



CITY OF DISTRICT HEIGHTS

TUESDAY, APRIL 11, 2023

AGENDA
HYBRID Work Session
7:00PM

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

CALL TO ORDER:

OPENING PRAYER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF AGENDA:

- Work Session Meeting Agenda Tuesday, April 11, 2023

PUBLIC PARTICIPATION:

OLD BUSINESS:

1. Citizen's Request- Business License application: District Heights Driving School – Ms. Michelle Watkins

NEW BUSINESS:

1. Proposed Amendment Sect 1106 Introduction – Mr. David Street
2. Sustainability Committee Bylaws Introduction – Ms. Nicole Jackson / Ms. Teri Speight
3. Playground Proposal contract award – Mr. Jeffery Taylor
4. Surplus Truck – Ms. Angela Barnhill-Love
5. Recruitment Recreation Positions Discussion – Mr. Chris Lawson

MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

ADJOURNMENT

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



CITY OF DISTRICT HEIGHTS

2000 MARBURY DRIVE
DISTRICT HEIGHTS, MD 20747-2399

FEB 13 PM 02:32

Telephone: (301) 336-1400

Fax: (301) 350-3660

CITIZEN REQUEST (New Commercial Business)

Date: 02/13/2023

Request Number: CR-004-23
(Office Use Only)

Requestor / Business Owners Name:

RIKIA MALPULA

City Address / Location of Business:

6108 OLDSILVER HILL RD STE 210

Requestor's Home Address:

7712 Vineyard Dr. District Heights MD

Home Phone: 3014045277

Work Phone: 3017350034

Other:

Email:

rikia42@verizon.net, districtheightsdrivingschool@gmail.com

Reason for Request

Application to open a new commercial business within the City of District Heights, Maryland

Name of Business:

District Heights Driving School

Type of business:

driving school

Describe business and what is to be done on the property (Be Specific):

Driving School

Students will receive instructions on traffic laws.

Also, students will meet with their instructors at the address for Behind the Wheel instruction

Signature:

Rikia Malpula

Code Enforcement Officer Comments:

City Commission must approve new Commercial Business

License Application.

Date Hearing Schedules:

3/14/2023

COMMISSION ACTION:

Request Granted ☐

Request Denied ☐

Commission's Comments:

Please mail or deliver this form to the Code Enforcement Office.

2002 Marbury Drive, District Heights, Maryland, 20747. Phone: 301- 336-1400, Fax: 301- 808-6915.

You will be notified of hearing date



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

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

COMMERCIAL BUSINESS LICENSE APPLICATION

License must be renewed each year before January 1st

NEW ☐

RENEWAL ☒

Date of Application 03/13/2023

Name of Firm/Business

Address of Business

Type of Business

Telephone Number

Hours Opened

Type of Firm

() Individual

() Partnership

(X) Corporation

Name of Person To Whom License Is to Apply

Applicant's Full Name (PRINT)

Signature of Applicant

Applicant's Home Address

City

State

Zip Code

Drivers License Number

State

Applicant's Title

Applicant's Home Telephone

Email

Alarm Company

Alarm Company Address

City

State

Zip Code

Telephone

Owner(s) of Building

Owner's Address

City

State

Zip Code

Telephone

TO BE NOTIFIED IN CASE OF EMERGENCY
IN PRIORITY ORDER:

Number of Employees: _____

Article 23A, Section 48, Certificate of Compliance with Worker's Compensation Act of Maryland annotated Code of require municipal governments to obtain prior to issuing a License:

- (a) A certificate of compliance with the Maryland Workers' Compensation Act: or
(b) The number of a workers' compensation insurance policy or binder.

Policy or Binder Number _____

Alarm: ____ Yes ☒ No (Type: ____ Audible ____ Silent)

NOTE: You must include a copy of your professional Certification(s) and all other license(s) issued by the State or County. Failure to provide a copy will prohibit the issuance of the City License. All Information **MUST BE** Supplied Before License Is Issued.

OFFICE USE

The cost of the license shall be **\$225.00** dollars per year

☐ - Paid

The cost of a Use and Occupancy Certificate is **\$10.00** for all new applications

☐ - Paid

Article VII, Section 701(C). - Each Electronic Game fee is **\$100.00** per machine

☐ - Paid

Article VII, Section 701(C). - Each ATM Machine fee is **\$100.00** per machine

☐ - Paid

Article VII, Section 701(C). - Each Coin Operated Machine fee is **\$10.00** per machine

☐ - Paid

Article VI, Section 608. - Alarm Users License Registration fee is **\$50.00** biennial # _____

☐ - Paid

Article XIV, Section 1401(hh) - Sign Permit is **\$20.00** or **\$2.00** per square foot BP# _____

☐ - Paid

Article II, Section 202 - Building Permit Required - YES ☐ NO ☐ BP # _____

☐ - Paid

Please make check or money order payable to:

CITY OF DISTRICT HEIGHTS

New Applications Only

Commission Hearing Date:

☐ Approved ☐ Disapproved

District Heights License Number



INFORMATION REQUEST FORM COMMERCIAL LICENSE

ALL INFORMATION IS REQUIRED

Please Type or Print Clearly

Business Name Distric Heights Primary School
Business Address 6108 Old Silver Hill Rd Ste 210 City Distric Heights State MD Zip 20747

Type of Business: ☐ Retail ☒ Service ☐ Wholesale ☐ Manufacturing ☐ Other

Name of Owner, Partners, or Corporation Officers Rukia Mahpula and Ayoub Mahpula
Home Address 7712 Vineyard Dr. City Distric Heights State MD Zip 20747

Phone No. 301-735-0034 Email distric heights primary school@gmail.com
Name of Resident Agent Baraka Mahpula

Address 615 McPerrin Rd City Stafford State VA Zip 22458
Phone No. 240-462-7423 Email Mahpula@yahoo.com

