



CITY OF DISTRICT HEIGHTS

TUESDAY, JANUARY 24, 2023

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## **AGENDA**

### **HYBRID Work Session**

7:00PM

**In Person:** Main Floor Commissioners Chamber, Municipal Building, 2000 Marbury Drive  
**Or Via Zoom:** [Link to join Webinar](#)

#### **CALL TO ORDER:**

#### **OPENING PRAYER:**

#### **PLEDGE OF ALLEGIANCE:**

#### **APPROVAL OF AGENDA:**

- Work Session Meeting Agenda Tuesday, January 24, 2023

#### **APPROVAL OF MINUTES:**

- City Meeting Minutes of Thursday, January 5, 2023
- Special Session Meeting Minutes of Thursday, January 12, 2023

#### **UNFINISHED BUSINESS:**

Comcast Ordinance Adoption Hearing

#### **NEW BUSINESS:**

Customer Service Training Announcement – HR  
Hiring of new Police Department Staff – Chief Tarpley  
Legislative Priorities – LA Perez

#### **PUBLIC PARTICIPATION:**

#### **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**  
MARYLAND

2000 Marbury Drive  
District Heights, Maryland

City Meeting Minutes

Thursday, January 5, 2023

VIA ZOOM Audio/Visual Conference

**CALL MEETING TO ORDER**

The City Meeting of the City of District Heights was held on Thursday, January 5, 2023 via ZOOM. Mayor Miller called the meeting to order at 7:00 p.m.

**OPENING PRAYER**

Commissioner Gomez

**PLEDGE OF ALLEGIANCE**

Commissioner Janifer

**CONSENT AGENDA**

Vice Mayor Harcourt moved to accept the agenda for the City Meeting 1/05/23. Commissioner Janifer seconded the motion which carried a 4-0 vote.

**APPROVAL OF MEETING MINUTES**

Commissioner Janifer moved to approve the meeting minutes from the 12/1/2022 City Meeting. Commissioner Gomez seconded the motion which carried a 4-0 vote.

**QUORUM**

In attendance were Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Commissioner Gomez, Commissioner Tilghman, Katrina Polk – Acting City Manager, Starr Jefferson – Interim City Clerk, Jeffrey Taylor- Director of Recreation, Parks, Culture Dept., Chief Ronald Tarpley- DHPD, Katrina Emerson – Exec. Director -YSB, Cecelia Smith-Budd – Staff Accountant, Chris Lawson- HR Director, Nikki Pancho- HR Mgr.

**PRESENTATIONS**

**KSE Consulting**

Presented and overview of the company and IT solutions for the city's proposal request for an IT Assessment

**Lladner Business Solutions, LLC**

Presented and overview of the company and IT solutions for the city's proposal request for an IT Assessment

**BOSE Update – Deborah Turner**

Announced the BOSE Committee positions: Chair - Deborah Turner, Secretary- Susan Clark additional members: Johnnie Andrews and Angela Webster

Ms. Turner shared the details for the city's coming election on Monday, May 1, 2023; Requirements to vote in the election and how to vote (in person or by mail). Voter registration closes 21 days prior to the election.

Contact BOE at 301-341-7300 to check your registration status.

**Owner's Rep – Lane Feick**

Provided status and challenges facing the city's Senior Building opening. The chief challenge being the communication between the General Contractor and Project Management Team.

Major deficiencies to be addressed include ponding in asphalt pavement and main entrance staircase retaining water. Report available in attached meeting packet.

**DEPARTMENT REPORTS****General Government – Dr. Katrina Polk**

Report Submitted.

**Public Works, Building and Ground Department Report – Ms. Angela Barnhill-Love**

Announced Limb Pick-Up would resume on Tuesday, January 10, 2023.

Annual Leaf Collection has ended for the year.

Report submitted.

**Code Enforcement Report- Chief Ronald Tarpley**

Requested residents contact the city prior to beginning renovations to determine necessary permits.

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

Citizens can communicate with Code Enforcement at [codeenforcement@districtheights.org](mailto:codeenforcement@districtheights.org)

Report submitted.

