



CITY OF DISTRICT HEIGHTS

TUESDAY, MAY 14, 2024

AGENDA
Work Session City Meeting

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

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

Work Session Meeting Agenda May 14, 2024
Staff Contact: Starr Jefferson, City Clerk

III. INFORMATION ITEMS:

1. City Facility Use and Rental Policy

IV. ACTION ITEMS:

2. *Approval of City Meeting Minutes
3. *Approval of Ethics Commission Bylaws
4. Public Works Annual Yard Sale and Shred Day Proposal

V. PUBLIC PARTICIPATION:

VI. MAYOR AND COMMISSION ANNOUNCEMENTS/COMMENTS:

VII. 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.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, May 14, 2024

Information Item 1

Title: Facility Use Policy
Staff Contact: Jeffrey Taylor, Parks, Recreation and Culture
David Street, City Manager
Purpose: To brief the City Commission on the City's facility rental policy.

Summary: The purpose of this item is to provide the Commission with a comprehensive overview of the facility rental policy and reservation process. This item is the first in a series of items, outlined below in Table 1, meant to allow the Commission to discuss and amend the current facility use policy. The City Commission was last presented with information about the facility rental policy in 2023:

- June 13, 2023: [Municipal Building/Facility Policy](#)
- October 24, 2023: [Recreation Reopening Plan](#)

Table 1. Proposed Review Timeline

Meeting	Purpose
Tuesday May 14 Work Session	Information item: fully brief Commission on facility rental policy and practices.
Tuesday May 28 Work Session	Present Commission with results of facility rental analysis.
Thursday June 6 City Meeting	Consider and adopt amendments to the facility rental policy.

Following Commission discussion at the May 2 City Meeting, staff initiated a review of the facility rental policy and practices to present to the Commission. That review is in progress and will include an analysis of costs for providing facility rental services, including staff and personnel costs, carrying costs (IE building utilities and maintenance), and the opportunity costs associated with closing facility early for private events. The review will also analyze provisions of the facility use policy. That analysis will be presented on May 28. Following the May 2 Meeting, the City Manager has:

- Frozen all future facility rentals pending outcome of the Commission's review. Currently booked rentals will be able to proceed as planned, but no new bookings will be accepted.
- Provided additional direction to staff regarding approvals and oversight of staff, support, and approval of facility rentals.

Attachment:

1. Facility Rental Data 2023-24
2. Facility Rental Policy

City of District Heights
Recreation, Parks, and Culture Department

Request for rental policies for using recreation
rooms, field, parks and playground spaces

General Conditions

- Organizations, clubs, teams and/or other groups and individuals wishing to make use of City of District Heights Parks and Recreation Department facility, parks and field spaces, shall be subject to the following guidelines and requirements:
- Each year, during the month of July, the Director of Recreation, Parks, and Culture, will begin excepting and reviewing new applications from interested Service Providers for discussion, vetting, and possible scheduling of space(s), day(s), and time(s).
- After the Director of Recreation, Parks and Culture reviews and completes the vetting process, all documents for each request will be submitted to the City Manager for considerations and final approval.
- Once a group or individual receives approval from City Management, the approved request/ application will expire at the conclusion of the scheduled event, program, or activity, or will last for no more than 12 consecutive months, before an extension or new approval will need to be granted.
- The Recreation, Parks, and Culture Department reserves the right to designate and/or schedule more than one Service Provider for any given space managed by the Recreation Department.
- Discounts and scheduling priority will be offered to Service Providers located within the Incorporated City of District Heights, Maryland, after completing all eligibility requirements and conditions recommended by the City Manager, Mayor and Commission.
- Each provider/user group must submit an official written request before the deadline of March 15th for the spring/summer sport activities and June 1st for the fall/winter sport activities. Failure to meet the deadline may result in the application being processed at a lower priority based upon availability and or request being denied.
- Every provider/user group must complete the City of District Heights Recreation Department's Facility Request Form.
- All provider/user groups must submit a Certificate of Liability Insurance naming the City of District Heights as an "Additional Insured" as defined in the Facility Request Form.

- Each provider/user group will acknowledge a scheduling format for use of fields and submit certified copies of team rosters and game/practice schedules for approval.
- Lighted fields/courts are subject to specified hours of operation by the City of District Heights Recreation Department. Lights must be off by 10:00PM unless approved otherwise by the Director of Recreation, Parks, and Culture or his designee.

Individuals and groups wishing to hold reservations on the municipal field, track or playground areas will be subject to the terms, conditions and fees as noted in the fee schedule as determined by the City of District Heights Recreation Department. A complete listing of fees is available at the City of District Heights Recreation Offices at 2000 Marbury Drive, District Heights, Maryland 20747.

Residency Requirements

The following guidelines will be used in assessing the residency requirement classification for all individuals and groups:

Category I – Free use of facilities

Official Service Providers for Teams age 14 and under

75% of the organization must be comprised of Incorporated City of District Heights residents, with no more than 15% out of county residents.

Official Service Providers for Teams ages 14-17

60% of the organization must be comprised of Incorporated City of District Heights residents, with no more than 15% out of county residents.

Category I service providers will be assessed a fee of \$25 per season of play, for each player living outside of Prince George’s County. Players living outside the incorporated city limits of District Heights in Prince George’s County, shall pay a county player fee of \$15, for each player per season of play.

Only City of District Heights resident players shall not be required to pay a player fee as such costs are funded through City taxes.