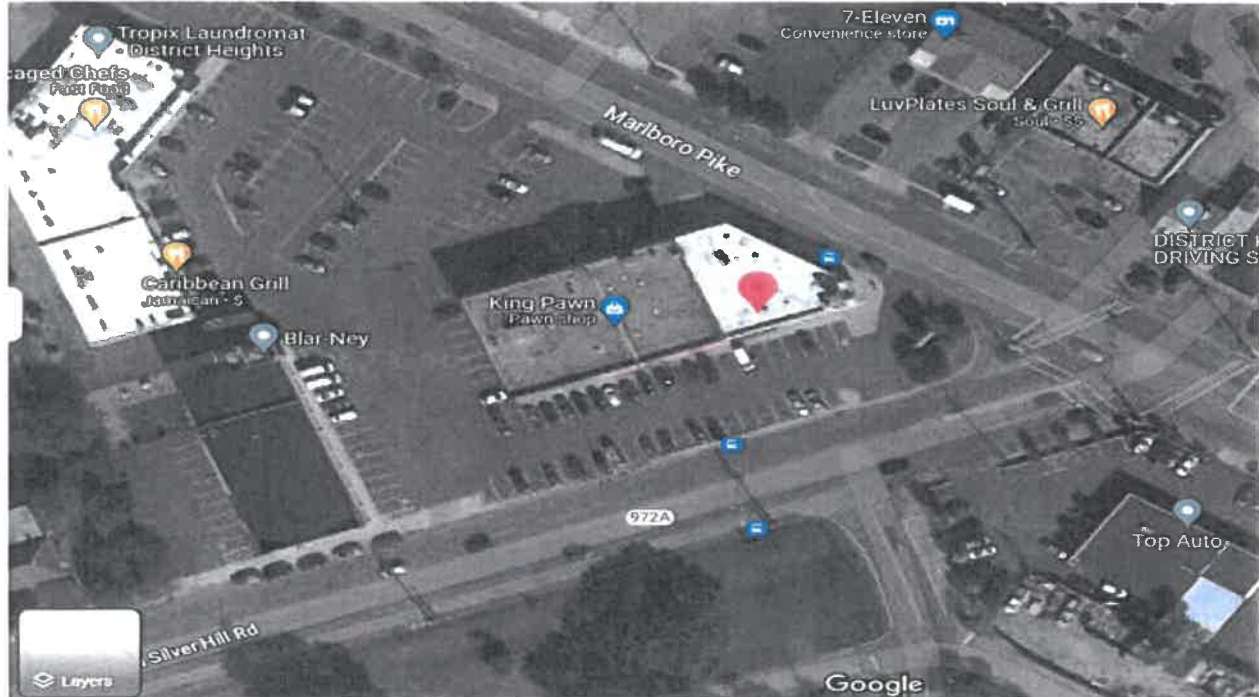
Name of Property Owner / Landlord (If Leased) Woodmont Properties
Address 4919 Bethesda Ave City Bethesda State MD Zip 20814
Phone No. 301-652-2302 Email dsmith@woodmont.us

Building Permit Required: ☐ YES ☒ NO Sign Permit ☐ YES ☒ NO
Types of Work to be done on property: ☐ Renovation ☐ Remodel
Was Violation or Stop Work Order Issued: ☐ Yes ☐ No Notice #:

Property Information: ☒ Leased ☐ Owned / ☐ Partial ☐ Whole Building
How many Floors: ☐ 1 ☒ 2 ☐ 3 ☐ 4
Main Level - 1st fl. - Type of Business:
Upper Level - 2nd fl. - Type of Business:
Upper Level - 3rd fl. - Type of Business:
Basement Level - Type of Business:

Number of Parking spaces: 120

6108 Old Silver Hill Road, District Heights Maryland



[View Map](#)

[View GroundRent Redemption](#)

[View GroundRent Registration](#)

Special Tax Recapture: None

Account Identifier: District - 06 Account Number - 0619486

Owner Information

Owner Name: PARKLAND SHOPPING CENTER L L C

Use: COMMERCIAL

Mailing Address: STE 200
4919 BETHESDA AVE
BETHESDA MD 20814-5203

Principal Residence:

NO

Deed Reference:

/00000/ 00000

Location & Structure Information

Premises Address: 6100 OLD SILVER HILL RD
DISTRICT HEIGHTS 20747-0000

Legal Description: PARKLAND

6108 OLD SILVER HILL ROAD

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0081	00B2	0120	10006.17	0000				2021	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1954	23,437 SF		59,521 SF	005

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
		OFFICE BUILDING	/	C3			

Value Information

	Base Value	Value As of 01/01/2021	Phase-In Assessments As of 07/01/2022	As of 07/01/2023
Land:	386,800	386,800		
Improvements	1,987,600	2,125,600		
Total:	2,374,400	2,512,400	2,466,400	2,512,400
Preferential Land:	0	0		

Transfer Information

Seller: SILVER HILL LTD PARTNERSHIP

Date: 07/29/2005

Price: \$6,200,000

Type: ARMS LENGTH MULTIPLE

Deed1: /00000/ 00000

Deed2:

Seller: SHAPIRO, MEYER &

Date: 10/31/1983

Price: \$0

Type: NON-ARMS LENGTH OTHER

Deed1: /05786/ 00848

Deed2:

Seller:

Date:

Price:

Type:

Deed1:

Deed2:

Exemption Information

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

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application

Date:

PRINCE GEORGE'S COUNTY

DEPARTMENT OF PERMITTING, INSPECTIONS AND ENFORCEMENT
PERMITTING CENTER

CERTIFICATE OF OCCUPANCY

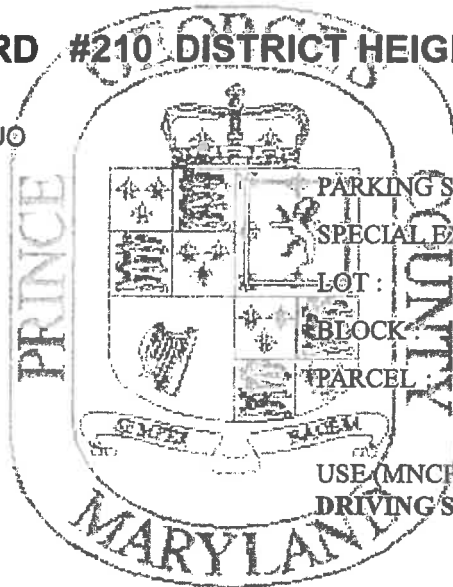
EFFECTIVE DATE: March 23, 2023

CASE NUMBER: 2126-2023-00

PERMISSION IS HEREBY GRANTED TO OCCUPY :

6108 OLD SILVER HILL RD #210 DISTRICT HEIGHTS, MD 20747

CASETYPE :	DPIE UO	PARKING SPACES :	0
OWNERSHIP :		SPECIAL EXCEPTION :	
USE GROUP :	B	LOT :	
CONST. TYPE :	1B	BLOCK :	
TAX MAP :	081	PARCEL :	120
ZONE :	CGO		
LIMITATIONS (UP TO) :			
OK for driving school			



USE (MNCPPC ZONING) :
DRIVING SCHOOL

PROPERTY OWNER

PARKLAND SHOPPING CENTER L L C
045277 OLD SILVER HILL RD RD #
District Heights, MD 20747

OCCUPANT

District Heights Driving School, LLC
6108 OLD SILVER HILL RD #210
District Heights, MD 20747
TRADE NAME :

CERTIFICATE IS TO BE CONSPICUOUSLY DISPLAYED AND NOT REMOVED FROM
THE PREMISE FOR WHICH IT WAS ISSUED.

IT IS NOT TRANSFERABLE.

Jared McCarthy (Acting Director)
BUILDING CODE OFFICIAL

YOU MUST COMPLY WITH MUNICIPAL, HOMEOWNER/CIVIC ASSOCIATION AND LOCAL COVENANTS. A FINE MAY BE IMPOSED IF CONSTRUCTION IS BEGUN WITHOUT REQUIRED APPROVALS.



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday April 11, 2023

Action Item 1

Title:	Proposed Amendments to Section 1106 "Procurement Restrictions" of the Code of Ordinances
Staff Contact:	David Street, City Manager
Purpose:	To introduce proposed amendments to Section 1106 of the Code of Ordinances of District Heights to improve managerial oversight of the City's procurement process and to request direction from the City Commission to initiate comprehensive review of the City's procurement ordinance, policies, and procedures.
Recommendation:	Staff recommends that the City Commission approve the proposed ordinance amendments as provided in Attachment 1 and direct the City Manager to initiate comprehensive review of the City's procurement ordinance, policies, and procedures and return to the City Commission with recommendations.