**Police Department Report – Chief Ronald Tarpley**

Announced the arrest of an individual suspected of committing a rash of burglaries on the Rochelle corridor.

Report submitted.

**Youth Services Bureau "YSB Report"- Ms. Katrina Emerson**

Discussed the strategic focus and current challenge of recruiting qualified candidates to fill open clinical positions within the agency since February 2022.

Report submitted.

**Recreation – Mr. Jefferey Taylor**

The Recreation Department hours will be 9am to 8pm beginning Monday, January 9, 2023.

Report submitted.

### **Human Resources – Chris Lawson**

Mr. Lawson welcomed the city's new Treasurer, Ralph Bazillio and Staff Accountant for day-to-day operations, Cecelia Smith-Budd. Crystal Henderson was announced as the City's Payroll Specialist.

There are ongoing interviews for Police Officers, Code Enforcement, Public Works Laborer, City Manager and a full-time Therapist for YSB.

Announced upcoming recommendations for the city's current 'Use or Lose' Employee Leave Policy. The new payroll system, Paylocity, will be rolled out this month.

### **UNFINISHED BUSINESS**

#### **Amendment to Lobbyist Contract – Mayor Miller**

The Commission has decided to include the additional service grant writing to the contract executed on December 5, 2022.

Vice Mayor Harcourt moved to accept the amended contract with LA Perez to include grant writing services.

Commissioner Gomez seconded the motion which carried a 4-0 vote.

### **NEW BUSINESS**

#### **Parking Lot Lights proposal – Angela Barnhill-Love**

Ms. Barnhill-Love provided three (3) bid proposals to install additional lights in the lower lot parking areas of the municipal building for additional security in the evenings.

Discussion ensued regarding the correct line item the funding would be charged to.

Commissioner Gomez moved to table the motion to approve a contract for the proposed lighting of the parking lot until the city's next work session. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

#### **Proposed purchased of Light Towers – Chief Tarpley**

Chief Tarpley discussed (3) three bid proposals for mobile light towers to be purchased by the city as an added element of crime prevention around the city municipal building and within the city's boundaries. Additionally, Chief Tarpley noted that the city currently rents similar equipment on a regular basis at approximately \$500 weekly. Commissioner Tilghman voiced support of the proposed purchase. Vice Mayor Harcourt offered that he would prefer the funds for the purchase of the light towers to come from grant funds.

Commissioner Janifer discussed the preference for an eco-friendly solar panel solution. Commissioner Gomez inquired whether the purchase of the light towers was an immediate need or whether time could be allocated to explore other funding sources.

Commissioner Janifer moved to table the conversation on the light tower purchase until the permanent lights in the lot have been installed and evaluated. Commissioner Tilghman seconded the motion which carried a 4-0 vote.

#### **Cyber Key Locking System Proposal – Chief Tarpley**

Chief Tarpley presented a digital security key system for the municipal building, senior building and YSB to manage access and entry to the city's public buildings.

Commissioner Tilghman requested additional bid proposals.

Vice Mayor Harcourt moved to table the Cyber Key Lock System proposal until additional vendor information. Commissioner Gomez seconded the motion which carried a 4-0 vote.

**Increase Training Budget – Mayor Miller**

Mayor Miller shared the need to increase the training budget for the fiscal year due to the increase in staff. The current capacity allocated allows for approximately 25 individuals per session.

Commission Janifer moved to transfer \$10,000 from Unreserved Funds to the Training Budget line item. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

**Mission & Vision Statement Approval – Dr. Katrina Polk**

Dr. Polk presented the resulting draft of the city’s vision and mission statement developed during the strategic planning meeting on December 10, 2022:

**Vision:**

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

**Mission:**

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

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

Commissioner Gomez moved to approve the new vision and mission statements for the Incorporated City of District Heights. Commissioner Janifer seconded the motion which carried a 4-0 vote.

**Amendment to Owner’s Rep contract – Dr. Katrina Polk**

Dr. Polk presented justification for increasing the hourly rate for Project Management firm, Owner’s Rep from \$95 hourly to \$150 hourly, citing national standards of pay for the work undertaken. Dr. Polk provided additional details regarding the overall savings the city would realize through personnel changes.

