



CITY OF DISTRICT HEIGHTS

TUESDAY, JANUARY 23, 2024

AGENDA

City Commission Work Session

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

I. CALL TO ORDER:

II. APPROVAL OF AGENDA:

1. Work Session Meeting Agenda Tuesday, January 23, 2024
Staff Contact: Starr Jefferson, City Clerk

III. PRESENTATION:

1. Dr. James Dula: Prince George's County Veteran's Affairs

IV. INFORMATION ITEMS:

1. City Committee and Volunteer Group Discussion
Staff Contact: Starr Jefferson, City Clerk
2. Sustainability Committee Bylaws
Staff Contact: Starr Jefferson, City Clerk
3. Fiesta Place and Edfeldt Lane Survey Results
Staff Contact: Lakeesha Washington, Public Works

V. PUBLIC PARTICIPATION:

VI. ACTION ITEMS:

1. *Ratification of Straw Poll: PG/ MC 106-24
Staff Contact: David Street, City Manager
2. FY 2025 Budget Development
Staff Contact: David Street, City Manager
3. Senior Center Programming
Staff Contact: Dr. Katrina Polk, Senior Services, David Street, City Manager
4. Fencing Regulations
Staff Contact: David Street, City Manager
5. Personnel Manual Updates
Staff Contact: Chris Lawson, Human Resources

VII. MAYOR & COMMISSION ANNOUNCEMENTS/COMMENTS:

VIII. ADJOURNMENT

Items on the Consent Agenda are denoted with an asterisk (*) and are presented for approval through a single motion. A Commissioner may remove an item from the Consent Agenda for placement as an Action Item for separate comment and action.

City Meetings are streamed live on The City of District Heights' YouTube channel: [Link to join Webinar
https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjK-w](https://www.youtube.com/channel/UCOaouHM_FeKqwKIYOGjK-w)

A Closed Session may be called during this meeting. In the event of a Closed Session, the Commission will return for Mayor & Commission Announcement and to Adjourn.

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 Commission Work Session

Tuesday, January 23, 2024

Information Item 1

Title: City Committee and Volunteer Group Discussion
Staff Contact: Starr Jefferson, General Government – Clerk’s Office
Purpose: To discuss the unique functions, purposes, and impacts of advisory bodies and volunteer groups and obtain guidance for the existing committees.

Summary: As the Clerk’s Office continues to review and examine the city’s various committees, commissions and volunteer groups, staff would like to obtain clarity and direction from the Commission on its objectives and charges for the aforementioned. to explore the vital differences that define these entities and recognize the invaluable role they play in enhancing the collaborative spirit that defines our shared commitment to the betterment of our city.

The City’s Charter speaks to boards and committees and boards and commissions rather sparsely.

Within the Specific Powers held by the Commission is *to appoint such boards and committees as may be necessary for the health, welfare, and safety of the citizens.* (Art. 4 Sec. 402.9)

Within differentiation between classified and unclassified services: *the unclassified service shall comprise the following offices and positions, which shall not be included within the merit system: The heads of all offices, departments, and agencies and members of City boards and commissions.* (Art. 7 Sec. 709 b3)

The City’s Code addresses board and committees as follows in Section 1105 Boards and Committees:

- (a) Board of Supervisors of Elections (Active)
- (b) Health and Sanitation Committee (Active)
- (c) Ethics Commission (Active)
- (d) Temporary Committees. *Temporary committees, which may be established from time to time by the Commission, shall perform the duties enumerated when they are created as appropriate to accomplish the specific purposes of the committee, which purposes shall benefit the health, safety, or welfare of the city.* (e.g. Website Committee)

The following boards and committees are authorized to advise on City functions and policy as indicated.

Table 1.

BOARD OF SUPERVISOR OF ELECTIONS (BOSE)	DECORATING COMMITTEE
ETHICS COMMISSION	COMMUNITY GARDEN COMMITTEE
CHARTER COMMITTEE	
SUSTAINABITLY COMMITTEE	
CITIZEN’S ACTION PATROL	
VETERAN’S COMMITTEE	

While both volunteer committees and advisory boards involve individuals contributing their time and efforts for the betterment of a cause or organization, there are key differences in their structures, functions, and roles. Below is an examination of these distinctions:

1. Purpose and Function:

- **Volunteer Committee:** Typically, a volunteer committee is formed to execute specific tasks or projects within an organization or community. Members of a volunteer committee actively participate in hands-on activities, such as organizing events, carrying out community service projects, or managing specific initiatives.

- **Advisory Board:** An advisory board, on the other hand, is established to provide guidance, expertise, and strategic counsel to the governing body, the Commission or to staff, such as the City Manager. Advisory board members offer advice and recommendations based on their expertise, often influencing decision-making processes.

When the advisory body's agency is to advise the Commission, the public budget and Open Meetings Act statutes apply. When the advisory body's charge is to advise the staff, the public budget and Open Meetings Act statutes do not apply.

2. Decision-Making Authority:

- **Volunteer Committee:** Members of a volunteer committee are often involved in making operational decisions related to the tasks or projects they are assigned. Decisions are typically focused on the practical aspects of the committee's goals.

- **Advisory Board:** Advisory boards do not have direct decision-making authority. Instead, they offer recommendations and insights to the decision-makers, such as organizational leaders or government officials. The decision-makers may take the advisory board's suggestions into consideration but are not obligated to follow them.

3. Expertise and Qualifications:

- **Volunteer Committee:** Members of a volunteer committee may come from diverse backgrounds and may not necessarily have specific qualifications. Their involvement is driven by a shared interest in the committee's objectives.

- **Advisory Board:** Advisory board members are typically selected based on their expertise, knowledge, and experience relevant to the organization's mission. They bring a high level of professionalism and specialized skills to advise on complex issues.

4. Long-Term vs. Short-Term Engagement:

- **Volunteer Committee:** Engagement in a volunteer committee is often project-specific and may have a defined duration. Members come together for a particular initiative and may disband once the project is completed.

- **Advisory Board:** Advisory board members usually engage in long-term commitments. Their involvement extends over an extended period, allowing for sustained guidance and support as the organization evolves.

In summary, while both volunteer committees and advisory boards involve individuals contributing their time, the former is typically task-oriented with decision-making authority, and the latter is focused on providing advice and strategic direction based on the members' expertise to the Commission or staff.

Table 2.

City Committees (Advisory Bodies)

City Volunteer Groups

BOARD OF SUPERVISOR OF ELECTIONS (BOSE)

DECORATING COMMITTEE

ETHICS COMMISSION

COMMUNITY GARDEN COMMITTEE

CHARTER COMMISSION

SUSTAINABITLY COMMISSION

CITIZEN'S ACTION PATROL →

VETERAN'S COMMITTEE →

Table 2 provides potential classifications the Commission may consider regarding the active City Committees and Volunteer Groups.

Fiscal Impact: The fiscal impact is benign. All approved City Committees have respective operating budgets embedded in their departmental operating budgets.

Alternatives

1. Alternative 1 – The Commission could maintain the status quo. There is nothing gained with this alternative.
2. Alternative 2 – The Commission could review the charges of the remaining City Committees and determine whether the group should be classified as an Advisory Body or Volunteer Group.
3. Alternative 3 – The Commission could review the charges of the remaining City Committees, not modify classifications and direct staff how to proceed.

Attachment

Attachment 1 – Proposed Membership and Bylaw review schedule

Motion:

I, Commissioner _____ move that the Information Item City Advisory Bodies and Committees be moved to the February 13, 2024 Work Session for action.

I, Commissioner _____ second the motion.

