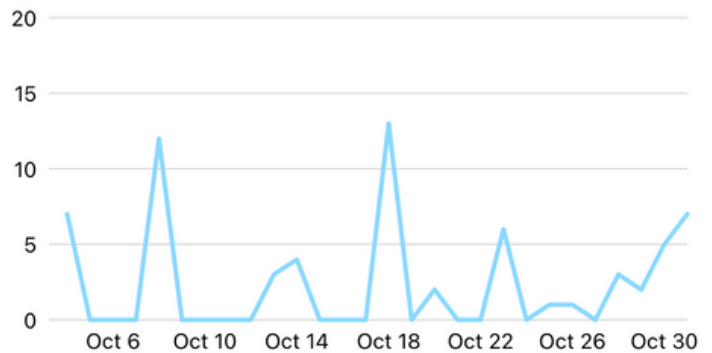


FACEBOOK POST REACH

During October, we have reached 402 accounts.

Facebook visits ⓘ

66 ↓ 30.5%



66

Facebook Page Visits

FACEBOOK PAGE VISITS

During the month of October, we decreased our page and profile visits by 30.5%



www.districtheights.org



Page path and screen class	Views	Users	Views per user	Average engagement time	Event count	Conversions	Total
	↓				All events	All events	
	7,228 100% of total	1,961 100% of total	3.69 Avg 0%	0m 00s	11,851 100% of total	0.00	
1 /	1,429	752	1.90	0m 00s	2,977	0.00	
2 /advanced-search	383	143	2.68	0m 00s	398	0.00	
3 /police-department	265	176	1.51	0m 00s	522	0.00	
4 /contacts-directory	177	115	1.54	0m 00s	205	0.00	
5 /government-resources/pages/city-code-ordinances	149	79	1.89	0m 00s	191	0.00	
6 /code-enforcement/pages/license-permit-fees	147	64	2.30	0m 00s	224	0.00	
7 /public-works/pages/trash-collection	146	105	1.39	0m 00s	312	0.00	
8 /code-enforcement	132	83	1.59	0m 00s	184	0.00	
9 /home/news/district-heights-acquires-14-acres-marlboro-pike-and-launches-economic-development	122	94	1.30	0m 00s	289	0.00	
10 /public-works	120	96	1.25	0m 00s	168	0.00	

DEFINITIONS

- **Views-** The number of app screens or web pages your users saw. Repeated views of a single screen or page are counted. (screen_view+ page_view events).
- **Users-** The total number of active users.
- **Views per user-** The average number of mobile app screens or web pages viewed per user.
- **Average engagement time-** The average length of time that the app was in the foreground or the website had a focus in the browser.
- **Event count-** The number of times your users triggered an event.
- **Conversions-** The number of times your users triggered a conversion event.

**City of District Heights, Maryland
6114 Marlboro Pike, 2355 Scott Key Dr, & Parcel 241
Feasibility Study Report**

October 2023

Prepared by:
ADTEK Engineers, Inc.
9440 Marlboro Pike, Suite 310
Upper Marlboro, MD 20772
301.662.4408

TABLE OF CONTENTS

I. NARRATIVE

- A. Introduction
- B. Zoning
- C. Utilities
- D. Environmental Features
- E. Proposed Options

II. APPENDICES

- A. Vicinity Map
- B. Zoning Map
- C. City Water, Sewer, and Storm Drain Map
- D. Floodplain Map
- E. Options

City of District Heights, Maryland
6114 Marlboro Pike, 2355 Scott Key Dr, & Parcel 241
FEASIBILITY REPORT

A. INTRODUCTION

The following report presents a site assessment of the site located at 6114 Marlboro Pike, 2355 Scott Key Dr, and Parcel 241 in the City of District Heights, Maryland. The site is comprised of three lots with a total land area of 1.4496 acres. 6114 is comprised of 0.5040 acres of land; 2355 is comprised of 0.2456 acres of land; 241 is comprised of 0.7000 acres of land. The sites are currently, generally, unimproved. There are small areas of pavement associated with adjacent development. 6114 is currently located within the city limits while 2355 and 241 are outside the city.

