



**Town of Riverdale Park  
Special Legislative Meeting  
July 23, 2018  
8:30 p.m.**

**AGENDA**

**Call to Order  
Approval of Agenda  
Public Comments**

**Legislative Action Items:**

1. Defeasance/Reallocation of 30-year CDA Loan: Motion to approve potential uses of available bond proceeds.
2. Motion to adopt Resolution 2018-R-13 to approve job description for Director of Public Projects and Services.
3. Motion to introduce Ordinance 2018-OR-11 regarding amendments to Chapter 64 section 64-20 School Zone Speed Monitoring Systems Authorized.
4. Motion to authorize the Town Manager to send a letter of invitation for visitors from the Town's Sister City, Ipala, Guatemala. The letter will be addressed to the American Embassy in Guatemala and assist in initiating the process of obtaining VISAS.

**New Business  
Unfinished Business  
Adjournment**

*All members of the public in attendance are honorary members of the Council, and as such may comment on all items under discussion (subject to the same Rules of Order that apply to elected Council Members). If you have questions or comments, please stand at the microphone to be recognized.*



# Town of Riverdale Park, Maryland

## Town Administration

TO: Mayor and Council

FROM: John Lestitian, Town Manager

DATE: July 20, 2018

RE: Motion to approve eligible uses of available bond proceeds

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### **Action Requested:**

Staff request that the Mayor and Council approve a list of eligible uses that may be financed with CDA loan proceeds available from the 2013 bond issuance as established in Ordinance 2013-OR-7. The list of eligible uses is delineated in Exhibit A (see attached). Approval of this list of eligible uses:

1. Does not create any new debt or financial obligation; and
2. Does not obligate the Town to finance or complete any item listed as an eligible use.

### **Defeasance and Reallocation Process and Projected Timeline:**

1. Motion to approve a list of eligible uses
  - a. Projected date: July 23, 2018
2. State approval of eligible uses
  - a. Projected date: August 15, 2018
3. Introduction of an ordinance amending Ordinance 2013-OR-7
  - a. Projected date: August 27, 2018
4. Public Hearing on defeasance and reallocation of loan proceeds to approved eligible uses
  - a. Projected date: September 24, 2018
5. Approval of the ordinance amending Ordinance 2013-OR-7
  - a. Projected date: September 24, 2018
6. Effective date of ordinance amendments
  - a. Projected date: October 14, 2018
7. Closing on revised loan documents
  - a. Projected date: October 30, 2018

### **Background:**

As discussed with the Mayor and Council throughout the FY2019 budget process, the staff team has continued working with the Maryland Department of Housing and Community Development to complete both a defeasance and a reallocation of loan proceeds associated with the 2013 bond issuance as authorized in Ordinance 2013-OR-7.

The original eligible uses are restricted to the following:

1. Engineering, design, construction and reconstruction of roadway and street improvements; and
2. Engineering, design, and renovation of the Town Hall; and
3. Funding of a portion of a capital reserve fund; and
4. Transaction costs related to the bond issuance

The above eligible uses are narrowly defined. Approving an expanded list of eligible uses will provide options for the Mayor and Council and ensure the timely drawdown of available financing from the existing sources. Staff previously cited the following example to illustrate the impact of the original eligible uses: the Police Department's building needs a new roof and despite being contiguous to the Town Hall building, the existing loan proceeds cannot be used for this project.

**Related Project Financing:**

As shared with the Mayor and Council in a memorandum dated March 28, 2018, the Town envisioned four (4) sources of project funding for the Town Hall project. The sources were:

1. State of Maryland Bond Bills (matching grants)
2. Maryland CDA loans (Loan #2 and a portion of loan #3)
3. Maryland Community Legacy grant
4. Local funds (potentially from the sale of Town owned property)

Staff worked earlier this year with the offices of Senator Pinsky and Delegate Gaines to expand the use of the existing bond bills. This expansion of eligible uses is complete and allows for the bond bill funding to be used for improvements to the Riverdale Park Municipal Center and adjacent exterior improvements related to public accommodation, outdoor meeting space, and parking. The updated projected sources for the anticipated Municipal Center project follows:

1. State of Maryland Bond Bills in the amount of \$525,000; and
2. Maryland CDA loan proceeds from loan #2 in the amount of \$525,000.

**Amount for Defeasance:**

Staff have evaluated existing debt, pay-go projections, revenue projections and borrowing needs. Based on this careful review, staff recommend the amount of defeasance be one-million seven-hundred three thousand and no cents (\$1,703,000.00). This will achieve the previously discussed goal of lowering the annual debt service payments, provide funding to match the State Bond Bill grants, and provide two-hundred fifty-thousand dollars (\$250,000) for projects that meet the expanded eligible uses. Depending on the actual cost of the Municipal Center project, more or potentially less funding may be available for other projects.