Summary: Section 1106 was last revised in February 2000. As written, the ordinance provides for a highly decentralized purchasing and procurement model for purchases under \$5,000 and a highly centralized model for purchases over \$10,000. The paragraphs below summarize how the current ordinance is implemented and raises some issues and recommendations for the Commission's consideration.

1. The ordinance provides for little to no centralized, managerial oversight of purchases under \$5,000.

Section 1106 (a)(1) states that department heads may approve purchases under the \$5,000 limit and does not provide the City Manager with authority to effect policies, procedures, or limitations on that authority, which exposes the organization to financial risk.

The redline ordinance, provided in Attachment 1, centralizes authority for purchases under the \$5,000 limit under the authority of the City Manager and allows the manager to delegate authority subject to the application of policies, procedures, and industry best practices and standards. Further, the redline clearly articulates, in new subsection (a), that the purpose of the Section is to provide uniformity of procedure.

2. The ordinance provides for a highly centralized, Commission-driven, process for all other purchases in the remaining two categories (\$5,000 - \$10,000) and (\$10,000 +).
 - a. *\$5,000 - \$10,000 Category:* Staff recommends that the ordinance retain the three quote requirement, but vest the authority in the City Manager to authorize spending rather than requiring Commission approval. In large part, this recommendation stems from the increased cost of materials, supplies, services, and other items that the City may need to deliver services over the time since the ordinance was last revised.

In addition, this language allows the City Manager to implement policies and procedures, consistent with the ordinance and Maryland law, that will guide purchasing in the City while a more formal and thorough review of the ordinance takes place.

- b. *\$10,000 + Category*: Staff recommends no changes to the Mayor and Commission's oversight over this category at this time and recommends that some provisions be inserted into the ordinance to clarify 1) the City Manager's authority to facilitate and evaluate the competitive bidding process, 2) draft specifications and notices of bids, 3) requires the presentation of all bids in tabular form to the Mayor and Commission (similar to that used by the Department of Parks, Recreation, and Culture for the playground options), and 4) allows the City Manager to examine the qualification of all bidders.

Pursuant to Section 309 of the Code of Ordinances, the draft motion, below, forwards the proposed amendments to the April 25, 2023 City Work Session for action. Section 309 requires not less than six but not more than 60 days to pass between an ordinance's introduction and action to pass, pass with amendments, or reject.

Fiscal Impact: In the short term, ordinance revisions are likely to slow the City's procurement and purchasing processes. However, the additional managerial oversight provided in the ordinance should improve efficiencies in purchasing practices which would result in cost savings for the City. In the intermediate and long-terms, revising the City's procurement and purchasing ordinance, systems, policies, and procedures has potential to improve both the quality and relative cost of services the City receives.

Alternatives

1. The City Commission could approve the proposed ordinance amendments as provided in Attachment 1 and direct the City Manager to initiate comprehensive review of the City's procurement ordinance, policies, and procedures and return to the City Commission with recommendations.
2. The City Commission could approve the ordinance amendments but choose not to proceed with a comprehensive review of the City's procurement and purchasing policies at this time.
3. The City Commission could choose not to approve the ordinance amendments but direct staff to initiate a comprehensive review of the City's procurement and purchasing policies at this time.
4. The City Commission could choose not to approve the ordinance amendments and direct staff how to proceed.

Draft Motion:

I, Commissioner _____ move that the proposed amendments to Section 1106 as described in Attachment 1 be forwarded to the April 25, 2023, City Work Session for action.

I, Commissioner _____ second the motion.

Attachments

1. Proposed Amendments to Section 1106, Redline

Section 1106. Procurement ~~Procedures~~ Restrictions

(a) Purpose:

(1) It is the purpose of this section to provide uniform procedures for the purchase and acquisition of materials, supplies, equipment and services, etc., on the most equitable and beneficial basis to the City, while at the same time ensuring, to the greatest degree possible, fairness to those supplying the materials, supplies, services, etc.

(2) It is the intent to provide for all purchases and contracts which may be necessary to the operation of the City in this chapter.

(ab) Procedure: The following ~~procedures~~restrictions shall apply to procurement of supplies, materials, equipment, construction of public improvements, or contractual services.

(1) ~~(1)~~ Purchases that involve expenditures totaling not more than five thousand dollars (\$5,000) may be made upon approval of the ~~appropriate department head~~ City Manager or designee provided ~~the department head has verified~~ that sufficient funds have been appropriated and are available for the purpose for which the expenditure is being made.

(i) The City Manager may, in accordance with this section, promulgate policies, procedures, systems, and guidelines that govern purchasing within this category.

(2) Purchases that involve expenditures totaling more than five thousand dollars (\$5,000) but not more than ten thousand dollars (\$10,000) may be made upon approval of the ~~Mayor and Commissioners~~City Manager provided that they have evaluated quotes from three (3) suppliers and have verified that sufficient funds have been appropriated and are available for the purpose for which the expenditure is being made.

(i) The City Manager may, in accordance with this section, promulgate policies, procedures, systems, and guidelines that govern purchasing within this category.

(3) All purchases of supplies, materials, equipment, construction of public improvements, or contractual service involving expenditures totaling more than ten thousand dollars (\$10,000) shall be made on written contract following evaluation of sealed bids obtained in accordance with ~~the City's procurement procedures~~this section. Such written contracts shall be awarded to the bidder who offers the best bid, based upon price, quality of goods and work, time of delivery or completion, and the qualifications and/or experience of the bidder. All such written contracts shall be approved by the Commission before becoming effective. The Commission shall have the right to reject all bids and re-advertise. The Commission at any time in its discretion may employ the City's own work force for the construction or reconstruction of public improvements without advertising for (or re-advertising for) or receiving bids. All written contracts may be protected by such bonds, penalties, and conditions as the City may require. It shall be the responsibility of the City Manager to provide for the direction of the purchasing function, as specified herein:

(i) Provide for the bidding of all materials, supplies, services, equipment, etc., of over \$10,000 in value.

(ii) Provide written specifications to all parties responding to the notice of bid, and said specifications shall contain sufficient information to reasonably proscribe the item or items, services, materials, equipment, etc., being sought for purchase. The use of exclusive specifications to the prohibition of equal items, etc., is prohibited. The specifications shall also contain any bond and/or other special conditions attached or made a part of the bid requirements. Bid forms may be provided. The City reserves the right to reject any and all bids.

(iii) Provide for the tabulation of all bids and make a report to the Mayor and Commission of the results of all bids.

(iv) Examine the qualifications of all bidders, and in the event that he/she shall determine that a bidder is not qualified by prior example, insufficient experience, insufficient financial capability or for any other reason and, with such cause, may declare the bid void.

(bc) The quote and bidding requirements contained in this section do not apply to purchases made by the City of District Heights under procurement contracts of other government entities, including the federal, state, county, or other municipal governments or the Metropolitan Washington Council of Governments. Nonetheless, any purchases under such contracts that involve expenditures in excess of five thousand dollars (\$5,000) shall be approved by the Mayor and Commissioners.

