

Town of Riverdale Park, Maryland

Status and Information Report

Report No. 1 for 2017



February 10, 2017

To Mayor Archer and Town Council,

This is the first in an ongoing series of Status and Information reports. The goal of the Status and Information reports is to share relevant information in a timely fashion. The Status and Information Reports are distributed to the Town's elected officials, residents, and employees. Status and Information Reports are also available to businesses and visitors through the Town website. The next Status and Information report will be published on February 24, 2017.

Upcoming Meetings:

Council Work Session	February 27, 2017, 8:00 p.m.	Town Hall
MUTC	March 1, 2017, 7:30 p.m.	Town Hall
Regular Legislative Meeting	March 6, 2017, 8:00 p.m.	Town Hall

Town Administration

Moving forward:

- **Staff Leadership Team formed:** To increase the effective coordination of Town initiatives and services, the staff leaders of the primary function areas of the Town have formed a staff leadership team. The team is comprised of the Town Manager, the Finance Director, the Police Chief, Director of Public Works, the Town Clerk and the Human Resource Director.
- **Progress on Town Hall Project:** McInturff Architects presented revised concept sketches to the Mayor and Town Council at the February 6th Legislative Meeting. Staff subsequently met with representatives from the firm to review the project scope and to develop next steps. An action plan has been developed which will result in a la carte design options to align with the budget. An RFP for replacement of the flat roof sections of town hall is being developed and will be issued in the next several weeks.

Office of the Town Clerk

Communications:

- **RFP Issued:** Implementing a new website is an important goal as the Town works to improve its online presence and communication with residents, businesses, and visitors. To further

this endeavor, the Town issued a Request for Proposal (RFP) for the Website Redesign Project. The deadline for proposals is March 10, 2017. The RFP is available on the Town website under Announcements.

Election Procedures:

- Candidate packets available: The Town Election will be held on May 1, 2017. Candidate packets may be picked up at Town Hall during regular business hours or printed from the Elections section of the Town's website. Completed packets along with the twenty-five dollar (\$25) filing fee must be submitted to the Town Clerk no later than April 6, 2017 at 5PM.
- Town utilizes optical scanning: The Town has contracted with Electec Election Services, Inc. to provide optical scanning of the Town's paper ballots. This process is similar to the process used by the State of Maryland and Prince George's County Board of Elections and was used by the Town during the 2015 Town Election. Optical scanning provides election judges with an accurate and efficient count of paper ballots.
- Town reminds voters to register: Voter registration for the Town Election will close on April 3, 2017. Residents who are not registered to vote can register to vote online at <https://voterservices.elections.maryland.gov/OnlineVoterRegistration/InstructionsStep1> or pick up a Voter Registration Application at Town Hall.

Finance Department

- Town reviews revenue: A staff team is conducting a comprehensive revenue review from existing programs to ensure the appropriate capture of revenue to fund operations. This effort is not about creating new revenue streams but rather is to review the effectiveness of capturing revenue from existing sources.
- Snow removal costs reflect warm weather: The year-to-date (YTD) cost of snow removal remains low. The Public Works Department reports that total costs for snow removal YTD is \$3,300. The total staff time is at 60 hours. Nine (9) tons of roadway salt and 30 bags of walkway salt have been used. Kudos to our Public Works employees for ensuring safe travel routes.

Human Resource Department

Policy and Planning in focus:

- Retirement Plans Reviewed: On January 30, 2017, Bolton Partners and PNC presented the biennial update for the Town's Defined Benefit Plan (DBP). The Defined Benefit Board of Trustees nominations will be discussed at an upcoming Council Work Session. Per the Town Code, the Defined Benefit Board of Trustees is comprised of 5 members; the town manager, one council member, two Riverdale Park employees, and one business/finance expert. This Board meets twice a year to administer funds invested in the plan and to make recommendations to the Council for amendments to the Fund's investment policy.

- Comprehensive Human Resource Policy review initiated: Human Resources will lead this planned year-long staff effort. The goal is to ensure that the Town is current on all Human Resource policies across the HR life-cycle from recruitments to retirements; as well as policies governing travel, employee assistance programs and healthcare.