Staff will be available to respond to questions or concerns.

- c. Paul Smith, Director of Finance and Employee Services  
file

EXHIBIT A

**Eligible Uses for CDA Loan Proceeds**

**2013 Bond Issuance as authorized in Ordinance 2013-OR-7**

1. Defeasance of the CDA 30-year loan
2. Engineering, design, construction, reconstruction, renovation of the following Town-owned structures:
  - a. 5004 Queensbury Road, Riverdale Park, Maryland 20737
    - i. Police Department building
  - b. 5008 Queensbury Road, Riverdale Park, Maryland 20737
    - i. Town Hall
  - c. 5012 Queensbury Road, Riverdale Park, Maryland 20737
    - i. Department of Public Works building
  - d. 6401 51<sup>st</sup> Avenue, Riverdale Park, Maryland 20737
    - i. Former Boy's and Girl's Club building
3. Engineering, design, construction, and reconstruction of the following Town-owned infrastructure:
  - a. Roadway system improvements
  - b. Sidewalk system improvements
  - c. Storm water management system improvements
4. Acquisition of real property for a public purpose
5. Demolition of Town-owned structures for a public purpose
6. Creation or improvements to open spaces and parks



# Town of Riverdale Park, Maryland

## Town Administration

TO: Mayor and Council

FROM: John Lestitian, Town Manager

DATE: July 20, 2018

RE: Adoption of Resolution 2018-R-13 to approve revised job description

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### **Action Requested:**

In compliance with the Personnel Manual, Article B, Section B-3, staff seek adoption of Resolution 2018-R-13. This resolution will approve the revised job description for the director-level position in the Department of Public Works.

### **Background:**

As the Mayor and Council are aware, staff have undertaken a project to update all job descriptions. Central to this project is the format of the revised documents. The new format, based on the format used by Prince George's County, provides performance standards alongside the job description. While this project is nearing completion, it is important to gain approval of one revised job description now so that a key vacancy may be advertised.

Staff are preparing the recruitment to fill the director-level vacancy in the Department of Public Works. I have met with staff from the department and solicited input on the recruitment to fill this key job. I have also analyzed the needs of the department and of the Town. In addition to the format, the five categories of required work are based on the Federal, Office of Personnel Management (OPM), Executive Core Qualifications. The job descriptions for all members of the staff leadership team will be based on these same executive qualifications.

The clearly noticeable change is in the title. This title change is intended to attract a broader group of applicants with a transferrable skillset. The title also places an appropriate emphasis on projects and services. This leadership job needs to ensure delivery in both areas. The revised job description is included for review. I will be available to respond to questions or concerns.

c. Leadership Team  
file

**COUNCIL OF THE TOWN OF RIVERDALE PARK, MARYLAND**

**RESOLUTION 2018-R-13**

**Introduced by:**

**Date Introduced:**

**Date Adopted:**

**Date Effective:**

**RESOLUTION REGARDING JOB DESCRIPTION FOR  
DIRECTOR OF PUBLIC PROJECTS AND SERVICES**

**WHEREAS**, Article B, Section B-3 of the Town of Riverdale Park Personnel Policy Manual requires that job descriptions be approved by the Mayor and Council by resolution; and

**WHEREAS**, there is a vacancy for the director-level position to lead the Department of Public Works; and

**WHEREAS**, the job description outlined in Exhibit A best meets the needs of the Town;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF RIVERDALE PARK** that the Council hereby approves the job description for the Director of Public Projects and Services as described on and in accordance with Exhibit A attached to this Resolution.

**AND BE IT FURTHER RESOLVED BY THE COUNCIL OF THE TOWN OF RIVERDALE PARK** that this Resolution shall take effect on the date of its adoption.

**ATTEST:**

**COUNCIL OF THE TOWN OF  
RIVERDALE PARK**

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Jessica Barnes, Town Clerk

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Alan K. Thompson, Mayor

## RIVERDALE PARK POSITION DESCRIPTION & PERFORMANCE STANDARDS

<b>DEPARTMENT:</b> PUBLIC WORKS	<b>DIVISION:</b> Leadership Team	<b>TITLE:</b> Director, Public Projects and Services	
<b>GRADE:</b> 62	<b>STEP:</b> Choose an item.	<b>HOURS WORKED:</b> Salaried	<b>FLSA</b> Exempt

**Role:** This is a senior-level management and administrative position. Serves as a member of the Town’s staff leadership team and the manager of the Public Works Department. The incumbent leads the department in all areas of assigned service delivery; and researches, plans, coordinates, and executes the delivery of the Town’s capital improvement projects and capital acquisitions within the Department. Incumbent must be available for emergency response as may be required. This position reports to the Town Manager.