B. ZONING

The City of District Heights uses the same Zoning Ordinances as Prince George's County. The site is split between the CGO (Commercial, General, and Office) and RSF-65 (Residential, Single-Family-65) zoning districts. 6114 is zoned CGO while 2355 and 241 are zoned RSF-65.

The proposed use of the project is a Government Services Center – office space. Office space is not a permitted use in the RSF-65 zone. There is no category for government facilities in the Zoning Ordinance. Government facilities are typically allowed in all zoning districts and generally exempt from most zoning requirements. This use may require re-zoning or special exemption.

Public projects within Prince George's County are required to be reviewed by the Maryland-National Capital Park and Planning Commission (M-NCPPC). These projects utilize the zoning requirements as guidelines, but strict adherence is not required.

Setbacks in the CGO zone are as follows (non-residential uses):

- Front: 0'
- Side: 0'
- Rear: 0'

The building height is limited to 50' whereupon additional setbacks are required. Overall height for office builds is limited to 110'.

Setbacks in the RSF-65 zone are as follows (non-residential uses):

- Front: 25'
- Side: 8'
- Rear: 20'

The building height is limited to 40’.

The maximum impervious area in the RSF-65 is 60% with no limit in the CGO.

Parking for the site should meet City zoning requirements. Offices and general business require a minimum of 1 parking space per 300 sf for 300 – 1,500 gsf and 1 per 400 sf over 1,500 gsf.

C. UTILITIES

Water: There is an existing 8” watermain along Scott Key Dr, and a 16” watermain along Marlboro Pike. Once water demands for the use are determined a study will be required by WSSC as part of the Site Plan submission.

Sanitary: There is an existing 8” sanitary sewer line along Marlboro Pike. Additionally, there are 8” lines with manholes in the two corners of the site along Scott Key Dr. Once sewer demands for the use are determined a study will be required by WSSC as part of the Site Plan submission. Assuming gravity flow, either connection along Scott Key Dr would be preferable since they are located along the lower side of the site.

Drainage: The site generally flows overland from the high point along Marlboro Pike to the low side along Scott Key Dr.

There is an existing public storm drain at the northern corner of the site that flows down District Heights Pkwy. But the capacity of this, apparent 27” diameter pipe, is unknown. Any upgrades to the site may require an upgrade to this existing drainage system to accommodate increased flows from the site. The site is located in the portion of the County where management of the 100-yr storm is required.

D. ENVIRONMENTAL FEATURES

Soils on the property are comprised of:

- BuB (Beltsville-Urban land complex); this soil is classified as Hydrologic Soil Group ‘C’, which may not be conducive to on-site infiltration thus stormwater techniques may require underdrains.

This site is not located within the FEMA mapped floodplain per FEMA map 24033C0235E.

Per MD-DNR there are no wetlands or streams within the property that would impede development.

E. PROPOSED OPTION

It is understood that the City's intent is to create a presence on Marlboro Pike in order to attract and retain businesses in the area. With that in mind, the site was analyzed in an attempt to provide a facade and site access on Marlboro Pike. This aligns with the commercial zoning along Marlboro Pike as well as the higher road classification. Unfortunately, the frontage of 6114 is limited. The 85' +/- width does not facilitate a driveway and substantial building size.

The layout provides a two-story building with a footprint of 11,500 sf for a total of 23,000. The T-shaped layout allows a portion of the building to be closer to Marlboro Pike. The rest of the building is to the rear of the site where more space is available. The site entrance and a portion of the parking lot is in front of the building and a driveway to additional parking is set beside the building. This could allow for separate parking areas for staff and customers. This provides parking of 56 spaces (1 space for every 400 sf).