Attachment 1

Proposed City Board and Committee Membership and Bylaw review schedule:

Year	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2024	Charter Committee	Ethics	Sustainability Committee	BOSE
2025	Charter Committee	Ethics	Sustainability Committee	BOSE
2026	Charter Committee	Ethics	Sustainability Committee	BOSE
2027	Charter Committee	Ethics	Sustainability Committee	BOSE

The schedule includes quarterly Bylaw reviews for active City Boards and Committees through current terms.

2024	BOSE	Sustainability Committee	Ethics Commission	Charter Committee
2025	BOSE	Sustainability Committee	Ethics Commission	Charter Committee
2026	BOSE	Sustainability Committee	Ethics Commission	Charter Committee
2027	BOSE	Sustainability Committee	Ethics Commission	Charter Committee

The schedule includes annual Membership reviews for active City Boards and Committees through current terms.



CITY OF DISTRICT HEIGHTS

City Commission Meeting Title

January 23, 2024

Information Item 2

Title: Commission Review and Discussion of Sustainability Bylaws
Staff Contact: Starr Jefferson, City Clerk
Purpose: To present the submitted bylaws as crafted by the Sustainability Committee to the Commission for input and advisement

Summary: The Sustainability Committee has drafted and approved bylaws they wish for the Commission to adopt. Today's purpose is for the Commission to provide any feedback and/or input before the Item returns to the Commission for final approval.

Fiscal Impact: There is no fiscal impact.

Alternatives

1. The Commission may choose to accept the bylaws as submitted without changes or edits to be brought forth at the February 13th Work Session for final approval.
2. The Commission may choose to provide edits and changes for the Sustainability Committee to adopt. The bylaws would be brought back for the Commissions approval at a subsequent Work Session Meeting.
3. The Commission may choose to do nothing or table the Item.

Staff Recommendation

The Staff recommends Alternative 1 or 2 to ensure that the Sustainability Committee is in compliance with Open Meetings Acts statutes.

Attachments

Attachments should be numbered and listed here.

1. Draft Bylaws of Sustainability Committee



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]

Introduction

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 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. 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.

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**District Heights Sustainability Committee
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. Youth members may receive service hours for participation within the committee's projects.
- *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".
- 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.

District Heights Sustainability Committee ByLaws

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 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

District Heights Sustainability Committee ByLaws

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 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.

**District Heights Sustainability Committee
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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. Officers shall be appointed by the City Commission during the first year of the committee's existence, and when officer vacancies occur due to resignation, term expiration, or any other reason. Thereafter, officers shall be elected during the committee's annual meeting or at a special meeting in December. All officers must be full members of the Sustainability Committee.

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

**District Heights Sustainability Committee
ByLaws**

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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

**District Heights Sustainability Committee
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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 committee's annual meeting or special meeting in December and shall serve a one-year term. Only full members of the Sustainability Committee shall be eligible to hold office.

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. Annual Meetings. The Sustainability Committee shall hold an annual organizational meeting at which the committee may elect a chairperson (after the initial first year of the committee), vice-chairperson, secretary, treasurer, and other such officers as determined consistent with these Bylaws. The annual meeting shall also serve the purpose of strategic planning and budgeting as needed and may include City government employees and elected officials.

Section 3. Special Meetings. Special meetings of the Sustainability Committee may be called by the Chair or by a majority vote of the full members.

Section 4. Emergency Meetings. Emergency meetings may be called by the Chair at any time in accordance with the Maryland Open Meetings Act and related city ordinances.

Section 5. 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.

**District Heights Sustainability Committee
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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

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.

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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
- 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.

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Appendices

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



CITY OF DISTRICT HEIGHTS

Work Session Meeting

January 23, 2024

Information Item 3

Title: Edfelt Lane and Fiesta Place Boundary Survey Review
Staff Contact: Lakeesha Washington, Director, Public Works
Purpose: To present parcel survey findings to the City Commission for segments of Fiesta Place and Edfelt Lane and determine what, if any, action the Commission wishes to take for city-owned property.

Summary: On November 20th the City ordered a land survey of undeveloped segments of Fiesta Place and Edfelt Lane. The purpose of the survey was to determine if the City still owned those properties, and if so, what the limits of the City ownership were. W. L. Meekins, Inc. Land Surveyors performed a comprehensive boundary survey on Edfelt Drive between Foster Street and Gateway Boulevard, as well as on Fiesta Place, North of Foster Street, and between Foster Street and Gateway Boulevard. The survey aimed to determine the location of these streets on the ground and identify any improvements within the public portion of these streets. Permanent markers were set at each corner of the parcels, and measurements were taken for all relevant improvements.

The following list shows findings from the survey by location.

1. Fiesta Place: The City does not own this property.

Abandoned: Equity Case # C-4304 resulted in the abandonment of Fiesta Place for the area North of Foster Street. An Equity Case is in which a decision or court order led to the abandonment of a property or area known as Fiesta Place for the specified region North of Foster Street. In legal terms, an "abandonment" typically refers to the relinquishment or surrender of rights or property. In the context of an equity case, it suggests that the case was likely heard in a court exercising equitable jurisdiction. Equitable remedies may have been sought or granted, possibly leading to the abandonment of Fiesta Place in favor of the area North of Foster Street. Equitable remedies could include actions such as injunctions, specific performance, or other remedies aimed at achieving fairness and justice.

Property Ownership: Fiesta Place is now under private ownership.

2. Edfelt Drive: The property is presently owned by the City; nevertheless, neighboring property owners have encroached upon the City-owned land. According to the staff's understanding, these improvements were likely made without legal authorization. The following outlines an overview of the encroachments:

- 6615 Foster Street has built an asphalt drive.
- 6701 Foster Street has constructed an asphalt drive.
- 6700 Gateway Boulevard has built a gravel driveway and a fence.

- Additional infrastructure includes power poles and overhead wires near the Western edge of Edfeldt Drive

Fiscal Impact: The staff will provide the City Commission with an overview of the fiscal year impact in accordance with the given direction.