Commission Gomez moved to amend the Owner’s Rep consulting contract from the hourly rate of \$95 to \$150 for the period of December 17, 2022 until April 30, 2023 and not to exceed a total sum of \$75,000. Vice Mayor Harcourt seconded the motion which carried a 4-0 vote.

**CITIZEN PARTICIPATION**

None

**ADJOURNMENT**

Vice Mayor Harcourt motioned to adjourn the meeting. Commissioner Janifer seconded the motion which carried a 4-0 vote. The City Meeting of District Heights adjourned at 10:48pm.

Respectfully submitted,

Starr Jefferson  
Interim City Clerk



**CITY OF  
DISTRICT HEIGHTS**  
MARYLAND

2000 Marbury Drive  
District Heights, Maryland

Special Session Meeting Minutes  
Thursday, January 12, 2023 7:00pm  
VIA ZOOM Audio/Visual Conference

**CALL MEETING TO ORDER**

The Special Session Meeting of the City of District Heights was held on Thursday, January 12, 2023 via ZOOM Audio/Visual Conference. Mayor Miller called the meeting to order at 7:05pm.

**OPENING PRAYER**

Commissioner Gomez

**PLEDGE OF ALLEGIANCE**

Commissioner Janifer

**CONSENT AGENDA**

Vice Mayor Harcourt moved to accept the agenda for the Special Session Meeting Thursday, January 12, 2023. Commissioner Gomez seconded the motion which carried a 3-0 vote.

**QUORUM**

In attendance were Mayor Miller, Vice Mayor Harcourt, Commissioner Janifer, Dr. Katrina Polk - Acting City Manager, Starr Jefferson – Interim City Clerk, Chris Lawson – HR Director, Nikesha Pancho – HR Manager, Cecelia Smith-Budd – Staff Accountant. Members not present: Commissioner Anthony Tilghman

**NEW BUSINESS**

1. Parking Lights Funding – Angela Barnhill Love

Ms. Barnhill-Love discussed three bid proposals for the lighting of the municipal center parking lot. Ms. Barnhill-Love highlighted the strengths of each proposal and provided a recommendation to the Commission.

Commissioner Gomez moved to transfer \$14,000 from Unreserved Funds to the Improvements and Upgrades line item 5415 for the upgrade and of the parking lot lights. Commissioner Gomez further moved to approve the proposal of Static Electric for \$13,982 to complete the upgrade of the parking lot lights of the municipal building. Commissioner Janifer seconded the motion which carried a 4-0 vote.

2. Approval of CivicPlus Contract and Scope of Work – Chief Tarpley

Chief Tarpley provided an overview of the current status of the CivicPlus codification project to bring the city's Code of Ordinance up to date and online.

Vice Mayor Harcourt moved to approve scope of work outlined in the CivicPlus contract Q-31853-1 dated 11/21/22 in the amount \$3,945 and to be charged to ARPA Codification line item 6325.

Commissioner Gomez seconded the motion which carried a 3-0 vote.

3. Recreation Department Security Detail discussion – Chief Tarpley

Chief Tarpley brought forth the matter of security concern from the Recreation Department. He discussed the desire of the Recreation Dept. to have part-time security personnel onsite on a part-time basis to support the areas of the lower lot, football field and basketball court. The cost of the additional security would need to be funded by the city with an additional line item created.

Vice Mayor Harcourt voiced his desire to have evidence-based data to support the need to fund a security detail as requested. The Vice Mayor additionally noted that the current budget does not support a security detail and should be revisited during the coming budget sessions. The Vice Mayor further noted the recent approval of additional lighting of the parking lot and the recently installed security cameras. The Vice Mayor continued, inquiring whether there have been any incidents or reports of burglary, trespassing or loitering on municipal grounds to support the need for a security detail.

Chief Tarpley cited minor isolated incidents that have happened on city grounds and elaborated on current protocols and procedures that have been enacted since becoming Chief, reiterating the need for additional security is the request of the Recreation Dept.