Appendix A

Vicinity Map



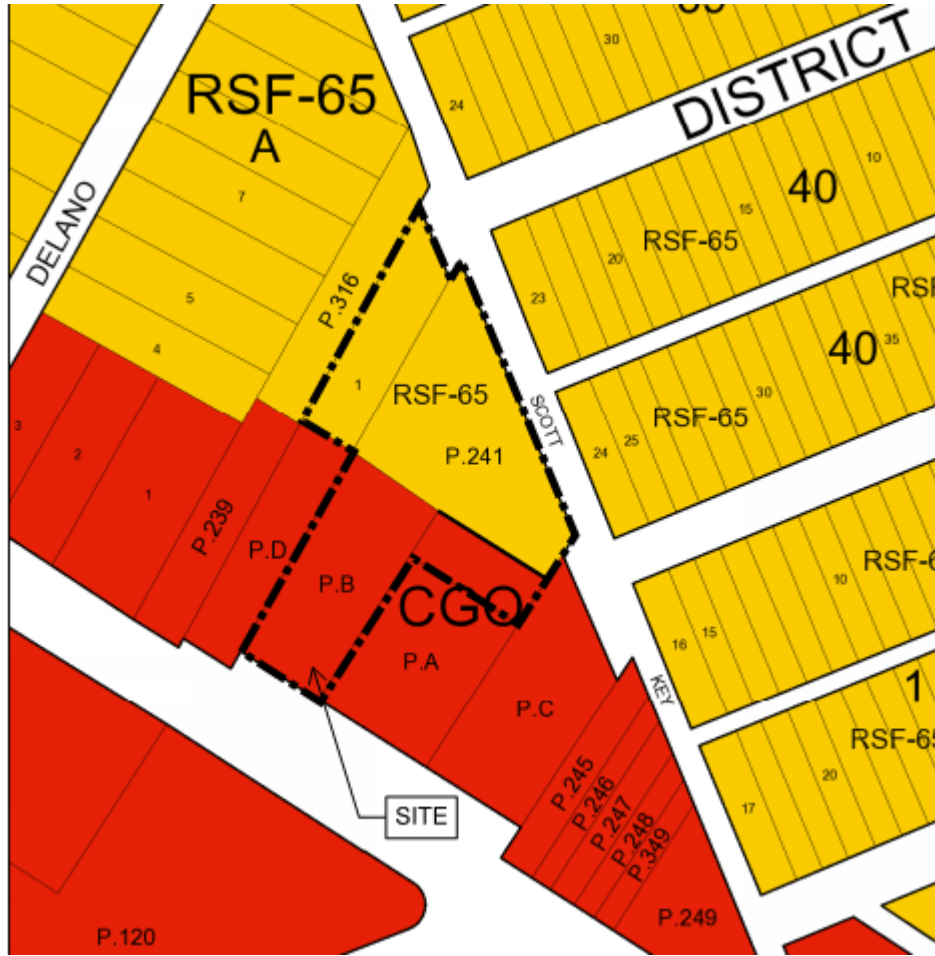
2355 Scott Key Dr
06-3591104

Parcel 241
06-0456236

6114 Marlboro Pike
06-0456244

Appendix B

Zoning Map

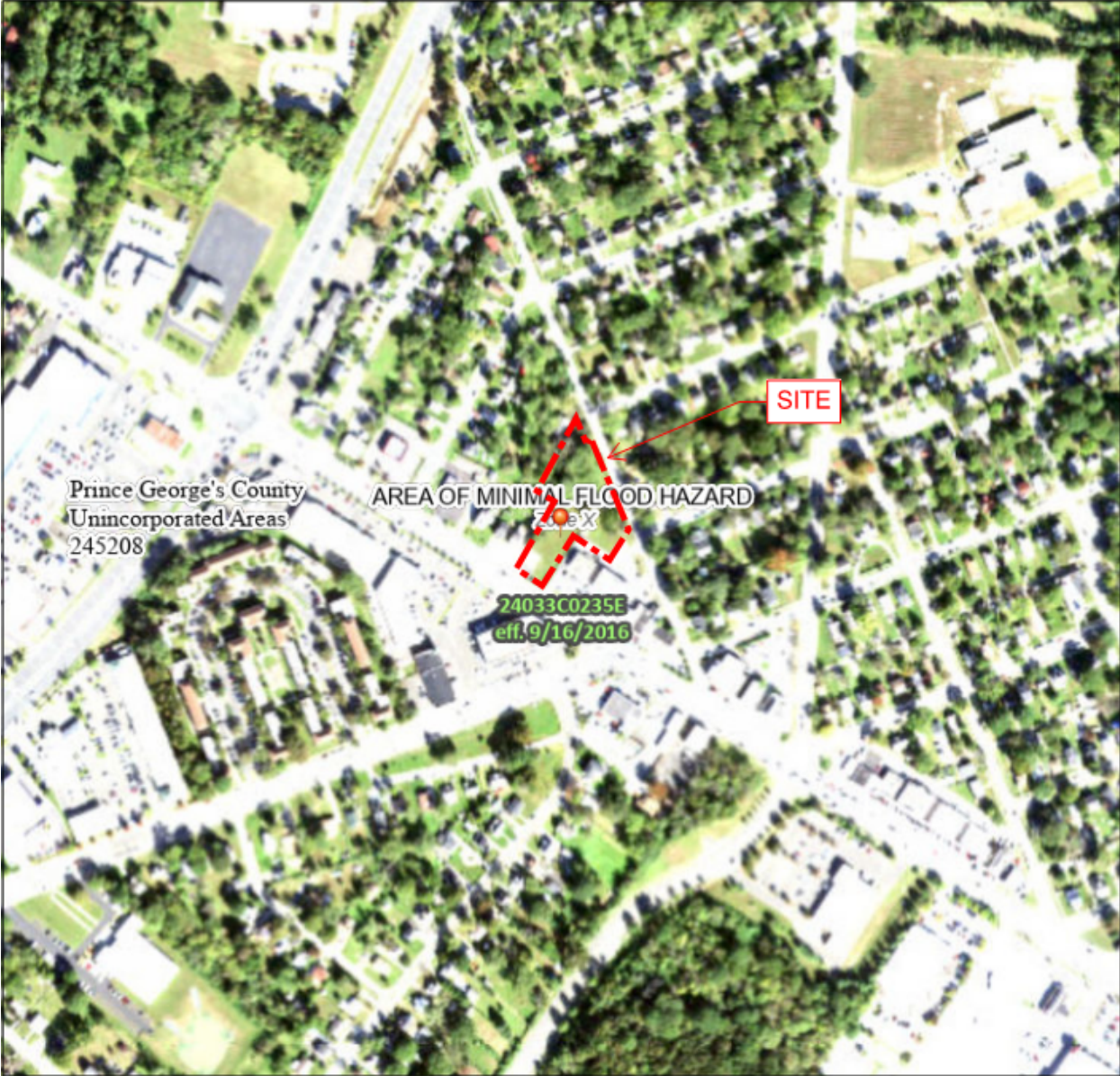


Appendix C

City Water, Sewer and Storm Drain Map



Appendix D
Floodplain Map



Prince George's County