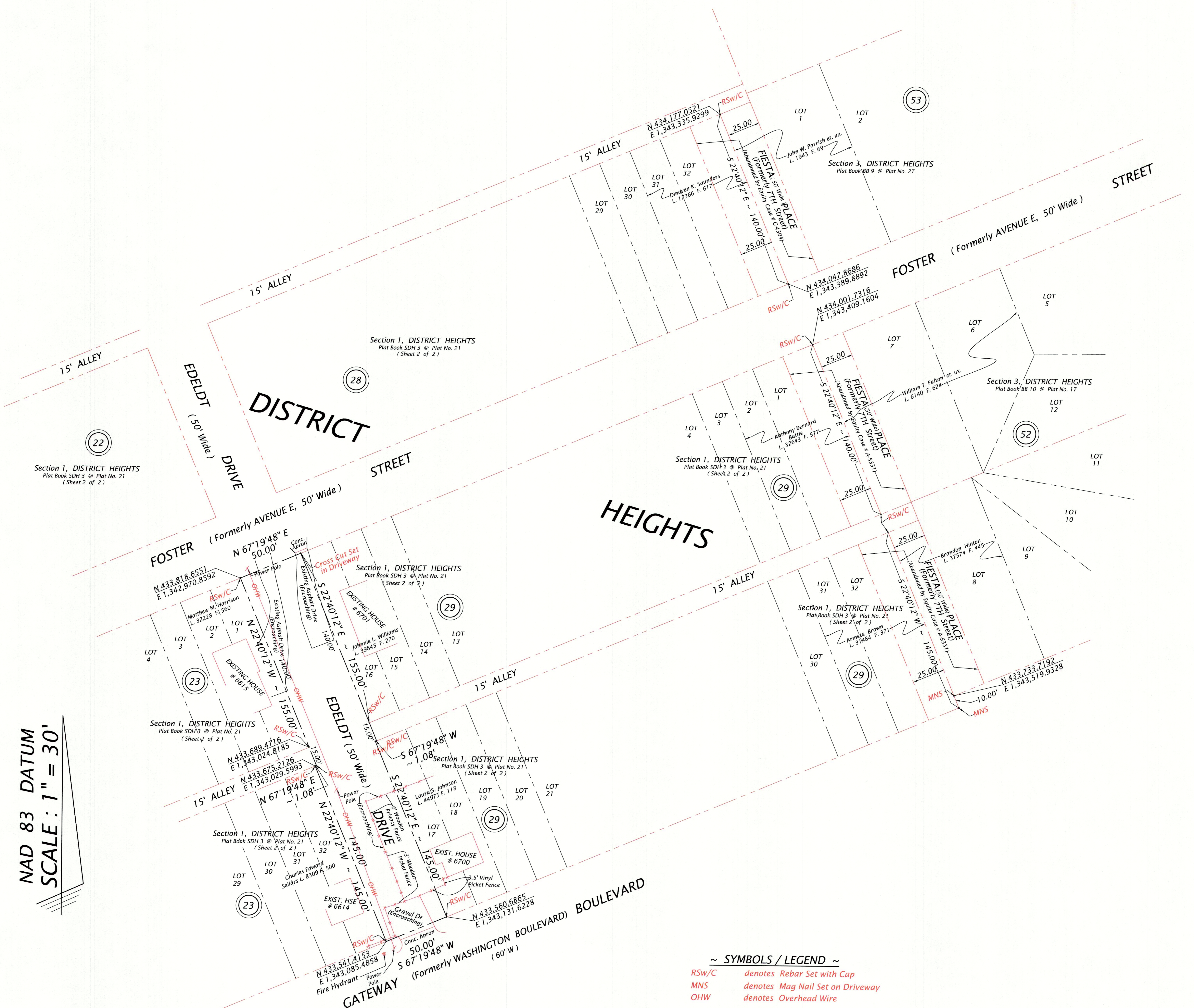
Alternatives

1. **Negotiate and Market Sale:** Engage in negotiations with prospective buyers to subdivide and sell parcels. Consider selling the encroached lots on the open market. This could involve assessing the market value of the land and initiating a transparent sale process, generating revenue for the City while regularizing the ownership status of the affected lots.
2. **Community Development Initiatives:** Investigate community development initiatives for the affected areas. This could involve leveraging the encroached land for community projects or public amenities that benefit both the City and neighboring property owners, enhancing the overall value of the area.

Attachments

1. District Heights Street Summary of Findings
2. Aerial Imagery

NAD 83 DATUM
SCALE: 1" = 30'



- ~ SYMBOLS / LEGEND ~
- RSW/C denotes Rebar Set with Cap
 - MNS denotes Mag Nail Set on Driveway
 - OHW denotes Overhead Wire

SURVEYOR'S CERTIFICATES:

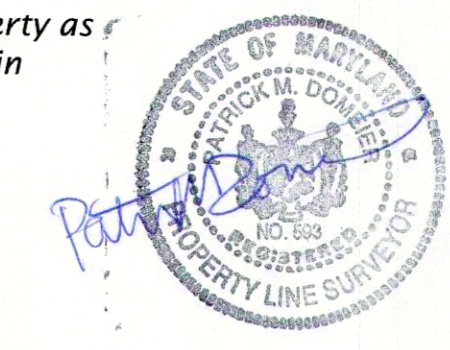
I hereby certify that the position of the existing improvements on the above described property has been established by a field survey and that unless otherwise shown, there are no visible encroachments, if any.

DATE: 21st Dec. 2023

I hereby certify that I have carefully surveyed the property as shown by this plat and Permanent Survey Markers are in place as shown.

DATE: 21st Dec. 2023

NO TITLE REPORT FURNISHED
PLAT SUBJECT TO RESTRICTIONS & EASEMENTS
OF RECORD OR OTHERWISE.



BOUNDARY SURVEY AND
IMPROVEMENT LOCATION ALONG
UNDEVELOPED EDELDT DRIVE and
BOUNDARY SURVEY ALONG FIESTA PLACE
(Formerly known as 7TH Street)
(Abandoned per Equity Case # A-5331 & C-4304)

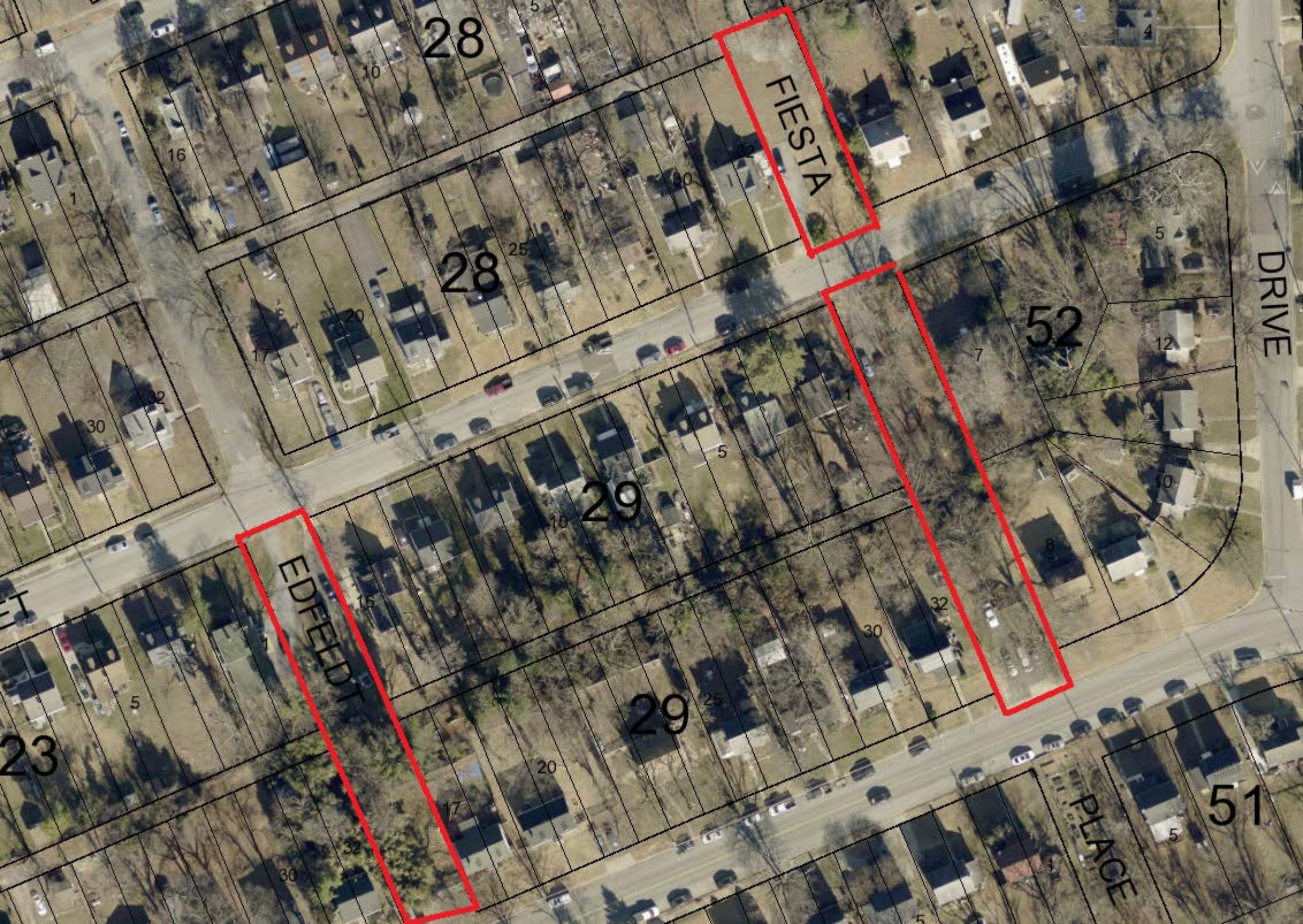
Section 1, BLOCKS "23" & "29"
DISTRICT HEIGHTS
Plat Book SDH 3 @ Plat No. 21 (Sheet 2 of 2)
Section 3, BLOCKS "52" & "53"
DISTRICT HEIGHTS
Plat Book BB 9 @ Plat No. 27 and
Plat Book BB 10 @ Plat No. 17

6TH ELECTION DISTRICT PRINCE GEORGE'S CO., MD.
DATE: 12/12/2023 SCALE: 1"=30' SHEET 7 OF 7

REVISIONS

W. L. MEEKINS, INC.
3101 BITCHE ROAD
FORESTVILLE, MD 20747
TEL: 301-786-0387 / 2115
email: info@meekins.net
www: www.meekins.net
REGISTRATIONS
MD # 10833
DCLS # 900860

Dissected Heights Edfeldt St. & Fiesta Pl. Between Gateway Blvd. & Foster St.