Department of Public Works

Environmental Stewardship:

- Town passes inspection: Consultants on behalf of Prince Georges County conducted a quarterly inspection of our Storm Water Pollution Prevention Program (SWPPP). The inspection is designed to ensure that the Town is operating within the parameters of the storm water management permit. The Town passed the inspection and the inspectors told the Town's team to "keep up the good work".
- Town moves to expand tree canopy: In preparation for the tree planting season, Town residents who would like a tree planted in front of their homes are asked to contact the Department of Public Works (DPW). Trees may only be planted within the Town's right-of-way. The telephone number to call is 301.864.1804. All requests for trees will be considered as the Spring 2017 Tree Planting plan is finalized.

Neighborhood Improvement:

- Town Announces Community Clean Up: Riverdale Park announces its annual community spring clean-up on Saturday, April 22, 2017. Residents are offered the opportunity to put their yard waste/bulk trash items on the curb on Friday evening, April 21, for pick up on Saturday, April 22, 2017. Collections will end at 2:00PM on April 22. Residents are encouraged to plan ahead to participate in this opportunity for curbside pickup.

The following items are **ineligible** for pick up during the Community Clean Up:

- Remodeling lumber, flooring material, plaster, plasterboard and interior tile
- Fencing material or poles
- Air conditioners, refrigerators and freezers
- Lawnmowers or other gas powered tools
- Major automobile components
- Tires
- Dirt, stone, gravel and sod
- Concrete blocks and bricks, cement
- Antifreeze and oil
- Glass, windows, door panels, fish tanks
- Paint
- Hazardous materials and chemicals

- Road Bridge Improvements Completed: The State of Maryland has completed walkway and curb repairs to the bridge over the Northeast Branch of the Anacostia River on Riverdale Road. The State anticipates the replacement of the fence that separates the roadway from the walkway to be completed within the next two weeks.
- 2017 Bulk Trash Schedule Announced: Bulk Trash Drop-off days are on the third Saturday of each month. Items are only accepted between 9:00AM – 2:00PM. The schedule follows:

2017 Bulk Trash Drop-off Schedule

<u>February</u>	<u>18th</u>	<u>Saturday</u>	<u>9AM to 2PM</u>
March	18 th	Saturday	9AM to 2PM
April	15 th	Saturday	9AM to 2PM
May	20 th	Saturday	9AM to 2PM
June	17 th	Saturday	9AM to 2PM
July	15 th	Saturday	9AM to 2PM
August	19 th	Saturday	9AM to 2PM
September	16 th	Saturday	9AM to 2PM
October	21 st	Saturday	9AM to 2PM
November	18 th	Saturday	9AM to 2PM
December	16 th	Saturday	9AM to 2PM

- Holiday Trash Collection Unchanged: Regular trash pickup will occur on Monday, February 20, 2017. Please note however that **Town offices will be closed on the 20th in observance of President’s Day.**

Police Department

Activity for January 29 – February 9, 2017

Calls for Service	483	DUI Arrests	3
Arrests/Warrants	11	Field Interviews	10
Domestic Violence	5	Reports Filed	47
State Citations	101	Warnings	84
Repair Orders	37	Parking Violations	26

Reports:

- 1-29-17: Officer Estrada observed a subject urinating in public at 5500 Kenilworth Avenue. The subject fled upon seeing Estrada and was apprehended after a short foot pursuit. Search incident to arrest revealed the subject was in possession of .08 grams of cocaine. He was subsequently charged with possession of cocaine.
- 1-29-17: Sergeant Sommerville conducted a traffic stop in the 5700 block of Riverdale Road for an equipment violation. Upon contacting the driver, officers detected a strong odor of marijuana coming from the vehicle. A probable cause search revealed approximately 29.2

grams of marijuana, with a street value of \$600. The defendant was charged with possession of marijuana.