Category II – Fee based usage of facilities (no more than 2 service providers per age division)

Official Service Providers for Teams 14 and under

At least 60% of the total players in the organization shall be Incorporated City of District Heights residents, with no single age and gender grouping of players having less than 50%. The remaining positions may be filled by a combination of non-Prince Georges County residents and out of county players. Individual age/gender group exemptions to the minimum percentage of City of District Heights resident players may be approved by the Director of Recreation, Parks, and Culture on a case by case basis when verifiable

data, provided by the organization to show that the total number of interested City of District Heights participants is so limited as to preclude the fielding of teams within the age/gender group without a higher percentage of non-resident participants.

Official Service Providers for Teams 14-17

At least 60% of the total players in the organization shall be Incorporated City of District Heights residents, with no single age and gender grouping of players having less than 50%. The remaining positions may be filled by a combination of non- Prince George's County residents and out of county players. Individual age/gender group exemptions to the minimum percentage of City of District Heights resident players may be approved by the Director of Recreation, Parks, and Culture on a case by case basis when verifiable data is provided by the organization to show that the total number of interested City of District Heights participants is so limited as to preclude the fielding of teams within the age/gender group without a higher percentage of non-resident participant

Any service provider in this category shall:

- Be assessed an “out of county player fee” of \$25 and “county player fee” of \$15 per 12-month period. City of District Heights residents’ players shall be exempt from the player fee.
- Pay tournament fees of \$150 per field.
- Pay \$150 per 4 hours for rental of facilities for games and practices

Category III

Youth teams not participating in City of District Heights Service Provider Programs

85% of each team must be comprised of Incorporated City of District Heights residents. Such teams must also meet the conditions previously noted in the reservation policy. Scheduling for such teams shall be provided pending availability of time and space on City facilities.

Category IV

Adult Service Provider for teams 18 and over

75% of the organization must be comprised of Incorporated City of District Heights residents, with no more than 15% out of county residents.

Category V

Adult Teams not participating in Service Provider Programs

85% of each team must be comprised of Incorporated City of District Heights residents. Such teams must also meet the conditions previously noted in the reservation policy. Scheduling for such teams shall be provided pending availability of time and space on City facilities.

Category VI

City of District Heights Recreation Department Programs, Events, Leagues, Tournaments, and Activities

City of District Heights Recreation Department shall be exempt from the provision of any residency requirement, as well as have first priority for scheduling of recreation facilities and spaces.

Scheduling Format

The format for scheduling use of City facilities by organizations and/or individuals in the above categories shall be determined by the Recreation Department based upon the following priority:

Organizations:

Sanctioned athletic teams from Prince George's County Schools City
Programs/Functions, Service Providers (Non-Profit), Local School & Independent
Club Sports

Tournaments and Special Events

**For scheduling purposes, games will always have priority over practices. In the event a game must be relocated and or rescheduled, practices may need to be relocated or canceled.

Non-Service Provider Teams

Any non-affiliated team/group not meeting the criteria under the service provider categories listed above may use multipurpose fields & ball diamonds but must first reserve use time through the Recreation Department and pay the established field use fee. Facility scheduling for such teams shall be provided pending availability of time and space and no conflict with service provider use.

User Fees

A user fee will be charged to all non-City of District Heights residents making use of City of District Heights facilities. See fee schedule for specific charges.

A user fee shall be assessed for each participant living outside of the Incorporated City of District Heights in all Categories with the exception of a team fee being assessed in lieu of individual fees for City of District Heights Recreation Department.

Any adjustments in user fees shall be recommended by the Director of Recreation, Parks, and Culture and authorized by the City Manager. A complete list of fees shall be available at the Recreation Department office.

Fees are non-refundable except when such action is authorized by the City Manager. A service charge of \$20 will be assessed for all returned checks if returned unpaid to the City of District Heights by the bank upon which it is drawn for any reason.

User fees for the rental of City of-District Heights ball and multipurpose fields for other purposes not covered above including, tournaments, private reservations, special events, etc shall be authorized by the City Manager and/or City Commission.

Penalties

The Director of Recreation, Parks, and Culture may suspend, forfeit, cancel or revoke any licenses or privileges granted to any institution, service provide or group using Brentwood Parks grounds or facilities or may refuse to grant the same for a period not to exceed one year for violation of these rules.

The action of proposed termination of facility use shall be in writing and delivered to the representative of the affected group and shall state the reasons for actions and penalties provided herein.

When the decision of the Director of Recreation, Parks, and Culture is for suspending, forfeiting, canceling or revoking licenses or privileges, the decision shall be final, unless appealed to the City Manager within two calendar weeks of the date of notice. The Mayor and Commission shall consider the appeal at the next regularly scheduled meeting, hear the facts and circumstances presented by both sides, and render a final decision within 45 days. The decision of the Mayor and Commission shall be final, subject to such judicial relief as may be provided under State law.

Parks and Recreation Department
2023-2024 Fee Structure

<u>Pavilion/ Outdoor Court Space (TBD)</u>	<u>Current</u>
Pavilion (Non-Resident & Non-District Heights Businesses)	\$ /up to 4 hrs/per reservation \$ /up to 8 hrs/per reservation
Pavilion (Residents & D H Businesses) Deposits (Required for all reservations)	\$ / \$ /per reservation
<u>Ball Field</u>	
General Deposit	\$ /per field/per reservation
Game/Scrimmage Deposit	\$ /per field
Tournament Deposit	\$ /per four fields/per reservation
Ball Diamond - General Rental	\$ /per 2 hr. time slot – No Prep/No Lights \$ /per 2 hr. time slot – Game Prep/ No lights \$ /per 2 hr. time slot – No Prep/ Lights \$ /per 2 hr. time slot – Game Prep/
Lights	\$ /per 4 hr. time slot

Deposit \$ /per reservation
(Required for all reservations)

Non-resident Fee-for all organized sports/activities except for DHBGC

Individual \$ per person/season
Small group (12 or less) \$ per person/ season
(Summer) \$ /team/per season
(Fall) \$ /team/per season

Open Park Space for Event

Designated area with trash \$ /up to 4 hrs.
pick up only \$ /up to 8 hrs.