FIESTA

EDFIELD

DRIVE

PLACE

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CITY OF DISTRICT HEIGHTS

Work Session

Tuesday, January 23, 2024

Action Item 1

Title: PG/MC 105-24 "Fairness in Zoning"
Staff Contact: David Street, City Manager
Purpose: To ratify the straw poll taken on Tuesday, January 16, 2024 establishing a City position on PG/MC 105-24 "Fairness in Zoning."

Summary: On Tuesday, January 16, 2024, the City Commission conducted a straw poll regarding establishing a position on PG/ MC 106-24 "Fairness in Zoning." That poll indicated that the Commission approved (4-1, Commissioner Tilghman opposed) adopting a position in opposition to PG/ MC 106-24 "Fairness in Zoning."

Draft Motions:

I, Commissioner _____, move that the City Commission ratify the straw poll of January 16, 2024 opposing PG/ MC 106-24 "Fairness in Zoning."

I, Commissioner _____, second the motion.



CITY OF DISTRICT HEIGHTS

Work Session

Thursday, January 23, 2024

Action Item 2

Title: FY 2025 Budget Development: Budget Guidance
Staff Contact: David Street, City Manager
Purpose: To request direction from the City Commission (“Commission”) on how to prepare the FY 2025 Proposed Budget.

Update: *Economic Outlook:* The City’s real property portfolio outlook continues to look strong; December 2023 figures from Redfin indicate that housing values and median sales prices continue to increase. The firm considers the district Heights Market to be “very competitive” meaning that homes receive multiple offers and enter pending sale status between 11 and 37 days on the market. Ernst and Young Global anticipates sub-trend growth but no recession. Staff and consulting partners at LA Perez continue to monitor the state budget.

Next Steps: At the City Meeting on January 4, the Commission was presented with the FY 2025 Outlook and Budget Guidance Item and forwarded the item to the January 9 Work Session, which was cancelled due to inclement weather. For ease of reference, the content from that item is reproduced, below, as it was presented on January 4. As the Commission is aware, staff is requesting three pieces of guidance:

1. Direction from the Commission on at what revenue scenario to prepare the FY 2025 Proposed Budget at for presentation.
2. Direction from the Commission on what, if any, range of potential real property tax rates should be advertised for the proposed budget.
3. Direction from the Commission as to what, if any, budget priorities the City Manager should consider and include as part of the FY 2025 Proposed Budget.

Draft Motions:

1. I, Commissioner _____, move that the City Commission direct the City Manager to prepare the FY 2025 Proposed Budget at the \$0.____ per \$100 of assessed value revenue scenario.

I, Commissioner _____, further move that the City Commission direct the City Manager to advertise a real property tax rate between \$0.____ and \$0.____ per \$100 of assessed value and incorporate options into the FY 2025 Proposed Budget for each scenario for the Commission’s consideration.

I, Commissioner _____, second the motion.

OR

2. I, Commissioner _____, move that the City Commission forward the FY 2025 Budget Guidance item to the February 13, 2024 Work Session.

I, Commissioner _____, second the motion.

Summary: In July, 2023, the City Commission approved a budget policy which outlines the City’s budget process. The purpose of the budget policy is to help ensure that the financial resources of the City are managed in a manner consistent with the City’s mission and vision. The City’s Budget Policy should be reviewed periodically to address potential policy gaps and to revise the policy as needed to reflect changes in applicable law and industry best practices. The budget policy provides for the following steps:

1. In or around January, the City Commission provides budget guidance to the City Manager.
2. The City Manager, with the Treasurer, prepares the proposed budget based on budget guidance.
3. In or around March, the City Manager proposes the budget.
4. The City Manager advertises potential tax rates and schedules a budget public hearing.
5. In or around April, the City Commission holds budget work sessions to consider, debate, and amend the proposed budget.
6. In or around May, the City Commission adopts the budget.
7. The fiscal year opens July 1.

As such, staff have prepared the following budget calendar with major milestones for the FY 2025 budget process.

Fig. 1. FY 2025 Proposed Budget Calendar

Milestone	Date(s)
Budget Development Begins with City Commission	January 4 City Meeting
Liaison and Department Meetings with City Manager and Treasurer	February
City Manager Proposes Budget and CIP	March 7 City Meeting
Budget Work Sessions	March and April City Work Sessions
Budget Hearings (if needed)	April
Budget Ordinance Introduced	May 2
Budget Hearings (if needed)	May
Budget Adoption	June 6 City Meeting

To develop the proposed budget, staff require guidance from the City Commission with respect to budget funding priorities, program priorities, and tax rate priorities. In order to provide this (“Budget Guidance”), staff has prepared historical and current financial, economic, and programmatic data for the Commission’s consideration.

Prior to 2024, the local taxing authority could not set a tax rate that exceeded that Constant Yield Tax Rate until first advertising its intent to do so. Now, the local taxing authority cannot set a tax rate that exceeds the current taxable year’s real property tax rate until first advertising its intent to do so. In addition to publishing an advertisement, the taxing authority must place a notice on its website. If the taxing authority does not have a website, it must post a notice in a place that is easily accessible to the public.

Economic Outlook: JP Morgan Chase recently published its calendar 2024 economic outlook. This outlook is less favorable than the outlook for FY 2023 but remains cautiously positive.¹ Of particular note for the City is the ongoing housing sector slowdown in response to rising mortgage rates and cooling inflationary trends. Housing metrics themselves are at or near forty-year lows; 75% of mortgages locked in at 4% or below,

¹ <https://www.jpmorgan.com/insights/outlook/economic-outlook/economic-trends>

meaning that there could be less turnover in homes when compared to the pandemic years. Similarly, labor markets show signs of normalization, which could somewhat reduce upwards pressure on wages and competition for positions. Ernst and Young’s December 2023 Economic Outlook reiterates a cooling labor market and slowing inflation and warns of an increased percentage change for recession in the next 12 months.² Approximately 16.1 percent of residents are considered to be in poverty, according to 2022 American Community Survey 5-year estimates. The same dataset estimates the median household income as \$84,929 (Maryland: \$94,991) and the employment rate as 52.2 percent (Maryland: 63.7 percent).

Residential real estate is the primary driver of the City’s operating budget and throughout Maryland, housing prices have steadily increased compared to prices during the prior year. However, in November 2023, home prices were down by 1.2 percent in the 20747 zip code. The median sales price in 20747 was \$320,000. That said, District Heights prices fared better than the average in the 20747 zip code, with Redfin indicating that the housing market within the City is very competitive; prices were up 4.1 percent compared to last year, selling for a median price of \$346,000.³

Fig. 2. Regional Residential Sales Comparison

Location	Median Sales Price	Percent Change
Prince George’s County	\$415,000	+ 5.6 %
20747 Zip Code	\$320,000	- 1.2 %
District Heights	\$346,000	+ 4.1 %

Current Year Outlook: The FY 2024 budget was proposed and adopted at the constant yield tax rate of 0.687 per \$100 of assessed value. Current fiscal year revenue projections remain on target in major categories.