**Department:** The department provides direct and contracted maintenance of Town facilities and infrastructure. An established maintenance plan is followed but response may be required in emergency situations. Facilities include various buildings, parks, parking lots and open spaces. Infrastructure includes, but is not limited to, the Town owned roadway, sidewalk, public-lighting, storm-water, public-signage, tree canopy, and amenity systems. Most department functions are performed outdoors requiring exposure to various weather and environmental conditions. The department also provides limited direct-reconstruction of facilities and infrastructure. The department administers grants and contracts for the construction and reconstruction of facilities and infrastructure as part of the Town’s capital improvement program. The department administers service contracts to include residential refuse, yard-waste, and bulk-trash collection.

**Requirements:**

- **Education.** Minimum - bachelor’s degree in civil engineering, public administration, urban planning or a related field. Advanced degree in a related field is preferred.
- **Demonstrated Experience.** Minimum - demonstrated experience to successfully meet the listed performance standards in this setting (see below). Must have at least three (3) years in a leadership role which required management of technical, administrative, and direct-labor staff or equivalents. Municipal experience in public works or public projects is preferred. Project management, infrastructure maintenance, project finance, grant/contract management experience is strongly desired.
- **Equivalency.** A combination of education and demonstrated experience may be considered.
- **Mental.** Requires a high-degree of literacy and advanced skills in problem-solving, decision-making, analytical thought processes, requires excellent oral/written communication and mathematical skills, and a high-level of attentiveness to the spoken and written word.
- **Licensure / Certifications.** Must maintain a valid Class D Driver’s License in accordance with Town policy.
- **Physical requirements.** Specific vision abilities required include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Light physical work requiring the lifting and carry of up to 25 pounds is routine. Physical activities include stooping, pulling, lifting, reaching, grasping, and repetitive motions. Walking, standing, and sitting may be for extended periods and may expose the incumbent to inclement weather and rough or uneven terrain.

100%	<b>Position Description.</b> The below categories and subcategories are illustrative of the required work.	<b>Performance Standards.</b> The following performance standards delineate expectations related to each subcategory of required work.
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20%	<b>A. Leading Change</b>	
	1. Practices creativity and innovation.	Develops new skills and new insights into situations; promotes continuing education questions conventional approaches; encourages innovative ideas; designs and implements cutting-edge programs/processes.
	2. Practices external awareness.	Understands and keeps up-to-date on local and national policies and trends that affect the department and shape stakeholders' views; is aware of the department's impact on the external environment.
	3. Flexibility.	Is open to change and additional information; rapidly adapts to changing conditions or unexpected obstacles.
	4. Resilient.	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
	5. Thinks strategically.	Formulates objectives and priorities; implements plans consistent with the long-term interests of the department and the Town as a whole. Capitalizes on opportunities and manages risks.

6. Visionary leadership.		Takes a long-term view and builds a shared vision with others; acts as a catalyst for change. Influences others to translate vision into action.	
20 %	<b>B. Leading People</b>		
1. Manages Conflict.		Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.	
2. Leverages Diversity.		Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the department and the Town.	
3. Develops Others and Self.		Develops the ability of others to perform and contribute to the department by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.	
4. Builds Teams.		Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates teams and team members.	
20 %	<b>C. Results Driven</b>		
1. Practices Accountability.		Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.	
2. Epitomizes customer service.		Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.	
3. Is Decisive.		Makes well-informed, effective, and timely decisions, even when data are limited, or solutions produce unpleasant consequences; perceives the impact and implications of decisions.	
4. Entrepreneurship.		Positions the Town for future success by identifying opportunities; improves projects, programs or services. Takes calculated risks to accomplish the department's goals.	
5. Problem Solving.		Identifies and analyzes problems; weighs relevance and accuracy of information; recommends sound alternative solutions.	
6. Possesses & Practices Technical Credibility.		Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.	
20 %	<b>D. Business Acumen</b>		
1. Engaged financial manager.		Understands the Town's financial processes. Prepares, justifies, and administers the department budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities. Identifies and develops alternate financing strategies for all areas of responsibility.	
2. Understands & practices people management.		Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are recruited, selected, trained, appraised, and rewarded according to established processes; acts to address performance problems.	
3. Manages technology.		Keeps up-to-date on technological developments. Makes effective use of technology. Ensures access to and security of technology systems.	
20 %	<b>E. Building Coalitions</b>		
1. Partners with internal & external personnel.		Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.	
2. Politically savvy.		Identifies the internal and external politics that impact the work of the department. Perceives organizational and political reality and acts accordingly.	
3. Influential professional and skilled negotiator.		Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.	
The below signatures attest that the position description and performance standards were reviewed with the employee:			
<b>Employee Signature</b>	<b>Date</b>	<b>Town Manager Signature</b>	<b>Date</b>