(ed) Expenditures for contracts involving technical or professional services, such as consulting and supervising engineers, architects, attorneys at law, and certified public accountants, are exempt from the provisions of the bidding procedures required in subsection (a)(3) of this section provided that all contracts for exempt technical or professional services shall be approved by the Mayor and Commissioners following evaluation of potential contractors who have been invited to submit proposals in accordance with the City's procurement procedures.

(de) When the Commission deems that immediate action is necessary or the Commission determines that it is unnecessary to obtain sealed bids based upon the particular service or purchase, the Commission may, by unanimous vote of the Commission members present at the meeting, waive the requirement that sealed bids be obtained with respect to purchases in excess of ten thousand dollars (\$10,000).



CITY OF DISTRICT HEIGHTS MARYLAND

District Heights Sustainability Committee Rules of Procedures

District Heights Sustainability Committee Rules of Procedures

Drafted and Prepared by: Nicole Jackson, Chair

Reviewed and Endorsed by: Current Sustainability Committee Members

Commission Sponsor: Commissioner Gyasi Gomez

Ratified by:

Effective: [Enter Date of Ratification by City Council]

These rules of procedures are designed to ensure that meetings are conducted in an orderly and efficient manner, with all members having an opportunity to contribute and to be heard. By setting clear guidelines for decision-making and reporting, the sustainability committee can work effectively towards its goals of promoting sustainability and environmental awareness in District Heights.

The committee rules of procedures, once approved, shall be entered into the committee by-laws as "Appendix A" until such time that Rules of Parliamentary Procedures have been established.

The District Heights Sustainability Committee shall conduct meetings in compliance with the Maryland Open Meetings Act, which requires that meetings be open to the public unless a specific exception applies. *(Language in these Rules of Procedure that directly pertain to the Maryland Open Meetings Act, will be noted with "[MOMA]" at the end of the sentence.)*

Meeting Information and Attendance:

- **Meeting Notice:** The committee will provide public notice of its meetings at least 48 hours in advance, and the notice will be posted on the City's website and in other locations as required by law. [MOMA]
- **Schedule:** The Sustainability Committee shall meet on the third Thursday of every month, at 7 pm, except for August and December.
- **Attendance:** Members are expected to attend all meetings and to notify the Chair or Secretary in advance if they are unable to attend.

Agenda Setting:

- The Chair, in consultation with the Secretary, shall set the agenda for each meeting.
- Members may request items to be added to the agenda by contacting the Chair or Secretary at least 48 hours prior to the meeting.

District Heights Sustainability Committee

Rules of Procedures

Meeting Conduct:

- The committee will hold its meetings in a place that is accessible to the public, and members of the public will be allowed to attend, observe, and participate in the meeting to the extent allowed by law. *[MOMA]*
- The committee may only hold closed meetings in certain limited circumstances, such as to discuss personnel matters or to consult with legal counsel. All decisions and recommendations made by the committee must be made in open sessions, and the minutes of the meetings must be kept and made available to the public. *[MOMA]*
- The Chair shall conduct the meeting, ensuring that all items on the agenda are addressed and that the discussion is kept focused and respectful.
- Members are expected to actively participate in the discussion and decision-making process and to respect the opinions and ideas of others.

Decision Making:

- Decisions shall be made by consensus whenever possible, with a vote taken if consensus cannot be reached.
- In the event of a vote, a simple majority of full members present shall be required to pass a motion.

Reporting:

- The committee will keep minutes of its meetings, which will include a summary of the discussion and any decisions or recommendations made. The minutes will be made available to the public upon request. *[MOMA]*
- The Secretary shall take minutes at each meeting, and shall distribute them to all members within 7 days of the meeting.
- The Chair shall provide a report to the community council at least twice a year, outlining the progress made by the Sustainability Committee and its plans for future initiatives.

Code of Conduct:

- Members of the Sustainability Committee are expected to conduct themselves in a professional and respectful manner at all times and to adhere to the principles of honesty, transparency, and inclusivity.
- Any member who violates the code of conduct may be subject to removal from the Sustainability Committee, at the discretion of the Chair and Secretary.



CITY OF DISTRICT HEIGHTS

District Heights Sustainability Committee Charter

District Heights Sustainability Committee Charter

Drafted and Prepared by: Nicole Jackson, Chair

Reviewed and Endorsed by: Current Sustainability Committee Members

Commission Sponsor: Commissioner Gyasi Gomez

Ratified by: City Commission

Effective: [Enter Date of Ratification by City Commission]

On February 28, 2012, the Mayor and Commission of District Heights approved [Resolution DH 12-01](#); To Support Participation in the Sustainable Maryland Certified Municipal Certification Program. The Sustainable Maryland Certification program is a free and voluntary certification program for municipalities in Maryland that want to go green, save money, and take steps to sustain their quality of life. To achieve certification, the City of District Heights will need to complete a number of actions detailed at www.sustainablemaryland.com.

Vision

The District Heights Sustainability Committee's vision is to build a just, sustainable, and equitable community that values and protects our natural environment. We strive to educate, inspire and empower residents to adopt environmentally responsible practices, reduce waste, conserve resources, and foster a healthy, resilient community that benefits everyone, regardless of race, income, or background. We are committed to addressing environmental and climate justice issues and working towards a future where all members of our community have access to clean air, clean water, and a healthy environment.

Mission

The District Heights Sustainability Committee is committed to promoting environmental sustainability and enhancing the quality of life for the residents of District Heights through education, outreach, and action. Our mission is to reduce the community's environmental impact, conserve natural resources, advocate for environmental and climate justice, and create a more livable and sustainable city.

Purpose

In order to facilitate the Sustainable Maryland Program, a Sustainability Committee has been established as of June 30, 2022. The Sustainability Committee is a group of community volunteers that have offered their ideas, skills, and expertise to lead the City in order to 1) gain the Sustainable Maryland Certification; 2) align the municipality's goals with the county's Climate Action Plan; 3) drive City initiatives to educate residents about sustainable practices; and 4) create a healthier and more just environment for all, by addressing the disproportionate impacts of environmental degradation that directly affect our community.

Objectives

- 1) Increasing recycling and waste reduction through education and outreach programs.

District Heights Sustainability Committee Charter

- 2) Implementing energy-efficient measures in city buildings and facilities to reduce energy consumption and emissions.
- 3) Promoting alternative forms of transportation, such as biking, walking, and public transportation, to reduce emissions from single-occupancy vehicles.
- 4) Incorporating green spaces and parks into the city to provide residents with access to nature and opportunities for recreation and relaxation.
- 5) Encouraging local businesses to adopt sustainable practices and promoting economic sustainability through job creation and entrepreneurship.
- 6) Engaging the community in sustainability efforts through volunteer opportunities and public events.
- 7) Advocating for and supporting policies and initiatives that advance environmental and climate justice for marginalized communities.
- 8) Engaging with and mobilizing community partners to address local environmental issues and advocate for environmental justice.

Membership

The Sustainability Committee will consist of appointed municipal staff, elected officials, and volunteer members of community boards and commissions. Members will also include citizen leaders and representatives from community organizations. At times, if applicable, community organizations could include local environmental and social action organizations, academic institutions, public health, civic organizations, and/or faith-based groups. Representatives from local businesses and/or the chamber of commerce could be included, in addition to those from historic preservation, culture, or arts-based groups.