Special Events \$

Deposit \$ /per reservation

CITY OF DISTRICT HEIGHTS FACILITY RENTAL UPDATE

RENTAL DATE	TYPE OF EVENT	R/ NR	# OF PPL	RENTED BEFORE
May 11, 2024	Social	NR	345	Yes
May 16-18, 2024	Service	NR	100	Yes
June 15, 2024	Social	NR	345	Yes
June 22, 2024	Social	R	200	No
June 29, 2024	Social	NR	300	No
July 27, 2024	Social	NR	345	No
August 3, 2024	Social	NR	300	No
August 31, 2024	Social	R	150	No
September 7, 2024	Social	NR	345	No
September 14, 2024	Social	NR	345	Yes
October 19, 2024	Social	NR	300	Yes
November 2, 2024	Social	NR	345	Yes

RENTAL DATE	TYPE OF EVENT	R/ NR	# OF PPL	RENTED BEFORE
November 9, 2024	Social	NR	345	No
December 14, 2024	Social	NR	345	No
March 15, 2025	Social	R	200	No

CITY OF DISTRICT HEIGHTS FACILITY RENTAL UPDATE

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June 15, 2024	Social	NR	345	Yes
June 22, 2024	Social	R	200	No
June 29, 2024	Social	NR	300	No
July 27, 2024	Social	NR	345	No
August 3, 2024	Social	NR	300	No
August 31, 2024	Social	R	150	No
September 7, 2024	Social	NR	345	No
September 14, 2024	Social	NR	345	Yes
October 19, 2024	Social	NR	300	Yes
November 2, 2024	Social	NR	345	Yes

RENTAL DATE	TYPE OF EVENT	R/ NR	# OF PPL	RENTED BEFORE
November 9, 2024	Social	NR	345	No
December 14, 2024	Social	NR	345	No
March 15, 2025	Social	R	200	No



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

City Meeting Minutes

Thursday, February 1, 2024, 7pm

In-Person & YouTube Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Thursday, February 1, 2024, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:00 p.m.

OPENING PRAYER

Commissioner Tilghman

PLEDGE OF ALLEGIANCE

Commissioner Gomez

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Gomez, and Comr. Tilghman. Comr. Janifer was absent Also in attendance were David Street – City Manager, Starr Jefferson – City Clerk, Lakeesha Washington –Director Public Works, Ralph Bazilio - Treasurer, Teresa Williams – Assistant Director of Recreation, Bradley Farrar – City Attorney, James Fisher, Lou Williams, Ron Waters, Deborah Turner

AGENDA ACCEPTANCE

Vice Mayor Harcourt moved to approve the agenda for the February 1, 2024, City Meeting and was seconded by Comr. Tilghman. The motion passed a 3-0-1 vote (MM abstained, Comr. Janifer absent).

CONSENT AGENDA ACCEPTANCE

Commissioner Gomez moved to approve the Consent Agenda as amended in the meeting and was seconded by Comr. Gomez, which consisted of the following items:

Item 1: Approval City Meeting/Work Session minutes 12.12.2023.

Item 2: Approval of amendments to the city's Pavement Plan.

The motion carried a 3-0-1 vote (MM abstained, Cmr. Janifer absent)

PRESENTATION:

Mayor Cynthia Miller presented to Mrs. Lou Williams a certificate of appreciation for her dedication and service to the City of District Heights.

Mrs. Williams served as a member and the Chair of the Charter Committee since its inception in 2018.

PUBLIC PARTICIPATION:

John Berry of the UFCW inquired about when City workers will get represented in their workplace and when should they expect their rights to be negotiated .

Queried the City Commission as to the status of labor relations communications.

Mr. Street explained that the city was in the process of working with the Charter Committee to update the Personnel Ordinance which should take approximately 60 to 90 days.

ACTION ITEMS

3. Introduction of Ordinance DH-24-01 – Codification of Code

Vice Mayor moved that the City Commission introduce Resolution DH-2024-01 as provided in Attachment 1 and forward the ordinance to future City Meeting for action. Commissioner Gomez seconded and the motion carried at 3-0-1 vote (MM abstained, Cmr. Janifer absent).

4. Economic Development Proposal and Municipal Growth Area

Mr. Street and Mr. Davis presented Municipal Growth Areas for the Commission's approval.

The second part of Mr. Davis and Mr. Street's presentation focused on a proposed Economic Development Plan for the city, based on 3 pillars: business attraction, business retention, and workforce development. The plan further identifies strategies for the City to use to further those goals.

Mr. Street requested that the Commission revisit certain indicators to assist with the further development of the Economic Development Plan to include Citywide commercial property vacancy rates, percentage of business licenses renewed, total number of new business prospects contacted, percentage of new business prospects in targeted market segments, city unemployment rates and city median income.

Cmr. Gomez inquired about the zoning of Area 2 in Zone A and expressed concern about tobacco shops.

Commissioner Tilghman suggested a Town Hall to engage the residents and obtain their feedback on the city's desires to annex.