Fig. 3. July – November Revenue Actuals

	Budget	YTD to November - Actual
Local Taxes	\$3,527,318.00	\$2,086,187.64
State Shared Taxes	\$912,884.00	\$450,994.34
License and Permits	\$254,808.00	\$58,202.72
Fines and Releases	\$297,500.00	\$125,202.88

Historical Data: Over the last ten fiscal years, the tax rate has reduced from a high of \$0.879 per \$100 of assessed value to the current low of \$0.687 per \$100 of assessed value. Since FY 2020, the tax rate has reduced by \$0.113 per \$100 of assessed value, or an approximately 14.125 percent decrease.

Fig. 4. District Heights Real Property Tax Rate by Fiscal Year

² https://www.ey.com/en_us/strategy/macro/economics/us-economic-outlook-december-2023

³ <https://www.redfin.com/city/5941/MD/District-Heights/housing-market>

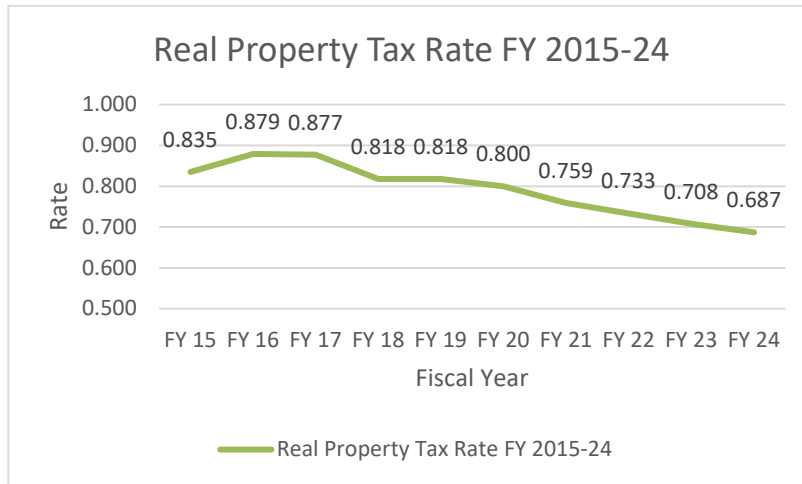


Fig. 5. Real Property Tax Distribution: Greenbelt represents the highest (\$0.828) while College Park represents the lowest (\$0.317) municipal real property tax rate. District Heights sits between Laurel (\$0.710) and Hyattsville (\$0.630). Some jurisdictions differentiate between residential and commercial real property; these rates have been blended to create an average between the two rates for comparison purposes.

City	County	State	Total	Comparison	
	\$0.687	\$0.880	\$0.112	\$1.679	6 th Highest

Fig. 6. Personal Property Tax Distribution: Capitol Heights represents the highest (\$2.50) while College Park represents the lowest (\$0.84) of those jurisdictions that assess this tax. Eagle Harbor, Fairmount Hights, and Laurel do not assess this tax.

City	County	State	Total	Comparison	
	\$1.500	\$2.191	\$0.000	\$3.691	6 th Highest

Fig. 7. Utility Tax Distribution: Mount Rainier (\$2.75), Capitol Heights (\$2.50), and Brentwood (\$2.00), and District Heights (\$2.00) are the only municipalities in Prince George’s County that assess this tax.

City	County	State	Total	Comparison	
	\$2.00	\$0.00	\$0.28	\$2.28	3 rd Highest

FY 2025 Budget Outlook: For FY 2024, the City’s real property portfolio was valued at \$491,603,929 by the Maryland Department of Assessments and Taxation. The FY 2025 real property portfolio is anticipated to be valued around \$506,352,046; an approximate 3 percent increase in valuation to reflect the increased value of residential real property. Using this estimate, \$0.01 on the tax rate is equal to \$50,635 in general fund revenue; half a penny is approximately \$25,317. If the City Commission holds the real property tax rate at the current rate of \$0.687 for FY 2025, general fund revenue will increase by approximately \$101,319.

The average rate over the last five fiscal years was \$0.737; increasing the current rate by half a penny to \$0.692, closer to the historical rate, would yield an additional \$126,637 in general fund revenue. Reducing the rate to the estimated constant yield rate, thereby keeping individual residential real estate tax bills the same for property owners, would result in a tax rate of approximately \$0.667 for FY 2025.

On or before February 15, the Maryland Department of Assessments and Taxation will notify the City of the tax rate that would produce the same revenue from the property tax as was produced the year before. The rates certified to the local governments are known as the "Constant Yield Tax Rates" and are based on the new, net assessable base for that jurisdiction. New property or construction added to the rolls for the

first time is subtracted from the calculation and allowances for abatements and other deletions are deducted in arriving at the net assessable base for this purpose. Staff will inform the commission of the actual constant yield rate upon receipt.

The Commission has the opportunity to provide budget guidance to staff about how to prepare the proposed FY 2025 budget. Staff suggests that the Commission consider giving direction to prepare the proposed budget at a specific tax rate, and to further prepare options to increase or decrease the rate depending on operational need. Figure 8, below, shows four scenarios that the Commission could consider. The first scenario is lowering the tax rate to the estimated constant yield rate of \$0.667. The third scenario represents preparing the FY 2025 budget using the current (FY 2024) tax rate; this is estimated to yield approximately \$101,319 in new revenue due to the anticipated appreciate in real property valuation. Scenarios 2 and 4 represent a half penny up and down from the current rate, respectively. Ultimately, staff requests that the Commission identify which scenario the city Manager should prepare the budget at and what range staff should advertise for the proposed budget deliberations. The wider the advertised range, the more flexibility the Commission will have during the FY 2025 budget process.

Fig. 8. Budget Scenarios by Estimated Rate

Scenario	Est. Rate	General Fund Impact
1. Est. Constant Yield Rate	\$0.667	\$0; No new or increased services could be funded without significant reductions and/or reorganizations.
2. ½ Penny Down	\$0.682	\$76,001; Some new or increased services could be funded with minimal impact to current services.
3. Current Rate	\$0.687	\$101,319; Some new or increased services could be funded with minimal impact to current services.
4. ½ Penny Up	\$0.692	\$126,637; Some new or increased services could be funded to enhance or improve service levels.

FY 2025 Proposed Budget Priorities

1. Capital and Operating Investments: The City relies on a large number of legacy systems, equipment, and methods of conducting business. Often, these are time intensive for the individual staff members involved in the activity. For example, the City relies on the following programs for its accounting, budgeting, and resource planning: excel (budgeting and grants), quickbooks (general ledger), bill.com (some procurement and accounts payable), paylocity (human resources, payroll processing), and planit (uniformed services). Often, these are combined into one interrelated platform referred to as an ERP system (enterprise resource planning system) so that the City’s adopted/amended budget easily relates to the general ledger which easily relates to the procurement and receivables system. Similarly, staff proposes establishing a five-year capital improvement program so that planning for major projects, equipment replacements, and initiatives may be better accomplished and budgeted.
2. Establishing Service Levels and Performance Metrics: Departments and currently in the process of identifying and documenting their current service levels so that they may report more effectively on the delivery of municipal services to residents. In some cases, investment is needed to establish or return municipal services to historic levels. For example, the City previously ran a street sweeping program, however the program was abandoned when the sweeper encountered significant maintenance issues. The City has not had an active sweeping program since. Staff recently initiated the purchase of a new sweeper using ARPA funds following Commission approval – staff will need to now propose a service level for the revived street sweeping program for the Commission’s

consideration.