While all city residents are welcome to contribute to the committee's mission, the Sustainability Committee encourages community members with the expertise to help enhance the work of the Sustainability Committee. Individuals interested in serving on the Sustainability Committee, participating in project implementation, or sharing ideas that contribute to the goals of the committee should complete the [Sustainability Committee Member Form](#) and plan to attend the next Sustainability Committee meeting. A Sustainability Committee member will contact you with additional information.

Members of the Sustainability Committee: (as of March 2023)

9 Full Members (voting members)

- Alicia Alfred
- Deborah Turner
- Edwin Green
- Joyce Williams
- Monica Jackson
- Nicole Jackson, Chair
- Paula Shelton
- Ralph (Revelation) Brown
- Teresa (Teri) Speight, Vice Chair

1 Associate Member (non-voting members)

- Teresa Ball

2 City Representatives

- Commissioner Gaysi Gomez, Sponsor
- T'Neisha Turner, DH Social Media Manager

District Heights Sustainability Committee

Charter

The Sustainability Committee continually seeks members with the expertise and/or passion to assist in many areas including but not limited to:

- Environmental Experts: Provide guidance on environmental best practices and help the team identify and implement projects that have a positive impact on the environment.
- City Planner: Provide technical expertise, facilitate collaboration, and help to develop and implement sustainable planning and development strategies that benefit the community and the environment.
- Communications and Outreach Specialists: Create and execute a communications strategy to raise awareness about the team's activities and goals, and to engage the wider community in environmental initiatives. They will have strong writing, graphic design, and social media skills.
- Financial Specialists: Financial specialists can help the team develop a budget, secure funding for projects, and track expenses. They will have experience in grant writing and fundraising, as well as a strong understanding of financial management and budgeting.
- Operations and Logistics Specialists: Coordinate the day-to-day operations of the team, including scheduling meetings, organizing events, and managing logistics. They will have strong organizational and project management skills.
- Research Specialist: Conduct research and analysis related to sustainability issues and initiatives. Gather data, review literature, and analyze information related to environmental sustainability and green initiatives. Research best practices and strategies for reducing environmental impact, evaluate the effectiveness of existing sustainability programs, and identify opportunities for improvement.
- Technical Specialists: May have technical expertise in areas such as energy efficiency, waste management, or renewable energy.

Meetings and Governance

The Sustainability Committee will meet on a regular basis to discuss progress, share best practices, and make decisions on new initiatives.

Decisions will be made by full active members through consensus-based decision-making, whenever possible, with the goal of creating a culture of collaboration and shared responsibility. A vote will be taken if a consensus cannot be reached. In the event of a vote, a simple majority of full members present will be required to pass a motion.

The Sustainability Committee will meet at 7:00 PM on the third Thursday of every month. The team will not meet in August or December. Meetings, until further notice, will occur virtually offering hybrid options as needed.

The **Maryland Open Meetings Act** requires that meetings of public bodies, including committees like a sustainability committee, be open to the public unless a specific exception applies.

- **Purpose**: The sustainability committee is established to provide advice and recommendations to the City of District Heights regarding sustainable practices and initiatives within the limits of the incorporated City of District Heights. The committee's recommendations may involve the expenditure of public funds and the implementation of public policy. The committee is subject to the requirements of the Maryland Open Meetings Act and will comply with its provisions.

District Heights Sustainability Committee Charter

- **Meeting Notice:** The committee will provide public notice of its meetings at least 48 hours in advance, and the notice will include the time, date, and location of the meeting, as well as the topics to be discussed. The notice will be posted on the City's website and in other locations as required by law.
- **Meeting Conduct:** The committee's meetings will be held in a place that is accessible to the public, and members of the public will be allowed to attend, observe, and participate in the meeting to the extent allowed by law.
- **Closed Meetings:** The committee may hold closed meetings in certain limited circumstances, such as to discuss personnel matters or to consult with legal counsel. All decisions and recommendations made by the committee must be made in open sessions, and the minutes of the meetings must be kept and made available to the public.
- **Record Keeping:** The committee will keep minutes of its meetings, which will include a summary of the discussion and any decisions or recommendations made. The minutes will be made available to the public upon request.

Communication

The Sustainability Committee will communicate regularly with its city commission liaison/sponsor. At times, the Sustainability Committee may be asked to communicate with the City Commission, City residents, or external stakeholders as needed by providing a report of its progress via the City's regularly scheduled meeting.

Budget and Resources

- **Resource Allocation:** The sustainability committee will have access to sufficient resources to effectively implement and execute sustainability initiatives. The municipality will allocate funds in the budget for sustainability efforts and provide the committee with adequate staff, technology, and equipment necessary to support their work.
- **Budgeting Process:** The sustainability committee will participate in the municipality's budgeting process to ensure that sustainability initiatives are prioritized and receive adequate funding. The committee will provide recommendations on funding priorities and allocate resources in a manner that is consistent with the municipality's sustainability goals.
- **Funding Sources:** The sustainability committee will actively seek funding from external sources, such as grants, private donations, and public-private partnerships, to supplement the municipality's budget for sustainability efforts.
- **Reporting and Transparency:** The sustainability committee shall report regularly to the municipality's governing body and the public on the status of sustainability initiatives and their budgetary impact. The committee shall maintain transparency in the allocation and use of resources for sustainability efforts.

Please refer to the committee by-laws for a detailed outline of the financial procedures and guidelines for the Sustainability Committee.

Evaluation and Reporting

The sustainability committee will establish a framework for evaluating and reporting progress that is comprehensive, data-driven, collaborative, transparent, and focused on continuous improvement by using data and analysis to inform its decision-making and recommendations. The sustainability

District Heights Sustainability Committee Charter

committee will report regularly to the municipality's governing body, as well as to the public, on its sustainability efforts and progress.

The sustainability committee will establish performance metrics to evaluate the effectiveness of sustainability initiatives and make adjustments as necessary to ensure that they are cost-effective and align with the municipality's sustainability goals.

Accountability

The Sustainability Committee is responsible for implementing sustainability and environmental justice initiatives, monitoring progress, and reporting results to the District Heights City Commission and the wider community.

Guiding Principles

The Sustainability Committee is committed to a set of core values and beliefs in order to help achieve the mission and objectives set forth within this charter. These are the principles that will guide us and keep us focused.

- Respect for the Environment: We recognize the vital importance of the natural world and are committed to protecting it for current and future generations.
- Environmental and Climate Justice: We understand that environmental degradation and climate change have a disproportionate impact on marginalized communities, and are dedicated to promoting environmental and climate justice for all.
- Collaboration and Partnership: We believe in working together with residents, city employees, stakeholders, and community partners to achieve our goals and create a more sustainable future.
- Transparency and Accountability: We are committed to being transparent and accountable in our work, and to measuring and reporting on our environmental impact and progress toward sustainability.
- Continuous Improvement: We are committed to continuously improving our environmental practices and performance, and to embracing new technologies and best practices as they emerge.
- Education and Awareness: We understand the importance of education and awareness in promoting sustainability and are dedicated to educating members of the community and stakeholders about environmental and climate issues.
- Leadership: We believe that the District Heights Sustainability Committee has a responsibility to be a leader in sustainability and environmental responsibility, and are committed to setting an example for others to follow.