Mayor Miller expressed the desire to ensure that the city has met its obligation of deliverables, including the completion of the Senior Center prior to hosting a Town Hall on annexation.

Mr. Street expressed the concern of making sure the residents were okay with the decision and what their priorities were.

Approaching the annexation from the inside out approach includes improvement and bolstering of the city's existing services. Mr. Davis shared that the inside out approach also includes the Codification recently accomplished and as more victories are earned, the city will attract healthier service providers and partners.

Vice Mayor Harcourt expressed his approval of the 3 municipal growth areas.

Commissioner Tilghman stated that he was not prepared to support the Growth Areas without the input of residents but was prepared to support the Economic Development Plan.

Discussion ensued on whether the Commission needed to vote on the proposed Municipal Growth Areas to present to the residents.

Mr. Davis explained that presenting to the residents and stakeholders the idea of annexing would be too broad and irresponsible. He furthered that the Commission had been extremely transparent in the process and in its discussions.

Commissioner Vice Mayor Harcourt moved that the City Commission adopt the Municipal Growth Area as shown in Figures 1, 3 and 4 and direct staff to develop a fiscal impact analysis of the subject areas and was seconded by Cmr. Gomez and carried a 3-1-1 vote (Cmr. Tilghman Nay, Cmr. Janifer absent).

Mayor Miller	Yay
Vice Mayor Harcourt	Yay
Commissioner Janifer	Absent
Commissioner Gomez	Yay
Commissioner Tilghman	Nay

Vice Mayor Harcourt moved that the City Commission forward the Draft Economic Development Plan to a February Work Session for further consideration and was seconded by Commissioner Gomez which carried a 3-0-1-1 vote (Cmr. Tilghman abstained, Cmr. Janifer absent)

Mayor Mille	Yay
Vice Mayor Harcourt	Yay
Commissioner Janifer	Absent
Commissioner Gomez	Yay
Commissioner Tilghman	Abstain

5. Introduction of Ordinance DH-24-02 – Fences

David Street presented to the Commission and residents a new ordinance to simplify and expedite the city’s fencing regulations.

Vice Mayor Harcourt moved that the City Commission introduce Ordinance DH-2024-02 “Fences” as provided in Attachment 1 and forward the ordinance to a future City Meeting for action and was seconded by Commissioner Tilghman and carried a 3-0-1 vote (MM abstained).

DEPARTMENT REPORTS

Recreation, Park & Culture Report – Teresa Williams, Assistant Director of Recreation

Commissioner Tilghman

Commissioner Gomez expressed her excitement to have Jeff Taylor back with the city.

Mayor Miller inquired about the status of fireworks. Ms. Williams shared that the fireworks should be finalized in mid-March.

Report Submitted

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

Report submitted

Treasurer’s Report – Ralph Bazilio, City Treasurer

The city continues to be in good financial shape. The report for the first part of the fiscal year shows good indicators.

The revenue received from taxes exceeds the projected budget.

The city spent 4.4 million to include 1.1 million in federal funds.

Mr. Bazilio also explained that the city does not have significant debt, outside of some bonds.

Mr. Bazilio also shared that the city audit was finally completed.

3 reports were generated: a summary of use of proper accounting methods, compliance with requirements, compliance with federal ARPA funds

Vice Mayor inquired whether there were any recommendations.

David Street shared that internal financial controls are an area of approval.

Mayor Miller inquired about the access and control over Bill.com

David Street explained that it was a shared responsibilities.

Mayor Miller requested an update on the ARPA balance and planned expenditures.

Mr. Street reminded the Commission that the obligation deadline is at the end of the calendar year.

Report submitted

Public Works Department Report – LaKeesha Washington –Director of Public Works

Limb collection has resumed due to inclement weather. A live update will be on the website.

Special requests can be made to the Department of Public Works 301-336-7417 x133

Vice Mayor Harcourt suggested a Spring Plant plan for the coming season.

Mayor Miller suggested planters in the area on Kipling Parkway nearest to Marlboro Pike.

Report submitted.

Police Department Report – Ronald Tarpley, Chief of Police (via cellphone)

Mayor Miller inquired about how the department dealt with vehicles with expired licenses plates.

Vice Mayor inquired about a commercial vehicle parked on Gateway that causes challenges with traffic visibility of the stop sign.

Chief Tarpley shared that commercial vehicles of a certain weight and class are not allowed to be parked on the city streets.

Report submitted.

Code Enforcement Report -Chief Ronald Tarpley – Chief of Police

Chief Tarpley welcomed the new Code Enforcement Officer, Mr. Nacal Lawrence

Commissioner Tilghman inquired whether the new officers would be able to attend the next CAP meeting for introductions.

No report submitted.

Commissioner Tilghman inquired about expired links for job postings.

Vice Mayor Harcourt shared his desire to see the city improve its website regarding accurate, active and verified details.

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Gomez shared her experience with serving as an elected official delegate for local government 2030.

Commissioner Tilghman shared his appointment National League of Small Cities Council working to improve national small cities.

Vice Mayor Harcourt announced his membership in the Blue Line Corridor, a 26 course. He also expressed his concern for crime, guns and violence in the community..

The Mayor's Alliance to End Hunger initiative is for the government to fund resources for food.

The Mayor's Innovative Project is an organization comprised of Mayor's from municipalities across the country that work together to improve their respective communities..

Food for Thought, N'Style and the City sponsored a mid-year book bag and coat give-away

ADJOURNMENT

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

The City Meeting adjourned at 10:21pm.