- 2-1-17: Officers responded to the Advanced Auto Parts in Kenilworth Shopping Center for a theft complaint. Through investigative means, a suspect was identified and charged with theft.
- 2-3-17: Officer Amaya observed a suspicious vehicle at 5610 54th Avenue. Based on the actions of the driver, a probable cause search was conducted and officers recovered 18 Xanax tablets and 4.5 grams of marijuana. The driver was charged with possession of a controlled dangerous substance with the intent to distribute.
- 2-3-17: Sergeant Emerick conducted a traffic stop in the 5400 block of Riverdale Road. 3 grams of marijuana were recovered and the occupants were field interviewed.
- 2-6-17: At 8:06 am, Cpl. Walch observed a vehicle traveling in the area of Riverdale Elementary with two flat tires and smoke coming from under the vehicle. Cpl. Walch conducted a traffic stop just as the vehicle was entering the school zone. Upon contacting the driver a strong odor of an alcoholic beverage was detected coming from his person. After failing standard field sobriety tests, the driver was arrested for DUI. The driver has three previous DUI arrests and is currently on probation.
- 1-20-17: officers responded to the Alamo restaurant for the report of a stabbing. The victim was transported to the hospital in serious condition.
- **Update:** Through investigative means, the suspect was positively identified. On February 9, 2017, Sergeant Garcia obtained an arrest warrant charging the suspect with Attempt First Degree Murder, Armed Robbery, et, al.
- 2-1-17: the RPPD was requested by the PGPD to attend a Prince George's County Liquor Board hearing concerning violation by El Sitio, located in Riverdale Plaza. Lieutenant Turner testified at the hearing and the restaurant was fined \$2,500 for the violations.

Neighborhood Improvement:

- Town joins professional organization: The Town's Code Office is now a member of the International Code Council (ICC): The ICC is recognized as the leader in code development and training. By joining the ICC, the Town is demonstrating its commitment to best practices, code related training and ethical code administration.
- Town's Code Office ensures fairness: The Town's Code Office has initiated a comprehensive review of property data to ensure consistent application of the rental licensing program. This analysis will also determine the accuracy of the State's records for reporting a dwelling as a primary residence. The results of this effort will also further ensure accurate assessments of real property.

- Town's Code Office conducting inspections: The Town's Code Office is presently conducting their annual inspections of rental dwelling units. If you have a concern about property conditions, please call 301-209-1576 or code@riverdaleparkmd.gov.
- License and Permitting Report

Pod/Dumpster Requests: 1

Permit Number	Address	Owner/Contractor
2017-P-01	5603 Kenilworth Avenue	Riverdale Plaza Shopping Center

Permit Requests: 4

Permit Number	Address	Permit For
2017-B-09	5603 Kenilworth Avenue	Raze of iHop
2017-B-10	6611 Baltimore Avenue	Exterior canopy over ATM's & doors
2017-B-13	4909 Queensbury Road	New curb cut
2017-B-14	4907 Queensbury Road	Removal and repair of curb cut and placement of new curb cut

Approved Permits: 6

Permit Number	Address	Permit For
2017-B-02	4803 Nicholson Street	6-foot wooden fence
2017-B-03	4803 Tuckerman Street	One solar panel
2017-B-04	4401 Woodberry Street	Revision of mechanical and electrical permit
2017-B-05	4401 Woodberry Street	Revision of mechanical and electrical permit
2017-B-06	6611 Baltimore Avenue	Extension of canopy
2017-B-07	6315 Baltimore Avenue	7-Eleven (Tenant improvement)

Leading the Police Department by example

- Chief gets warm response from getting cold: Chief Morris demonstrated his commitment and law enforcement's support of Maryland Special Olympics through his participation in the Chesapeake Bay Polar Bear Plunge. The plunge which took place in January raised 2.4 million dollars for Maryland Special Olympics. Chief Morris is also taking part in the Deep Creek Dunk later this month.
- Chief testifies in reference to proposed laws: Over the past several weeks, Chief Morris has testified in Annapolis on a number of bills that directly impact law enforcement to include:
 - SB 316- Repeat Sexual Predator Prevention Act
 - SB 349- Disposal of Rape Kit Notification
 - SB 362- Public Information Act related to law enforcement
 - HB 596- Services Provided to Government Entity-Non Disclosure Agreement

Respectfully submitted,



John N. Lestitian
Town Manager