Staff requests that the Commission identify other priority areas during the budget guidance discussion for the City Manager to include in the proposed budget.



CITY OF DISTRICT HEIGHTS

City Meeting

Tuesday, January 23, 2024

Action Item 3

Title: District Heights Community Aging & Services Overview
Staff Contact: Dr. Katrina Polk, Director of Community Aging and Senior Services
David Street, City Manager
Purpose: To consider and establish launch programming for the District Heights Senior Center.

Update for January 23: Staff has drafted and plans to release a brief community survey to estimate demand for targeted salon services. The survey is anticipated to launch the week of Monday January 22, 2024 and will be advertised through the City's website and social media channels. The current draft survey questions include examples like:

- Do you currently use a hair salon or barbershop for grooming services?
- If so, how far do you travel to access those services?
 - I travel within District Heights.
 - I travel in the area immediately surrounding District Heights.
 - I travel more than 30 minutes away from District Heights.
 - I do not currently use these services but may if they were available and accessible near my home.
- Do you experience any barriers that hinder you from using hair salons or barbershops?
 - Cost
 - Transportation
 - Schedule
 - Location
 - My desired services are not offered nearby
- If the District Heights Senior Center offered low-cost salon and grooming services to low income or income-restricted residents, how likely on a scale of 1 to 5, with 1 being not likely and 5 being very likely, to use those services on a regular basis?
- If you consider yourself likely to use low-cost salon and grooming services, how frequently would you use those services?
 - Once a week
 - Once every two weeks
 - Once a month
 - As needed

Summary: On January 4, 2024, the city Commission was presented with the Aging Assessment Report and associated recommendations. During the City Meeting, the Commission discussed the Senior Center opening schedule and potential launch programming. The Commission further made several information requests, which are provided in Part I of this item. Part II includes a summary of programming already presented to the Commission with requisite motions to establish the program as a part of the Department of Senior Services.

Part I: Commission Requests from January 4

Vice Mayor Harcourt requested additional information regarding the types of supplies the Senior Center would be equipped with. The following table represents an example of the types of supplies staff anticipates stocking in the Senior Center with a brief description of use case and cost.

As part of the health and wellness programming, the center will create and provide PRN emergency care packages for aging adults who experience incidences associated with incontinence situations. No Cost to Participants; **Annual cost is approximately \$534—Projected start date: January 29th, 2023.**

Item	Description	Annual Cost
Two-cases Disposal Bathing Wipes	Disposable Adult Body Bath Wet Wipe (Pack of 40 (individually wrapped))	\$54.00 (\$27.00 each)
One-case Disposal Briefs (ea. size both genders [s/m/l/xl])	Adult Disposable Incontinence Underwear for Women and Men	\$350
Two-cases of miniature Lotions	1 ounce Travel Size, Mini size, 30-pack, with Advanced Ceramide Complex,	\$60
Two-cases Incontinence Pad	Disposable Pads for Incontinence (Pack of 10)	\$30
100 Bags	Assortment of small bags	\$40

Vice Mayor Harcourt requested programmatic information about workforce and reskilling support specific to job applicants that are 50+. Specifically, he requested information and initiatives about programs and services that help combat age-discrimination.

As part of co-located advocacy programming, the center will offer age-discrimination workshops and seminars focusing on solutions and approaches for applicants or employees receiving less favorable treatment because of their age. Potential collaborators include:

- AARP Maryland & AARP 939
- Maryland Commission on Civil Rights
- Office of the Attorney General
- Office of Human Rights
- Employment Law Center of Maryland

Multiple members of the Commission were interested in programs that supported inter-generational wealth building.

The Center could seek a collaboration with the Greater Washington Community Foundation's Thrive Prince George's initiative and/or similar missioned community-based organizations with programming that creates access to economic stability and mobility for families. Currently, the Community Foundation is hosting a guaranteed income pilot that includes monthly payments of \$800 to 50 youth (age 18-24) aged out of foster care and 125+ seniors (age 60+) for 24 months with no strings attached and no requirements tied to employment. Work with community-based institutions such as the Washington Area Community Investment Fund to help residents develop local employee ownership to drive community wealth building, retain jobs, and preserve legacy businesses through incubator programs. No Cost to Participants; **Projected start date: July/August 2023**

Commissioner Tilghman requested that staff evaluate potential Veterans-specific programming.

As part of co-located services, the Prince George's County Office of Veteran Affairs will establish access to programming for veterans, their dependents, surviving spouses, children of deceased veterans, active-duty service members who reside in the county in the following areas:

- Applying for VA benefits
- Providing employment, training, and entrepreneurial advice, resources, and assistance.
- Addressing and providing referral services for healthcare, education, housing, homelessness, and family needs
- Offering resources to address mental health
- Providing caregiving resources and workshops

No Cost to Participants; **Projected start date: March/April 2023**

Commissioner Tilghman requested that staff evaluate the potential to extend the planned service hours for the building to more closely align with the Department of Recreation's operating hours.

Staff is currently reviewing options and will report back to the Commission at the January 23, 2024 Work Session.

Mayor Miller requested that staff evaluate establishing a salon service in the Senior Center that targets individuals like seniors, caregivers, or children that might not be able to access those services otherwise.

Various reports indicate that approximately 1/3 of Americans, including seniors, view getting a haircut and hairstyle as a top self-care activity. Most aging adults living in cities where these services are readily offered find them accommodating, accessible, available, and acceptable (not always affordable). In contrast, residents living in senior care communities have the most difficulty getting their hair serviced. About 85 percent of residents rely on in-house salons—if available. Research shows only a few senior centers in rural areas (i.e., the Midwest and South) with salons, which are not 100 percent comparable to urban locales. To further understand the potential success of the implementation of a hair salon program, two methodologies should be applied: (1) interview the critical personnel and consumers of the identified salons, and (2) conduct a brief survey that concentrates on the end-user's usability and frequency of services.

Conceptually, staff will explore options and program parameters that minimize administrative burden (i.e. scheduling, etc.) and cost to taxpayers. In addition, staff will begin developing cost-estimates to upfit a room in the Senior Center to deliver these services. Staff will be able to provide more information to the Commission at the January 23, 2024 Work Session.

Mayor Miller also requested additional information about opportunities to expand meal services across all age ranges.

Like other states, Maryland has well-established nutrition assistance programs serving children and seniors independently, yet few programs in the county utilize an intergenerational meal program model. These programs have strict federal regulatory guidelines, which make it impossible to receive meal reimbursements if improperly implemented. However, an innovative approach to creating a community intergenerational summer meal program is to host the senior community nutritional program and the summer meal program for children in the same place and time, keeping the programming finances separate. In addition, the center can partner with the Maryland Area Food Bank as a food distribution hub, delivering food straight to PGC residents to help fight food insecurities amongst children, families, and seniors.

The direct distribution programs include:

- Summer/After-school meals for kids
- Monthly groceries for seniors
- Mobile markets and monthly pop-up markets for families
- Large-scale emergency food distributions when needed

Staff is conducting additional research to determine the financial impact and projected start date for expanded programming. Staff will present additional information to the Commission at the January 23, 2024 Work Session.

*The District of Columbia is connecting people to federal nutrition programs using this resource: [FNP Toolkit.pdf \(dchunger.org\)](#)

Part II: Programming Presented on January 4: Staff have further provided draft motions and next steps for each program for the Commission’s use and consideration. The balance of the information provided herein is unchanged from what was presented to the Commission on January 4.