Respectfully submitted,

Starr Jefferson
City Clerk



CITY OF
DISTRICT HEIGHTS
MARYLAND

2000 Marbury Drive
District Heights, Maryland

Work Session Minutes

Tuesday, February 13, 2024, 7:00 pm
In-Person & YouTube Audio/Visual Conference

CALL MEETING TO ORDER

The City Meeting of the City of District Heights was held on Tuesday February 13, 2024, In-person and YouTube Live broadcast. Mayor Miller called the meeting to order at 7:00 p.m.

QUORUM

In attendance were Mayor Miller, Vice Mayor Harcourt, Comr. Janifer, Comr. Gomez and Comr. Tilghman. Also in attendance were David Street – City Manager, Starr Jefferson – City Clerk, Lakeesha Washington -PW Director, Assistant Director of Recreation, Teresa Williams, Ronald Tarpley – Chief of Police

AGENDA ACCEPTANCE

Commissioner Gomez moved to approve the agenda for Tuesday, February 13, 2024, which was seconded by Commissioner Janifer, which carried at 4-0 vote (MM abstained).

INFORMATION ITEMS:

Legislative Update, LA Perez

Tony Perez of LA Perez addressed the Commission and residents regarding pertinent legislation in front of the County Council.

GUEST SPEAKER Jonathan

Addressed several bills currently moving its way through the legislature, highlighting a bill sponsored by Delegate Holmes and Delegate Haulston – regarding the zoning within the county.

Bills sponsored by Jazz Lewis, Economic Innovation Agency looking to bring in new tech driven business into the county.

A bill sponsored by Delegate Martinez to increase fines and penalties for violators within local municipalities.

A bill designed to address organized retail theft which has spiked in occurrence over the last few years.

Mr. Perez shared that a written report is forthcoming detailing all the bills moving through the Council which will go into greater depth.

Snow Removal Plan Update, Lakeesha Washington, Public Works Director

Public Works Director, Lakeesha Washington presented to the Commission the recent changes made to the city's snow removal process.

The plan includes communication between staff and city residents, snow removal routes and special assistance for vulnerable residents.

Ms. Washington encouraged residents to go to the city website and sign up for [e-alerts](#) email subscription. Residents can also call the Department of Public Work and get assistance during inclement weather:

Updated Snow Plan Attached.

PUBLIC PARTICIPATION

Harryette Irving – Brought forth concerns about the audio quality and ensuring that all the information is getting out to residents. She requested that the Commission consider a Town Hall.

Ms. Irving also asked for more information regarding the Senior Center and its status.

Lou Williams – (Not in attendance) Sent in a question requesting that it be read: Does the City employ a Treasurer. If so, why does the Treasurer not present the budget.

ACTION ITEMS:

Action Item 1 – Sole Source Fireworks Award, Assistant Director, Teresa Williams

Teresa Williams addressed the Commission and residents regarding the securement of a 4th of July Fireworks Display. Ms. Williams expressed that due to loss of fireworks operators due to COVID, the competition to book a 25-minute show on the 4th of July with a no-cost rain date of July 5, 2024.

She shared that approximately 5 vendors were researched, however, the contract was awarded to the vendor with the last slot available.

The Commission were unified in congratulating the Recreation Department for bringing fireworks back to the city.

Action Item 2– Surplus of Department of Public Works Vehicles

Lakeesha Washington addressed the Commission and residents regarding 2 vehicles which had reached the end of their useful life.

Action Item 3– Budget Guidance

David Street addressed the Commission and residents regarding budget guidance seeking direction on which rate they would set the forth coming city's constant yield rate.

Mr. Street highlighted his analysis of the impact on the average homeowner's tax bill and detailed scenarios for the Commissions discussion.

Commissioner Gomez highlighted maintaining the city's current tax rate, due to increased valuation, the bill for most residents would increase from approximately \$65- \$175 dollars.

Commissioner Gomez added While increasing the rate by ½ penny that cost incurred by residents would range of approximately \$7 - \$20 increase.

Commissioner Janifer thanked Mr. Street for the details provided in his presentation which allow the residents to see what the impact of a nominal increase would feel like.

Mr. Street explained the details of the motions before the Commission.

Commissioner Janifer expressed her gratitude to the community and that any change in the tax rate would not be made lightly. Commissioner Janifer furthered that the Commission took their responsibilities seriously and sincerely.

Commissioner Gomez requested clarity for the requested motion, in that they would be providing a range of the city's rate to be advertised.

Action Item 4– Senior Center Programming

David Steet, City Manager explained that the contamination of a storm water site was required to be remediated, which is the last barrier to a certificate of occupancy.

Highlighted some process related issues regarding the Senior Center.

He expressed the need for the Commission's approval to allocate set aside funds into various programming line items as presented in the previous city and work session meetings.

The following motions were passed: Commissioner Gomez motioned that the city commission establish the senior community lunch program.

MAYOR AND COMMISSION COMMENTS/REPORTS

Commissioner Tilghman announced that he visited District Heights Elementary School with the District Heights Cares Initiative.

Vice Mayor shared that he attended Black History Month – Talent Show, Hemingway AME Love Brunch and YSB's Family Engagement Night.

Mayor Miller shared that she enjoyed the talent show and Family Engagement Night's Vision Board activity.

Thanked Ms. Claudia Pearson for her work with the city's youth.

Mayor Miller announced Read Across America on March 2nd from 10am – 2pm.