The Sustainability Committee will work with the city government, local businesses, and community organizations to achieve these objectives and create a more sustainable and livable city for all residents.

The District Heights Sustainability Committee charter will be reviewed and updated regularly (at least annually) to ensure that it remains relevant and effective in achieving the Sustainability Committee's goals.



District Heights Sustainability Committee ByLaws

District Heights Sustainability Committee ByLaws

Drafted and Prepared by: Nicole Jackson, Chair

Reviewed and Endorsed by: Current Sustainability Committee Members

Commission Sponsor: Commissioner Gyasi Gomez

Ratified by: City Commission

Effective: [Enter Date of Ratification by City Commission]

These bylaws serve as a basic framework for the operation of the District Heights Sustainability Committee and may be amended as necessary to meet the changing needs of the group. The purpose of these bylaws is to ensure that the District Heights Sustainability Committee operates in a fair, transparent, and efficient manner and that all members are aware of their rights and responsibilities.

These bylaws define the different membership categories and their respective criteria. Furthermore, the bylaws also establish the process for electing officers, holding meetings, and amending the bylaws.

ARTICLE I: NAME AND PURPOSE

Section 1. Name. The name of this committee shall be the District Heights Sustainability Committee.

Section 2. Purpose. The purpose of this committee shall be to promote environmental sustainability, environmental justice, and community education in the Incorporated City of District Heights, Maryland. The committee shall encourage individuals and organizations to take actions that protect and preserve the environment.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility. Any resident, business owner within the Incorporated City of District Heights, community organization member (including places of worship), or relevant expert is eligible to become a member of the District Heights Sustainability Committee. All members are expected to contribute to the goals or objectives of the committee in a meaningful way.

- *Age Requirement:* Individuals must be at least 15 years old. Youth members, under the age of 18, must have parental/guardian permission to join.
- *Residency:* Individuals must be legal residents of District Heights, Maryland. This means that the individual must currently live within the city limits of incorporated District Heights and have established legal residency there.
- *Non-Resident Property Owners:* Individuals who own residential or commercial property within the incorporated City of District Heights shall be classified as "associate members".

District Heights Sustainability Committee ByLaws

- Individuals must be willing to attend regular meetings of the sustainability committee and actively participate in its initiatives. This means that the individual must be able to commit the time and resources necessary to fulfill their role as a committee member.

Section 2. Membership Term. Membership terms shall be yearly, from January 1st to December 31st.

Section 3. Membership Categories. The Sustainability Committee shall have three categories of membership: full members, associate members, inactive members, and honorary members.

Section 4. Full Members. Full (active) members shall have all the rights and responsibilities of membership, including the right to vote and the ability to hold office or serve on committees. In order to become a full member, an individual must:

- Be a resident of or work within the Incorporated City of District Heights.
- Attend at least 6 out of the last 10 Sustainability Committee meetings.
- Participate in at least one Sustainability Committee service project per year.

Section 5. Associate Members. Associate members shall have the right to attend Sustainability Committee meetings and participate in Sustainability Committee service projects but shall not have the right to vote or hold office. In order to become an associate member, an individual must:

- Express interest in joining the Sustainability Committee to the membership committee.
- May be appointed, by the Executive Committee to lead a temporary subcommittee or workgroup.
- Attend at least 4 out of 10 Sustainability Committee meetings.
- Participate in at least one Sustainability Committee service project per year.

Section 6. Inactive Members. Inactive members shall maintain the right to attend Sustainability Committee meetings and participate in Sustainability committee service projects but shall not have the right to vote or hold office. Inactive members shall be defined as follows:

- Any member who misses 4 consecutive committee meetings within a 6-month period
- Any member who has not attended or participated in a committee service project during the calendar year
- Any member who has not responded to committee communications or outreach attempts during a 6-month period

Section 7. Honorary Members. Honorary members shall be individuals who have made significant contributions to the environmental sustainability and community education of the City of District Heights, Maryland. Honorary members shall have the right to attend Sustainability Committee meetings and participate in Sustainability Committee service projects but shall not have the right to vote or hold office. Honorary members may be nominated by any full member of the Sustainability Committee and must be approved by a two-thirds vote of the full members present at a Sustainability Committee meeting.

Section 8. Removal of Members. The executive committee shall have the authority to remove members from the District Heights Sustainability Committee after providing the member with notice and an

District Heights Sustainability Committee ByLaws

opportunity to be heard. A member may be removed from the District Heights Sustainability Committee for any of the following reasons:

- Violation of the bylaws or policies of the District Heights Sustainability Committee;
- Conduct that is detrimental to the goals and objectives of the District Heights Sustainability Committee.

ARTICLE III: BUDGETING AND FINANCE

Section 1. Fiscal Year. The fiscal year of the committee shall be from July 1st to June 30th of the following year.

Section 2. Budget. The committee shall prepare an annual budget for approval by the committee members at a regular meeting. The committee shall operate within a budget approved by the City Commission Sponsor. The budget shall include estimated income and expenses for the upcoming fiscal year. The budget shall be used to support the activities and initiatives and mission of the committee, including but not limited to events, projects, and supplies.

Section 3. Budget Adjustments. The committee shall review its budget and financial records on a regular basis and shall make adjustments as necessary to ensure that its activities and initiatives are sustainable and financially responsible. Any proposed changes to the budget shall be presented to the City Commission sponsor for approval.

Section 4. Funding. The committee may receive funding from external sources, such as grants, private donations, and public-private partnerships, to supplement the municipality's budget for sustainability efforts, subject to the approval of the Executive Committee and the City Commission sponsor. The committee shall maintain a reserve fund for unexpected expenses and emergencies, which shall be used only with the approval of the Executive Committee. All funds received shall be used solely for the purposes of the committee, as outlined in its mission statement.

Section 5. Expenditures. All expenditures shall be approved by the Executive Committee, except for routine expenses such as office supplies or postage. The committee shall strive to maximize the efficiency and effectiveness of its budget by seeking out cost-effective solutions and exploring alternative funding sources. Committee members may be reimbursed for direct expenses, upon submitting a request for reimbursement and an itemized receipt, related to service projects, provided pre-approval has been given by the Executive Committee. No committee member may receive compensation for their service on the committee.

Section 6. Transparency. The committee shall be responsible for ensuring that all financial transactions are conducted in a transparent and ethical manner, and in compliance with all applicable laws and regulations.

Section 7. Oversight. The committee shall appoint or elect a treasurer to oversee its finances, who shall be responsible for maintaining accurate financial records, preparing financial reports, and advising the committee on budget matters. The committee shall be responsible for maintaining the confidentiality of all financial information and shall not disclose such information to any unauthorized individuals or

District Heights Sustainability Committee ByLaws

entities. Financial records and reports shall be made available for review by committee members or the city Commission upon request.

Section 8. Reporting. The committee shall keep accurate financial records of all income and expenses related to its activities and shall provide regular reports to the City Commission. The committee shall provide an annual report on its financial activities to the City Commission, including a statement of income and expenses for the fiscal year, as well as a summary of its accomplishments and goals for the upcoming year.