Open Access
Open Access: Grant accessibility to community space, fitness equipment and classes, and game room on weekdays from 11am – 7pm. Projected start date: January 29th, 2023.
Onsite Activities: <ul style="list-style-type: none">• Coffee Social Hours (10 am – 12pm)• Fitness classes, i.e. yoga and weight training (2xs a week/morning & evening)• Lunch Option (WellFound Vending Foods)• Bi-Weekly Technology Learning Drop-in Project (Volunteer led/Contractor)
Staff Demands: <ul style="list-style-type: none">• Executive Director (oversight building and partner management)• Program Manager (program monitoring and management of volunteers and administrative assistant)• One Volunteer (greeter)• Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$5K (open access materials)	General	Direct	Daily
\$15K Fitness Contractor	General	Contractor for Fitness classes	2xs a week/Morning and Evening
TBD	APRA	Contracting Health Food Vending	Daily
TBD	APRA	Direct/Contractor	2xs a month/Morning and Evening
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Open Access program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$5,000 of Senior Center-designated ARPA funds for one-time, start-up related operational expenditures.</p> <p>I further move that the City Manager prepare a budget adjustment to reallocate \$5,000 of non-departmental expenditures to the Department of Senior Services operating budget.</p>		
Next Steps:	<p>Staff will finalize the facility's opening schedule and begin purchasing operational supplies. Staff will evaluate if the Department of Recreation can meet some or all of the fitness programming needs described above.</p>		

Health & Wellness
<p>Health and Wellness: Provide programs and service connections to assistance with information on preventive care, workshops on managing ongoing health conditions focused on physical and mental health, opportunities for social connectivity, and access to non-invasive health checks. Projected start date March 1st, 2024.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Monthly Health and Wellness & Advocacy Project (AARP 939) • Monthly Community Art Program/Healthcare & Art (PGC Arts and Humanities) • Monthly Caregiving/Dementia Care Program (PGC Aging in Place Partners) • Benefit/Service Counseling—Frequency TBD (Juanita Grant Foundation) • Monthly Aging Mental Health Group Sessions (Partner with DH YSB) • Weekly Wellness Clinic (SLK Health Partner and their health organizations) <p>Staff Demands:</p> <ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Program Manager (program monitoring and volunteers and manage administrative assistant)

<ul style="list-style-type: none"> • Two Volunteers (Wellness Ambassadors—help connect participants to program options) • Administrative Assistant (sign-in, vendor set-up & safety checks) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 25K Wellness Clinic	Grants/ARPA	Contract	Weekly
\$5K Mental Health Group Sessions	Grants/ARPA	Direct (Quasi Contractual)	Monthly
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Health and Wellness program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$25,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Public Safety			
<p>Public Safety: Establish programs that prevent, protect, and support aging in place and related emergencies in the community and at home. It helps identify specific public safety needs so individuals can create or implement an emergency plan, ensuring seniors are well-prepared to respond to various scenarios. Also, aging adults can build a strong support network with law enforcement and include them in emergency planning. Projected start date April 1st, 2024.</p> <p>Activities:</p> <ul style="list-style-type: none"> • Bi-Monthly Community Aging Public Safety Meetings (partner with Police Dept) • Health Wellness Checks Registry—"I am Okay" Placard Project (partner with Police Dept) <p>Staff Demands:</p> <ul style="list-style-type: none"> • Program Manager (program and volunteer management) • Three or four health and wellness ambassadors (register and respond to health and wellness check calls) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 5-10K	ARPA	Direct	Daily
Draft Motion:	I, Commissioner _____, move that the City Commission establish the Senior Public Safety program in the Department of Senior Services.		

	I further move that the City Commission appropriate \$5,000 of Senior Center-designated ARPA funds for wellness programing start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.
Next Steps:	Senior Services staff will begin work with District Heights Police Department to reestablish and transfer the program from DHPD to DHSS.

Housing
Aging in Place Program: Collaborate with volunteer groups to support older adults through transformative service projects that help people stay in their homes. Projected start date May 1st, 2024.
Activities: <ul style="list-style-type: none"> • Weekly—weekend yard work and minor exterior home maintenance projects • PRN snow removal
Staffing Demands: <ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Program Manager (program monitoring and volunteers and manage administrative assistant) • Volunteers (Volunteer Groups—complete service projects help connect participants to program options)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 10K-20K	ARPA	Direct/Partnership (MOU)	Weekly

Draft Motion:	I, Commissioner _____, move that the City Commission establish the Senior Housing program in the Department of Senior Services. I further move that the City Commission appropriate \$15,000 of Senior Center-designated ARPA funds for wellness programing start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.
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Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.
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Educational			
<p>Educational: Offer a rich array of stimulating courses, lectures, and activities, along with opportunities for social interaction twice a year vibrant in an educational and social environment for mature adults as a demonstration project. Projected start date: July 2024</p> <p>Activities:</p> <ul style="list-style-type: none"> • Weekly Spanish and Arts and Crafts (partnering with PGCCC's Seasoned Adults Growing Educationally (SAGE). <p>Staffing Demands:</p> <ul style="list-style-type: none"> • Executive Director (oversight building and partner management) • Administrative Assistant (sign-in, vendor set-up & safety checks) 			
Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 10K	Thome Grant/ARPA Grant Request: \$10K for Lifetime Learning Scholarships for 30-40 low-income seniors receiving a housing subsidy.	Contract	Weekly
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Senior Education program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$10,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.		

Economic and Workforce Development
<p>Economic and Workforce Development: Offer opportunities to reskill and upskill to participate in the workforce and economic growth, focusing on obtaining jobs and creating wealth for themselves and their families. Also, support entrepreneurship as a fundamental topic for workforce development, building businesses. Projected start date July/August 1st, 2024.</p>

Activities:

- Weekly workforce development workshops, seminars, and short courses (partner with Recreation Dept., PGCCC and Training Grounds).
- Entrepreneurial development and resources—*frequency TBD* (PGC Economic Development Corp.)

Staffing Demands:

- Executive Director (oversight building and partner management)
- Program Manager (program monitoring and management of volunteers and administrative assistant)
- Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ TBD	ARPA	Contract	TBD
Draft Motions:	I, Commissioner _____, move that the City Commission forward establishment of the Senior Economic Development and Workforce Program to the FY 2025 budget development process.		
Next Steps:	Staff will finalize programming parameters as a part of the FY 2025 budget process.		

Community Lunch Program

Community Lunch Program: PGC Aging and Disabilities is partnering with District Heights to establish a nutritional lunch program serving residents two days a week. The program will begin July 1, 2024. We anticipate 50 participants each day, and the current meal cost is \$4 (\$16—with a \$12 subsidy from the PGC); the program cost is \$20,800 in 2023. Future allocation of city-based taxes and other philanthropic opportunities will sustain this program. Thome Grant Request: \$26K for County lunch program cost in 2024. **Projected start date: July 2024**

Staff Demands:

- Executive Director (oversight building and partner management)
- Program Manager (program monitoring and volunteers and manage administrative assistant)
- Two-Three Volunteers (Food Servers)
- Administrative Assistant (sign-in, vendor set-up & safety checks)

Proposed Program Budget	Proposed Funding Source	Proposed Service Delivery Method	Proposed Schedule
\$ 26K	ARPA/General Fund	Direct	2xs a week
Draft Motion:	<p>I, Commissioner _____, move that the City Commission establish the Senior Community Lunch program in the Department of Senior Services.</p> <p>I further move that the City Commission appropriate \$26,000 of Senior Center-designated ARPA funds for wellness programming start-up expenditures and forward future recurring program expenditures to the FY 2025 budget development process.</p>		
Next Steps:	<p>Staff will finalize and release RFPs/RFQs for both programs and execute pending agreements with governmental entities.</p>		