ADJOURNMENT

Respectfully submitted,

Starr Jefferson
City Clerk

Incorporated
City of District Heights
ETHICS COMMISSION

BYLAWS

Approved March 12, 2024

§ 1. Officers.

- a. The Ethics Commission shall consist of five (5) regular members and one (1) alternate member, as appointed by the Mayor and with the approval of the City Commissioners, for a 3-year term. There shall be no limit on the number of terms any member may serve on the Commission, as appointed by the Mayor and approved by the City Commissioners.
 - (1) The alternate member is not required to attend meetings except when needed to constitute a quorum.
 - (2) The alternate member may attend any meeting of the Commission.
- b. The Ethics Commission shall elect a Chair and Vice Chair from among its members. The terms of the Chair and Vice Chair are one year, and the Chair and Vice Chair may be reelected.
- c. The Vice Chair shall perform the duties of the Chair in the absence, disability or disqualification of the Chair.
- d. In the event of a vacancy in the office of Chair, the Vice Chair shall succeed as Chair for the remainder of the Chair's term. In the event of a vacancy in the office of Vice Chair, the Ethics Commission shall elect a Vice Chair to serve the remainder of the Vice Chair's term.

§ 2. Quorum.

- a. A majority of members (three or more) of the Ethics Commission is a quorum for the transaction of business.
- b. Commissioners may meet for informational purposes as long as the number meeting does not constitute a quorum of three or more nor violates the Open Meetings Act.

§ 3. Staff.

- a. The City Clerk, or other individual designated by the City Manager, shall serve as staff to the Ethics Commission.
- b. Staff to the Ethics Commission shall be responsible for:
 - 1) Ensuring that notice of Ethics Commission meetings is provided to members of the Commission and to the public in accordance with the Maryland Open Meetings Act.
 - 2) Arranging for meeting space for Commission meetings.
 - 3) Recording and transcribing minutes of Commission meetings if requested by the Commission .
 - 4) Maintaining the record of all hearings conducted by the Commission.
 - 5) Disseminating communications from the Commission.
 - 6) Coordinating training for members of the Commission.
 - 8) Arranging for publication of notice of Commission meetings.
 - 9) Disseminating agendas and other meeting materials to members of the Commission.
 - 10) Performing such other duties as directed by the Commission.
- c. The City Clerk shall be the custodian of the Commission's records. The Commission's records shall be kept on file by the City Clerk. Any minutes or records of the Ethics Commission, confidential under the Maryland Public Information Act, shall be maintained separately in a secure manner and not subject to disclosure except as directed by the Commission.

§ 4. Duties.

The Ethics Commission shall have those duties and responsibilities as set forth in the City's Ethics Ordinance set forth in Article 16, Section 1602 (b) Duties and Powers.

- (1) To devise, receive, and maintain all forms generated by this Chapter.
- (2) To provide published advisory opinions to persons subject to this Chapter as to the applicability of the provisions of this Chapter or that may violate this Chapter or any election finance law of the City.

- (3) To investigate, process, and make determinations as to any conduct or violations of this Chapter, complaints filed by any person alleging violations of this Chapter or any election finance law by persons subject to this act.
- (4) To conduct a public information program regarding the purposes and application of this Chapter.
- (5) To adopt regulations to implement this Chapter.
- (6) To act in an official capacity only when a quorum of at least three (3) members are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
- (7) To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.

§ 5. Meetings.

- a. The Ethics Commission shall meet at the call of the Chair, or upon request of a majority of the members of the Commission, subject to the requirements of the Open Meetings Act, after at least 48 hours notice to members of the Commission unless shorter notice is required because of exigent (as defined by the Open Meetings Act) circumstances.
- b. The Ethics Commission shall provide reasonable public notice of the time, place and agenda for the Commission's meetings in accordance with the Open Meetings Act.
- c. Meetings of the Ethics Commission shall be held in the Municipal Center, 2000 Marbury Drive, District Heights, Maryland or at such other public location as the Chair of the Commission determines, in consultation with the City Clerk.
- d. The Chair shall set the agenda, and preside and regulate conduct at all meetings and hearings of the Commission.
- e. Meetings of the Ethics Commission shall be open to the public unless the Commission meets in closed session as authorized by law.
- f. Meetings of the Commission shall be conducted according to the following order, subject to the right of the Commission to modify this order:
 - 1) Roll call and determination of quorum.
 - 2) Approval or revision of meeting agenda.

- 3) Approval of prior meeting minutes.
- 4) Unfinished Business.
- 5) Public Hearings.
- 6) New Business.
- 7) Other business.
- 8) Adjournment.

§ 6. Conflicts of Interest of Commission Members.

- a. An Ethics Commission member who will be unable to render a fair and impartial decision based on the facts presented in a matter due to a financial or personal conflict in a case, or is the subject of a complaint before the Commission, shall not participate in a case prior to becoming involved in a hearing or voting on a case.
- b. If an Ethics Commission member recognizes a conflict, or the appearance of a conflict, the member shall state this conflict before any proceeding and physically remove himself or herself from the room and avoid discussion of the matter until the Commission renders a decision.

§7. Hearings.

The Ethics Commission recognizes that the consideration of a complaint of a violation of Chapter 16 of the City Code against a City employee, personnel information that is confidential under the terms of the Maryland Public Information Act (“PIA”) and the procedures set forth below are intended to protect the employee’s privacy interests and their rights under the PIA to the maximum extent possible. In addition to procedures established by the Ethics Commission for complaints alleging violations of the City’s Ethics Ordinance, hearings before the Commission shall be conducted according to the following:

- a. The Chair shall conduct and regulate the course of the hearing.
- b. The Chair may establish reasonable time limits for the preservation of evidence and testimony.
- c. The Chair shall rule on the admissibility of evidence and other evidentiary questions.
- d. The Chair shall administer oaths to witnesses. Any witness appearing at a hearing before the Commission shall be administered the following oath: “Do you swear or affirm under penalty of perjury that the testimony you shall give will be the truth.”