Acting City Manager, Dr. Katrina Polk agreed with a review of the security in place, including new lighting and video surveillance for a time period of 30-60 days before enacting a security detail as requested.

Jeffrey Taylor – Director of Recreation spoke in agreement with the Vice Mayor and Acting City Manager and discussed a security plan he has developed and intends to provide for review.

Commission Janifer moved to table the discussion to create a line item for Recreation Department Security and police presence until proper documentation is provided to support the security detail.

Commission Gomez seconded the motion which carried a 3-0 vote.

4. ARPA Funds Discussion – Cecelia Smith-Budd

Commission Gomez moved to table ARPA Funds discussion until the February Work Session meeting.

Vice-Mayor Harcourt seconded the motion which carried a 3-0 vote.

5. Legislative Priorities for City of District Heights – LA Perez

Commissioner Gomez moved to table the agenda item on Legislative Priorities with LA Perez to the next Work Session on Tuesday, January 24, 2023.

Commissioner Janifer seconded the motion which carried a 3-0 vote.

6. IT Assessment – Dr. Katrina Polk

The Acting City Manager introduced a third IT company to the Commission for the requested IT assessment contract to determine the city's current IT vulnerabilities and needs. Dr. Polk discussed the strengths of each proposal and provided a recommendation to the Commission.

Commissioner Janifer moved to accept the recommendation of the Acting City Manger, accepting the proposal of Lladner, LLC in the amount of \$3,500 to conduct an IT Assessment for the City of District Heights, with the funding coming from line-item Computer Network 5020.



Commissioner Gomez seconded the motion which carried a 3-0 vote.

7. Personnel Matters – Chris Lawson

Commissioner Gomez moved to go into Closed Session to discuss Personnel Matters.

Commissioner Janifer seconded the motion which carried a 3-0 vote.

The Closed Session of the Commission of District Heights began at 7:56pm

The Closed Session of the Commission of District Heights returned from Closed Session at 9:21pm

A summary of the Closed Session from the Special Session on 1.12.2023 is available from the City Clerk.

**CITIZEN PARTICIPATION**

None

**ADJOURNMENT**

Comr. Gomez moved to adjourn the Special Session of the City of District Heights.

Comr. Janifer seconded the motion which carried a 3-0 vote.

The meeting adjourned at 9:25pm.

Respectfully submitted,

Starr Jefferson  
Interim City Clerk



**NOTICE OF PUBLIC HEARING  
ORDINANCE NO. DH 2023-01  
TUESDAY, JANUARY 24, 2023  
7:00 P.M.**

An Ordinance Of The Mayor And Commissioners Of The City Of District Heights, To Grant A Renewal Of The Cable Franchise To Comcast Of Maryland, LLC And Authorizing A Franchise Agreement. Mayor and Commission have the power under §5-204(d) of the Local Government Article, Annotated Code of Maryland to grant non-exclusive cable franchises. The Mayor and Commission authorized the negotiation of the renewal of the franchise agreement with Comcast of Maryland, LLC and said proposed agreement has been prepared and presented to the Mayor and Commission on November 11, 2022.

The Mayor and Commission will hold a Public Hearing on this Ordinance on Tuesday, January 24, 2023 at 7:00 p.m. during the regular City of District Heights Work Session meeting. You may attend the meeting using the virtual Zoom platform. To obtain the meeting link or phone number to join the meeting, please visit the [our website](#). All interested parties will have the opportunity to be heard.

Copies of this Ordinance may be obtained from the City Clerk's Office, 2000 Marbury Drive, District Heights, Maryland, by calling 301-336-1402 x110, or from the City's website: [www.DistrictHeights.org](http://www.DistrictHeights.org).

If you are unable to participate in the meeting, you may submit written comment prior to the Public Hearing. In order to be received by the Commission as part of the record, the comment must include the specific topic to which it relates and the full name and address of the person submitting the comment. Written comment should be submitted no later than 5:00 p.m. on the day of the hearing to the City Clerk at [cityclerk@districtheights.org](mailto:cityclerk@districtheights.org).

For additional information please contact the City Clerk, Starr Jefferson, at 301-336-1402 x110.