Section 9. Audit. The committee shall undergo an annual audit of its financial records by an independent auditor, as selected by the committee members. The audit report shall be presented to the committee members and made available for review by the city council.

Sections 10. Amendments. Any amendments to this section of the by-laws must be approved by a two-thirds majority vote of the committee members present at a regular meeting, provided that notice of the proposed amendment has been given at least two weeks prior to the meeting.

ARTICLE IV: COMMITTEES

Section 1. Subcommittees and Workgroups. The District Heights Sustainability Committee may establish subcommittees or workgroups to carry out specific tasks, projects, and responsibilities. These subcommittees or workgroups shall be members of the sustainability committee and may include individuals from the community who have relevant expertise. The chair of the District Heights Sustainability Committee shall appoint the chairs, as needed, of each subcommittee or workgroup, with approval from the full District Heights Sustainability Committee.

ARTICLE V: EXECUTIVE COMMITTEE

Section 1. The Executive Committee (ExecComm) shall consist of the committee Chair, Vice-Chair, Treasurer, Commission Sponsor, and city employee appointed by the Commission, preferably the City Manager.

Section 2. Responsibilities. The ExecComm shall manage the committee's administrative affairs, set agendas for meetings, and make decisions on behalf of the committee in between meetings. The ExecComm shall have the authority to make decisions on behalf of the committee in emergency situations or when a quorum of the full committee cannot be assembled. The Executive Committee may also be responsible for developing and implementing committee policies and procedures, coordinating with other committees or groups within the City of District Heights, and managing the committee's budget.

ARTICLE VI: OFFICERS

Section 1. Officers. The officers of the Sustainability Committee shall consist of a Chair, Vice-Chair, Director of Community Activities, Secretary, Treasurer, and Youth/Young Adult Representative. All officers must be full members of the Sustainability Committee.

District Heights Sustainability Committee ByLaws

Section 2. Qualifications. Qualifications to hold office within the District Heights Sustainability Committee shall be defined as follows: 1) Full active members in good standing; 2) Demonstrated commitment to the mission and goals of the committee; 3) Experience in leadership, management, or community organizing; 4) Strong communication and interpersonal skills; and 5) Ability to work collaboratively with others and to promote a positive and inclusive culture.

Section 3. Roles & Responsibilities:

Section 3.1. Chair. The Chair shall preside over its sessions during its regular, special, or emergency meetings, and shall also be Chairperson of the executive committee. The Chair shall be the active head of the said committee and shall be responsible for seeing that the Bylaws of this group, as well as the orders and policies of the executive committee, are fully carried out. The Chair shall also be responsible for expanding and developing the committee's work throughout the Incorporated City of District Heights.

Section 3.1.1. The Chair shall appoint chairpersons of all Subcommittees and Workgroups.

Section 3.2. The Vice-Chair shall assume the complete duties of the Chair during an absence or when it has been determined by the executive committee that the Chair can no longer perform the duties. The Vice-Chair shall coordinate such programs as are assigned by the President.

Section 3.3. Director of Community Activities. The Director of Community Activities shall be responsible for the planning and training program and course of study in accordance with the purposes and objectives of the District Heights Sustainability Committee. The proposed training program and course of study shall be presented to the executive committee for approval at the first meeting following the close of the meeting for the election of officers.

Section 3.4. The Secretary shall be responsible for the recording of attendance and accurate minutes of all business transacted during meetings and shall read the minutes of any previous meetings when called upon to do so by the Chair. In the absence of the Chair and Vice-Chairs, the Secretary shall preside until a chairperson "pro tem" is elected.

Section 3.5. The Treasurer shall receive all monies and disburse the same upon authorization of the Chair, as approved by the body. The Treasurer shall keep accurate records and give an itemized report at quarterly meetings: March; June; September; and December.

Section 3.6. The Youth/Young Adult Representative shall be responsible for implementing teaching and training opportunities for Young Adults in conjunction with the Director of Community Activities and establishing working relationships with other relevant Youth/Young Adult organizations within, and outside of the Incorporated City of District Heights.

Section 4. Elections. Officers shall be elected by a majority vote of the full members present at the last Sustainability Committee meeting of the year and shall serve a one-year term. Only full members of the Sustainability Committee shall be eligible to hold office.

District Heights Sustainability Committee ByLaws

ARTICLE VII: MEETINGS

Section 1. Regular Meetings. The Sustainability Committee shall meet on a regular basis, with the time and place to be determined by the officers.

Section 2. Special Meetings. Special meetings of the Sustainability Committee may be called by the Chair or by a majority vote of the full members.

Section 3. Quorum. A quorum for meetings of the District Heights Sustainability Committee shall consist of five (5) members.

ARTICLE VIII: MARYLAND OPEN MEETINGS ACT

The Maryland Open Meetings Act requires that meetings of public bodies, including committees like a sustainability committee, be open to the public unless a specific exception applies.

Section 1. Purpose: The committee will conduct its meetings in accordance with the Maryland Open Meetings Act, which requires that meetings be open to the public unless a specific exception applies.

Section 2. Meeting Notice: The committee will provide public notice of its meetings at least 48 hours in advance, and the notice will be posted on the City's website and in other locations as required by law.

Section 3. Meeting Conduct: The committee will hold its meetings in a place that is accessible to the public, and members of the public will be allowed to attend, observe, and participate in the meeting to the extent allowed by law.

Section 4. Closed Meetings: The committee may only hold closed meetings in certain limited circumstances, such as to discuss personnel matters or to consult with legal counsel. All decisions and recommendations made by the committee must be made in open sessions, and the minutes of the meetings must be kept and made available to the public.

Section 5. Record Keeping: The committee will keep minutes of its meetings, which will include a summary of the discussion and any decisions or recommendations made. The minutes will be made available to the public upon request.

ARTICLE IX: DECISION MAKING.

Section 1. Decisions shall be made by fully active members through consensus-based decision-making, whenever possible. A vote shall be taken if a consensus cannot be reached. In the event of a vote, a simple majority of full members present shall be required to pass a motion.

Section 2. Voting. All full members of the District Heights Sustainability Committee shall have one vote on all matters brought before the group.

Section 3. Quorum for Voting. A quorum for voting shall consist of a majority of the members present.

ARTICLE X: AMENDMENTS

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Section 1. Amendments. These bylaws may be amended by a two-thirds vote of the full members present at any regular or special meeting, provided that notice of the proposed amendment has been given, in writing, to all members at least two weeks in advance.

ARTICLE XI: PARLIAMENTARY PROCEDURES

Section 1. Formal parliamentary procedures shall be determined, developed, and reviewed by the committee once the Sustainability Committee reaches, at least, fifteen (15) Full active members. If the committee is unable to agree on specific procedures to be incorporated into the by-laws, Robert's Rules of Order (most current edition) shall govern the conduct of committee meetings.

Section 2. Until fifteen (15) full active members have been reached, the District Heights Sustainability Committee shall use the Rules of Procedures (by-laws Appendix A), ByLaws, and Charter to govern itself in an ethical manner.