- e. The Commission is not bound by formal rules of evidence but may apply rules of evidence as to what is admissible in judicial proceedings so that probative evidence may be conveniently brought forth. The Commission may exclude immaterial or unduly repetitious testimony or evidence, and may limit the number of witnesses when testimony is cumulative in nature.
- f. Paper exhibits admitted into evidence shall be folded to a maximum size of nine by fourteen inches (9 inches by 14 inches). An exact duplicate of the exhibit may be mounted and used for presentation.
- g. Order of Presentation.

The order of presentation shall be as set forth below:

- 1) Introduction of the case by the Chair.
- 2) Incorporation of the file and record provided by staff into the record.
- 3) Presentation of allegations and any supporting evidence by Complainant.
- 4) Cross-examination by Respondent.
- 5) Dismissal of Complainant from the hearing room in any case involving testimony or evidence relating to personnel issues concerning a City employee.
- 6) Presentation of Respondent's Case.
- 7) Respondent's summary.

At any time Commission members may address questions to the Complainant, the Respondent, any witnesses or any others present at the hearing as is deemed appropriate.

- h. Communications.

- 1) In General.

The Commission shall not consider any *ex parte* or private communication from any person or organization, whether oral or written, which may relate to the merits of any administrative hearing. Any such communication must be noted in the record of the case and the parties shall be given an opportunity to comment thereon. Respondent shall be given the opportunity to comment thereon.

- 2) City staff.

Nothing contained herein shall preclude the Commission from obtaining any evidence, outside counsel, or assistance from the City staff.

§ 8. Record of Proceedings.

- a. The Ethics Commission shall keep an official record of its proceedings in each case. This record shall include all filings, correspondence, testimony, exhibits, a recording of the proceedings and other matters that the Commission deems necessary. The Commission shall maintain this record for a period of four (4) years after a final decision in a case. A final decision is one in which no further appeal can be taken.
- b. The Ethics Commission shall provide for an audio recording to be made of each hearing. The Ethics Commission may provide for a stenographer or court reporter to record the proceedings of the Commission at the request and expense of a party to a proceeding.
- c. After the filing of a petition for judicial review of a decision of the Commission, the Ethics Commission shall provide a transcript of testimony at a hearing if requested by the Respondent and upon payment, in advance, of the cost of the transcription. In all other situations the Respondent, in a proceeding before the Commission, may review an audio or written transcript of a proceeding at the Municipal Center at a time convenient to the City Clerk and a member of the Ethics Commission, and no copies may be made except in case of a judicial review or otherwise by Court Order.
- d. Members of the Ethics Commission may review an audio recording or a transcript of testimony of a hearing as necessary to perform their duties. For such purposes Commission members may receive a copy of an audio recording or transcript from the City Clerk upon request. Each Commission member shall be responsible for the confidentiality and safekeeping of any such audio recording or transcript, shall not make any further copies of the audio recording or transcript, and shall return all audio recordings and transcripts to the City Clerk promptly after completion of the Commission member's review.

§ 9. Actions of the Commission.

- a. The Ethics Commission may act only on the affirmative vote of at least a majority of its members.
- b. In a matter involving a complaint alleging of a violation of Article 16, a Commission member may not participate in the deliberations and vote on that matter unless the member has attended all hearings relating to that matter, except that where a matter involves multiple days of hearing a Commission member who is absent for one day of the hearings may participate in future hearings, the deliberations and vote on the matter if the member:
 - 1) Attends all other days of hearings;
 - 2) Prior to the next day of hearings, listens to the audio recording (or views

the video recording if available) of the day of the hearing from which the member was absent;

- 3) Prior to the next day of hearings, reviews all exhibits presented at the hearing from which the member was absent; and
 - 4) States on the record, prior to commencement of the next day of hearings, or prior to the commencement of deliberations if hearings have concluded, that the member listened to the audio or video recording and reviewed all exhibits as required by paragraphs 2 and 3.
- c. The Chair shall sign all communications and decisions of the Ethics Commission, except that the Chair may authorize the Vice Chair to sign communications of the Ethics Commission in the name of the Chair.
 - d. Decisions of the Ethics Commission shall be signed by all members of the Commission voting in favor of the decision. A member of the Commission who does not vote in favor of the Commission's decision may issue a dissenting opinion.
 - e. Staff shall disseminate copies of any Commission action or decision to all relevant parties and individuals except that, in the case of an administrative hearing on a complaint, the decision shall be disseminated to the Respondent and otherwise shall be held confidential.

§ 10. Commission Spokesperson.

The Chair of the Ethics Commission shall act as the Commission's spokesperson.

§ 11. Appearances before Commission.

- a. The following individuals may appear before the Commission:
 - 1) An individual who appears on his or her own behalf.
 - 2) A member of a partnership who represents the partnership.
 - 3) A duly authorized representative of an individual, corporation, trust, or association who represents the individual, corporation, trust or association.
 - 4) Duly authorized representatives or employees of the City.
- b. Any party in a proceeding may be represented by an attorney admitted to practice law before the Court of Appeals of Maryland. Before the hearing begins, the attorney shall give the Commission his or her name, address, and telephone number, and identify those persons who he or she is representing.