**CITY OF DISTRICT HEIGHTS MARYLAND**  
**ORDINANCE NO. DH 2023-01**

**GRANTING A RENEWAL OF THE CABLE FRANCHISE TO COMCAST OF MARYLAND, LLC AND AUTHORIZING A FRANCHISE AGREEMENT**

**WHEREAS**, pursuant to §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, the City of District Heights (hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to protect the health, safety and welfare of the citizens of the municipality;

**WHEREAS**, the Mayor and Commission have the power under §5-204(d) of the Local Government Article, Annotated Code of Maryland to grant non-exclusive cable franchises; and

**WHEREAS**, the Mayor and Commission have adopted a cable ordinance to govern cable franchises that are located within the City; and

**WHEREAS**, the City entered into a cable franchise agreement with Comcast of Maryland, LLC which ended in 2015, but has been extended during the negotiation of the renewal of the franchise agreement; and

**WHEREAS**, the Mayor and Commission authorized the negotiation of the renewal of the franchise agreement with Comcast of Maryland, LLC and said proposed agreement has been prepared and presented to the Mayor and Commission; and

**WHEREAS**, the Mayor and Commission have determined that it is in the public interest to renew the cable franchise with Comcast of Maryland, LLC, within the corporate limits of the City, on condition that Comcast of Maryland, LLC. enter into a franchise agreement in substantially the form as attached to this Ordinance.

**Section 1.** NOW THEREFORE, BE IT ORDAINED AND ENACTED, by the Mayor and Commission of The City of District Heights the renewal of the non-exclusive right to construct and operate a cable television system along the public rights of way in The City of District Heights is hereby

granted to Comcast of Maryland, LLC, subject to the provisions of Article XII of the Code of Ordinance for the City of District Heights and a franchise agreement between the City and Comcast Cable, LLC in a form substantially similar to that attached to this Ordinance. The City of District Heights is authorized to endorse the franchise agreement on behalf of the City.

If any section, subsection, provision, sentence, clause, phrase or word of this Ordinance is for any reason held to be illegal or otherwise invalid by any court of competent jurisdiction, such invalidity shall be severable, and shall not affect or impair any remaining section, subsection, provision, sentence, clause, phrase or word included within this Ordinance, it being the intent of the City that the remainder of the Ordinance shall be and shall remain in full force and effect, valid and enforceable.

**INTRODUCED** by the Mayor and Commission of The City of District Heights at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2023.

**ADOPTED** by the Mayor and Commission of The City of District Heights at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_ 2023.

**EFFECTIVE** the \_\_\_\_ day of \_\_\_\_\_ 2023.

**ATTEST:**

**CITY COMMISSION  
OF DISTRICT HEIGHTS, MARYLAND**

By: \_\_\_\_\_  
Starr Jefferson, City Clerk

By: \_\_\_\_\_  
Cynthia Miller, Mayor

\_\_\_\_\_  
Xander Harcourt, Vice Mayor/Commissioner

\_\_\_\_\_  
Pamela Janifer, Commissioner

\_\_\_\_\_  
Gyasi Gomez, Commissioner

\_\_\_\_\_  
Anthony Tilghman, Commissioner

I, Starr Jefferson, City Clerk of the City of District Heights, hereby certify the following motion made at the meeting of the City Commission of District Heights on January 24, 2023.

Motion: I, Comr. \_\_\_\_\_, move that the City of Commission adopt Ordinance No. DH: 2023-01, to renew the cable franchise agreement with Comcast of Maryland, LLC.

Motion Seconded: I, Comr. \_\_\_\_\_, second the motion.

VOTE:	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	
Mayor Miller	_____	_____	_____	City Clerk to the City Commission of District Heights, Maryland
Comr. Harcourt	_____	_____	_____	
Comr. Janifer	_____	_____	_____	
Comr. Gomez	_____	_____	_____	
Comr. Tilghman	_____	_____	_____	

Effective Date: \_\_\_\_\_, \_\_\_\_\_ at : \_\_\_\_\_ pm.

\_\_\_\_\_  
Starr Jefferson

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

\_\_\_\_\_  
Bradley Farrar, City Attorney