Future Program Considerations FY 2025	
<p>Transportation loop program so disenfranchised residents can participate in programs and services at the center and access food and necessities in their community. The program will assist residents with unmet service needs, or access to nearby grocery stores. The city with our partner, AARP Chapter 939's volunteer program will sustain this initiative with schedulers, and the city will absorb operational costs (insurance, fuel, and associated costs). Thome Grant request: \$250K to purchase Ford E-350/450 ADA-Compliant Electric Shuttle Bus and Charging Station.</p> <p>Intergenerational innovation lab where seniors can learn how to use their technology and discover new aging-in-place devices and functional internet search capabilities. We will implement tech and computer classes with an assistive device computer loaner program. This initiative is self-sustaining through Bishop McNamara students and AARP volunteers. Thome Grant Request: \$50K for approximately 20 laptops and ten hotspots with five-year warranties and access to Microsoft Office—ten laptops and hotspots are for the assistive device computer loaner program.</p> <p>Aging in Place Pilot that focuses on ensuring livability and an environment fit for aging adults and their homes: (1) in-home preventative adaptations to reduce the risk of falls for residents aged 60 and older (safe at-home) and (2) Accessory Dwelling Unit requirements and policy implications. Grant Request: One-time consultant fees of up to \$57K plus \$200K for safe-at-home grants for 20 low-income aging homeowners.</p>	
Draft Motion:	<p>I, Commissioner _____, move that the City Commission forward the Aging in Place Pilot Program and the Senior Transportation Loop to the FY 2025 budget development process for consideration.</p>

Fiscal Impact: The fiscal impact of each program is provided in the table above.

Alternatives: The programming of the Senior Center is at the discretion of the City Commission – the Commission must establish the Center’s budget and programming.

Draft Motion: Draft motions are included by program, above.



CITY OF DISTRICT HEIGHTS

City Work Session Meeting

January 23, 2024

Action Item 5

Title: Personnel Manual Updates
Staff Contact: Nikki Pancho, Human Resources Manager
Purpose: This is a Working Document with various updates that are needed to ensure a consistent process for the request of time off from work by employees and establish clear guidance and dress code standards.
Recommendation: Human Resource staff recommends that the Commission reviews and approve the presented updates to the Personnel Manual.

Summary: As we navigate through the evolving landscape of our operations, it has become increasingly clear that several key factors are significantly influencing our staffing requirements. Considering these changes, it is essential to update our current and future staffing strategies. The items listed below outline the impacts on our staffing needs and the proactive measures we are taking to ensure our team is well-equipped, resilient, and ready to meet these challenges.

- Updated Leave Policy.
- Updated Dressed Code Flyer which includes Event Dress Code.

Fiscal Impact: NONE

Alternatives

This section should list all *viable* alternatives the Commission could consider, including the staff recommendation and maintenance of the status quo.

1. Commission can maintain the status quo.
2. To approve updates to the personal manual as presented in attachments 1, 2, and 3.
3. Commission direct Human Resources to make changes at its discretion.

Draft Motion:

I, Commissioner _____ move to approve the Personnel Manual updates as presented in Attachments 1, 2 and 3 of Action Item 3 – Personnel Manual Updates.

Attachments

1. Attachment 1 – Updated Leave Policy
2. Attachment 2 – Updated Appendix D
3. Attachment 3 - Updated Dress Code Flyer

Action Item 5 – Attachment 1

Page 25 – City of District Heights Personnel Manual

CURRENT LEAVE POLICY:

CURRENT Leave Policy

Leave should be requested and scheduled in advance. However, the City of District Heights realizes that emergencies arise. If an employee is unable to report to work, the supervisor must be notified prior to the start of the employee's work schedule. If the immediate supervisor is unavailable, the employee must contact Human Resources. Voice mail and e-mail messages are not acceptable except in certain emergency circumstances. The City of District Heights reserves the right to approve or disapprove such requests on a case-by-case basis. Employees who experience three (3) occurrences in any month will receive a written reprimand. Any repeat infraction within a subsequent month may be grounds for disciplinary action up to and including termination.

UPDATED LEAVE POLICY 2024:

PROPOSED Leave Policy

All leave must be documented by *entering dates into the employee self-service portal*. The employee must indicate the type of leave to be taken (e.g., vacation, sick, military, jury duty, Family and Medical Leave Act, leave without pay), the dates of the leave and the total hours to be taken from the designated leave category.

Before requesting paid leave, employees must confirm that the leave to be requested is available by checking the leave balances through the *employee self-service portal*.

Foreseeable leave should be requested at least two weeks prior to the start of the leave, or as soon as practicable. If the leave is unforeseeable, the leave request should be completed and submitted to the department head as soon as the employee returns.

The employee's department head is responsible for review and approval of leave requests. The supervisor must verify whether the employee has the necessary paid leave available before approving a request for paid time off. Once confirmed, the department head must approve or deny the request for leave and respond to the employee *via the self-service portal*. If the request for time off is denied, the department head must respond to the employee in writing stating the reason the leave was not approved.

Action Item 5– Attachment 2

APPENDIX D: Dress Code Policy

Appropriate and Inappropriate Dress

The following guidelines define the appropriate dress for employees of the City of District Heights.

Appropriate	Inappropriate
Slacks	
<ul style="list-style-type: none"> ● Khakis or corduroys ● Jeans (must be clean and free of rips, tears, and fraying; may not be excessively tight or revealing – ONLY on Friday’s) ● Skorts, dress capris 	<ul style="list-style-type: none"> ● Sweatpants, leggings exercise wear (unless working in certain positions within Recreation, Parks, and Culture) ● Shorts, low-rise or hip-hugger pants or jeans
Shirts	
<ul style="list-style-type: none"> ● Polo collar knit or golf shirts. (Always tucked in) ● Oxford shirts ● City of District Heights logo apparel ● Short-sleeved blouses or shirts ● Sleeveless blouses ● Turtlenecks ● Blazers or sport coats ● Jackets or sweaters 	<ul style="list-style-type: none"> ● Shirts with writing (other than the City of District Heights logo) ● T-shirts or sweatshirts ● Beachwear ● Exercise wear ● Crop tops, clothing showing midribs, spaghetti straps
Shoes	
<ul style="list-style-type: none"> ● Casual, low-heel, open-back shoes (e.g., mules, sling backs) ● Appropriate dress sandals ● Neutral/Single Color Sneakers (ONLY on Smart Casual Friday’s) 	<ul style="list-style-type: none"> ● Thongs, flip-flops, open-toe shoes ● Athletic shoes/tennis shoes (unless working in certain positions within Recreation, Parks, and Culture), Croc-like sandals
Public Works	
<ul style="list-style-type: none"> ● Protective Wear ● Steel Toe Boots ● City Logoed Apparel Only 	<ul style="list-style-type: none"> ● Non-Steel Toe Boots ● Athletic shoes/tennis shoes, Croc-like sandals ● Untied Boots ● Non-City Logo Apparel
City Events	
<ul style="list-style-type: none"> ● City of District Heights Logo Polo (tucked in) ● City of District Heights Jacket or Sweater ● Khaki Pants or Black Slacks ● Event Appropriate Shoes 	<ul style="list-style-type: none"> ● Sweatpants, Joggers, Jeans ● Sweatshirts, Hoodies ● Non-City Logo Apparel

DRESS FOR SUCCESS **HOW TO GUIDE** **LOOK GOOD FEEL GOOD**

MONDAY - THURSDAY

ALL Event Staff



Business Casual




Business Casual



Offsite Meetings

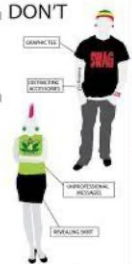


Public Works

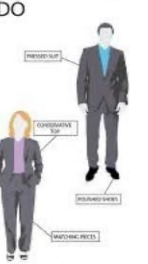


MONDAY - FRIDAY

DON'T



DO



Smart Casual



Smart Casual



Not Office Appropriate



Not Office Appropriate



FRIDAY ONLY