§ 12. General Rules.

a. Except as set forth in subsections (b)-(d) of this section,

- 1) During the pendency of any preliminary inquiry by the Commission or following the filing of a complaint, the proceedings, meetings, and activities of the Commission and its employees in connection with the complaint shall be conducted in a confidential manner.
- 2) Except as set forth in subsections (b)-(d) of this section, the Commission, its staff, the Complainant, and the Respondent may not disclose any information relating to the complaint, including the identity of the Complainant and the Respondent.

b. Exceptions.

- 1) The Commission may release information at any time if the Respondent has agreed in writing to the release.
- 2) The identity of the Complainant shall be disclosed to the Respondent at any time in response to a written request from the Respondent.
- 3) Information may be disclosed by the Commission as necessary to conduct a preliminary inquiry, investigation, or hearing, or to issue subpoenas at the request of the Respondent pursuant to Article 16.
- 4) Confidentiality does not apply to referral or release of information to a prosecuting authority.
- 5) Confidentiality may be waived by the Respondent, and information disclosed accordingly as part of a cure, settlement, or other prehearing resolution of an enforcement proceeding pursuant to these regulations.

c. Information Provided to a Complainant.

The Complainant shall be provided with a copy of a signed order of the Commission dismissing a complaint if:

- 1) After a preliminary hearing, it is determined that the evidence does not merit further proceedings and that dismissal is not contrary to the purposes of Article 16; or
- 2) After a hearing, it is determined that the Respondent has not violated any of the provisions of Article 16.

d. Confidentiality after Hearing.

- 1) The confidentiality requirements apply, as set forth in subsection (a) of this section, to written reports setting forth findings of fact and conclusions of law required after a hearing.
- 2) When there is a finding that there was no violation of Article 16 the requirements of subsection (a) of this section apply, and there may not be disclosure of information.
- 3) When there is a finding of violation as to any allegation of the complaint, the written report, including findings and conclusions of any nonviolations, shall be a public record.

e. Penalties.

In the event that the Commission determines that there has been a breach of this §12, the Commission may, in its discretion, determine whether to recommend that an individual be censured, disciplined, or terminated in the case of a City employee or officer, or whether to dismiss the Complaint

§ 13. Amendments.

The Ethics Commission shall review the Bylaws annually. These Bylaws may be amended by a vote of a majority of the entire membership of the Commission provided that notice of the proposed change is given to each member at least 15 days before the meeting at which the Commission acts on the amendment.

Susan Clark, Chair _____

Dianna Mathews, Secretary _____

Ronald Waters, Member _____

Edwin Green, Member _____

Bernice McCullough, Member _____

Cynthia Williamson, Alternate _____



CITY OF DISTRICT HEIGHTS

City Commission Meeting Title

Tuesday, May 14, 2024 Information

Action Item 4

Title: District Heights Street Sweeper Plan
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: Municipality Yard Sale and Shred Day Event Proposal

Summary: To propose and outline logistics for the Municipality Yard Sale and Shred Day event scheduled for June 22nd, 2024, aimed at promoting community engagement, decluttering, and fostering a culture of document. This family-friendly event will foster community engagement and encourage responsible disposal practices.

Event Logistics:

Date: June 22nd, 2024

Time: 8:00 AM - 1:00 PM

Location: Municipal, 2000 Marbury Drive, District Heights, MD

- Residents are encouraged to bring their own tables, chairs, and tents for their yard sale displays.
- A designated area will be allocated for the shredding station, managed by a reputable shredding company.
- Volunteers will be available to assist with directing traffic, providing information, and ensuring the smooth flow of the event.
- Items not allowed for sale include:
 - Firearms or other weapons
 - Alcohol or tobacco products
 - Hazardous materials or chemicals
 - Adult content or inappropriate materials
- **Residents and government departments are requested to submit their list of large items for sale by June 13th. First come first serve basis. Flat fee rate capped off at 25-30 tables. Please respond no later than June 13th with your list of large items.**

Financial Proposal:

- Anticipated Turnout: 150-200 people
- Partial Shredding Fee: \$1850
 - This fee will be partially offset by charging yard sale table costs.
 - Yard Sale Table Cost: \$25 per vendor
- Revenue from yard sale table costs:
 - With \$25 per vendor, approximately 74 vendors needed to cover the shredding fee.
 - With \$30 per vendor, approximately 62 vendors needed to cover the shredding fee.

Run of Show:

- 8:00 AM: Event setup begins.
- 9:00 AM: Yard sale and shredding services commence.
- 12:00 PM: Mid-event check-in and assistance for vendors

- 1:00 PM: Event concludes, cleanup begins.
- 2:00 PM: Post-event evaluation and debrief with volunteers.

Conclusion and Next Steps:

- The Municipality Yard Sale and Shred Day event presents an excellent opportunity to engage the community, promote sustainability, and enhance document security.
- We request approval and support from the commission and mayor to proceed with organizing and executing this event.
- Next steps include finalizing vendor registrations, confirming logistics with vendors and sponsors, and promoting the event through various channels.

Thank you for considering this proposal. We look forward to your feedback and support in making the Municipality Yard Sale and Shred Day event a success.

I, Commissioner _____ move to approve the Public Works Annual Yard Sale and Shred Day proposal as presented in the May 14th Work Session attachment.

Or

I, Commissioner _____ move to amend the proposed Public Works Annual Yard Sale and Shred Day proposal as presented in the May to include/to exclude _____.