Unincorporated Areas
245208

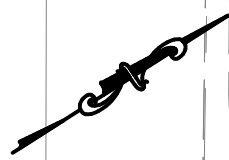
AREA OF MINIMAL FLOOD HAZARD

SITE

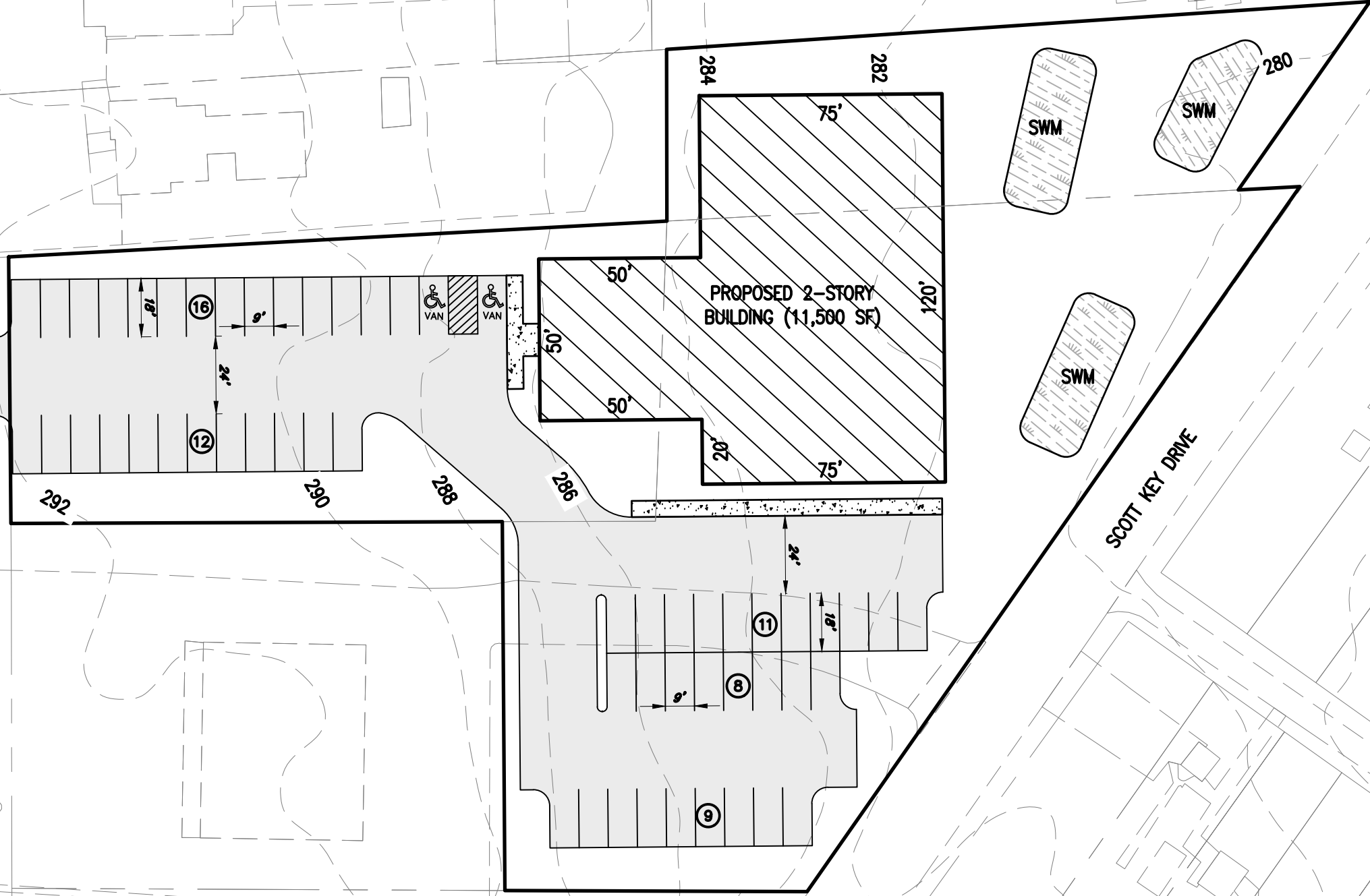
24033C0235E
eff. 9/16/2016

Appendix E

Option



MARLBORO PIKE



ADTEK

CIVIL, STRUCTURAL, SPECIALTY ENGINEERING
& LANDSCAPE ARCHITECTURE
9990 Fairfax Boulevard, Suite 300
Fairfax, Virginia 22030
Phone: 703-691-4040 Fax: 703-691-4056
www.ADTEKengineers.com

CITY OF DISTRICT HEIGHTS
FEASIBILITY STUDY
PRINCE GEORGE'S COUNTY, MARYLAND

NO.	DATE	DESCRIPTION	ISSUE

SCALE: 1" = 40'	DATE: 10/12/2023	CHECKED BY: DM	PROJECT NUMBER: 2301.0081	SHEET 1 OF 1
DRAWN BY: DM				DRAWING NUMBER: 1