ARTICLE XII: DISSOLUTION

Section 1. The decision to dissolve the committee shall not be taken lightly and shall be made after careful consideration of the committee's purpose, accomplishments, and future goals. The decision to dissolve shall be done in consultation with the committee members and other stakeholders such as the City Commission. The committee may be dissolved for several reasons, including:

- *Achieving its goals: The committee may have been established to achieve a specific goal or objective, and once that goal has been achieved, the committee may no longer be necessary.*
- *Changing priorities: The City may shift its priorities, and the committee's focus may no longer align with the new priorities.*
- *Lack of progress: If the committee is not making progress toward achieving its goals, it may be dissolved.*
- *Lack of resources: If the City can no longer provide the necessary resources, such as funding or staff support, the committee may be dissolved.*
- *Lack of attendance: If committee members are not attending meetings or are not actively participating in the committee's work, it may be difficult for the committee to achieve its goals and may lead to its dissolution.*

Section 2. Notice. The committee shall provide written notice to all members at least 45 days prior to the proposed dissolution date. The notice shall include the proposed date of dissolution, the reasons for dissolution, and any other relevant information.

Section 3. Vote. A vote to dissolve the committee shall be conducted at a special meeting called for that purpose. A two-thirds majority of all committee members shall be required to pass the motion to dissolve the committee.

Section 4. Disposition of Assets. If the committee has any assets or property, after the payment of debts, they shall be disposed of in accordance with the wishes of the committee members, or as determined by a majority vote of the remaining committee members. Assets remaining may be

- *Transferred to another committee within the City of District Heights*
- *Transferred to a non-profit organization with a similar purpose*

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- Transferred or returned, if applicable, to the City's general budget

Monies acquired by private donation in the way of restricted funds may be returned to the original donor.

Section 5. Record Keeping. The committee shall ensure that all records and documents are properly stored and preserved for a period of at least three years after dissolution. The committee shall also ensure that any legal or financial obligations are met before dissolution is finalized.

Section 6. Notification. After the committee is dissolved, the committee Chair or other designated member shall notify any relevant stakeholders, such as sponsoring Commissioner and City Commission, of the committee's dissolution.

Appendices

**District Heights Sustainability Committee
ByLaws**

- **Appendix A - Rules of Procedures**
- **Appendix B - [Membership Form](#)**
- **Appendix C - [Annual Member Update \(Roster\) Form](#)**
- **Appendix D - Budget**
- **Appendix E - Donor/Sponsor Principal Terms of Engagement**
- **Appendix F - Committee Workplan**



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, April 11, 2023

Action Item 3

- Title:** Contract Award: Municipal Playgrounds
- Staff Contact:** Jeff Taylor, Parks, Recreation, and Culture
David Street, City Manager
- Purpose:** To award the contract for the design and construction of the municipal playgrounds.
- Recommendation:** Staff recommends that the City Commission consider approval of the contract award for the following municipal playground areas: The upper swing area ("Playground 1"), the upper play area ("Playground 2"), and lower play area ("Playground 3").

Should the Commission desire further information regarding the Marbury Townhome site, the Commission could direct staff to begin discussions with the HOA regarding the site and report back to the Commission with additional findings.

Summary: At the March 14, 2023, Work Session, the City Commission was presented with three responsive bids for the playground renovation project for three playground areas on the municipal grounds, and one large playground area located on the Marbury Townhome property. The three playgrounds within the initial scope of the project were for the playground upper swing area, the upper playground, and the lower playground area at the Municipal Center complex.

Marbury Towns Site

Following a resident request, the Commission was also provided with information regarding the playground at the Marbury Townhome site. Staff was unable to find any record of or agreement for public access to the site. Staff could not locate evidence that the site is intended for or open to public use and therefore the site is not suitable for the investment of public funds. To the best of staff's knowledge, the playground exists for the use of residents of the Marbury Homeowners Association (HOA). Should the Commission wish to gather additional information regarding the Marbury Towns site, the Commission could direct staff to begin discussions with the HOA regarding the site and report back to the Commission with additional findings and recommendations.

Fiscal Impact: Funding is available to award a contract for the three municipal playgrounds. The project is budgeted with \$291,600 in ARPA funds. Additional costs could be absorbed by ARPA funds currently allocated for a municipal stage.

Alternatives:

1. The City Commission could approve the contract award for the three municipal playgrounds and direct staff to begin discussions with the HOA regarding the site and report back to the Commission with additional findings.
2. The City Commission could approve the contract award for the three municipal playgrounds.
3. The Commission could decide not to award a contract at this time and direct staff how to proceed.

Draft Motion:

I, Commissioner _____ move that the Mayor and Commission approve the contract award to _____ and direct the City Manager to initiate a contract for playground design and build services in a total amount not to exceed \$291,600 in appropriated ARPA funds.

I, Commissioner _____ second the motion.

Attachments

1. Playground Proposals

PLAYGROUND AREAS AND COST AT-A-GLANCE:

LOCATION	PLAYGROUND SPECIALIST INC.	COMMERCIAL RECREATION PRODUCTS	RIVER VALLEY RECREATION
SWING AREA	\$61,983.10	\$33,369.00	\$46,344.11
UPPER PLAYGROUND AREA	<i>OPTION (#1)</i> \$112,878.25 <i>OPTION (#2)</i> \$78,445.90	\$118,635.16	\$179,044.09
LOWER PLAYGROUND AREA/BBALL-COURT	<i>OPTION #1</i> \$146,814.00 <i>OPTION #2</i> \$132,874.65	\$133,242.94	\$147,829.87
MARBURY TOWNHOMES	<i>OPTION (#1)</i> \$366,759.55 <i>OPTION (#2)</i> \$316,199.55	\$300,538.48	\$417,298.24
GRAND TOTAL: WITH MARBURY	<i>OPTION (#1)</i> \$688,404.90 <i>OPTION (#2)</i> \$589,473.15	\$585,785.58	\$790,516.31
W/O MARBURY	<i>OPTION (#1)</i> \$321,645.35 <i>OPTION (#2)</i> \$273,273.60	\$285,257.10	\$373,218.07



CITY OF DISTRICT HEIGHTS

City Commission Work Session

Tuesday, April 11, 2023

Action Item 4

Title: Surplus: 2006 Ford F-350 Super Cab Truck
Staff Contact: Angela Barnhill-Love, Public Works Department
Purpose: To request that the Commission surplus a vehicle that is no longer in use.
Recommendation: Staff recommends that the 2006 Ford F-350 Super Cab be sold as surplus.

Summary: The City owns and operated a 2006 Ford F-350 Super Cab. The vehicle has a number of maintenance concerns that cannot be easily or cost-effectively addressed. The City has purchased a replacement vehicle, 2022 Chevrolet Silverado 2500, and that vehicle has entered into service. As such, staff recommends that the 2006 Ford F-350 be declared surplus and sold at the highest offer.

Fiscal Impact: The fair market value of the truck is between \$9,600 to \$11,411.

Alternatives:

1. The Commission could approve the staff recommendation and sell the vehicle as surplus.
2. The Commission could choose to retain the vehicle.

Motion:

I, Commissioner _____ move that the City of District Heights declare the 2006 Ford F-350 Super Cab Truck with VIN# 1FTWW31566EC32733 surplus and that the vehicle be sold at the highest offer received.

I Comr. _____ second the motion.

Attachments

1. Attachment 1