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# Town of Riverdale Park, Maryland

## Police Department

**To:** John N. Lestitian, Town Manager

**Cc:** Staff Leadership Team

**From:** Chief David Morris

**Date:** July 18, 2018

**Re:** Chapter 64 Vehicles and Traffic §64-20 - School Zone Speed Monitoring Systems

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### **Action Requested:**

Staff requests that the Mayor and Council introduce an ordinance to amend Chapter 64 Vehicles and Traffic; §64-20, School Zone Speed Monitoring Systems. The amendments will:

1. Delete the previous Saint Bernard's school zone as an area designated for speed monitoring systems; and
2. Adds the University of Maryland Discovery District/College Park Academy School zone as an area designated for speed monitoring systems to monitor and enforce speed limit restrictions.

### **Overview:**

As the Mayor and Council are aware, staff are conducting a complete review of Chapter 64 and anticipate edits throughout the Chapter in November. In the interim, staff believe that amendments to § 64-20 are needed to effectively employ the Town's Safe Speed for Students program. Chapter 64 provides for the use of automated speed monitoring equipment to monitor and enforce speed limit restrictions in designated areas as defined in Transportation Article, § 21-809, of the Maryland Annotated Code, as amended from time to time.

Saint Bernard's no longer operates a school, and the area previously defined for enforcement is no longer applicable. Staff recommends deleting this language from the code.

In 2017, College Park Academy located at 5751 Rivertech Court, Riverdale Park, MD opened as a charter school for K-12. Traffic increased noticeably, and staff received numerous, ongoing complaints from school staff and parents regarding speeding vehicles. With the opening of the bridge from Riverdale Park Station, it is expected that traffic volume and the potential of additional speeding drivers will continue to increase.

Automated speed enforcement is a proven means to effect changes in driver behavior while safeguarding our students. Staff recommends adding the University of Maryland Discovery District/College Park Academy School zone to our existing Town Code of designated school zones, and thereby enhancing our Safe Speed for Students program.

Riverdale Park Police Department • 5004 Queensbury Road • Riverdale Park • Maryland 20737

**COUNCIL OF THE TOWN OF RIVERDALE PARK**

**ORDINANCE 2018-OR-11**

**Introduced By:**

**Date Introduced:**

**Date Adopted:**

**Date Effective:**

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**AN ORDINANCE** concerning

School Zone Automated Speed Monitoring Systems

**FOR** the purpose of eliminating one existing and adding one new school zone within which automated school zone speed monitoring enforcement is authorized in the Town of Riverdale Park; providing for automated speed monitoring enforcement in the new school zone; and generally relating to school zones and automated speed monitoring enforcement in the Town.

**BY** repealing and reenacting, with amendments

Chapter 64, VEHICLES AND TRAFFIC  
Section 64-20  
Code of the Town of Riverdale Park  
(January 2008 Revision as Supplemented)

**SECTION 1: BE IT ENACTED BY THE COUNCIL OF THE TOWN OF RIVERDALE PARK**, that Section 64-20 of Chapter 64, VEHICLES AND TRAFFIC, of the Code of the Town of Riverdale Park (January 2008 Revision as Supplemented), is repealed and reenacted, with amendments, to read as follows:

**Chapter 64 VEHICLES AND TRAFFIC**

**§ 64-20 SAFE SPEED FOR STUDENTS – School Zone Speed Monitoring Systems Authorized.**

\* \* \*

(E) The following school zones are established within the Town of Riverdale Park pursuant to Transportation Article, § 21-803.1, of the Maryland Annotated Code:

\* \* \*

~~(4) Saint Bernard's Elementary School zone. The limits of this school zone and the maximum speed limits within this zone, are as follows:-~~

~~----- A. Riverdale Road from State Highway 201 (Kenilworth Avenue) to State Highway 410 (East West Highway), maximum speed set at 25 miles per hour.-~~

~~----- B. State Highway 410 (East West Highway) eastbound and westbound from the Anacostia River northeast branch bridge to Riverdale Road, maximum speed set at 35 miles per hour.-~~

~~----- C. State Highway 201 (Kenilworth Avenue) northbound and southbound from Carters Lane to River Road, maximum speed set at 35 miles per hour.-~~

~~(5) (4) William Wirt Middle School zone. The limits of this school zone and the maximum speed limits within this zone, are as follows:~~

~~A. State Highway 201 (Kenilworth Avenue) northbound and southbound from River Road to Good Luck Road, maximum speed set at 35 miles per hour.~~

**(5) UNIVERSITY OF MARYLAND DISCOVERY DISTRICT/COLLEGE PARK ACADEMY SCHOOL ZONE. THE LIMITS OF THIS SCHOOL ZONE AND THE MAXIMUM SPEED LIMITS WITHIN THIS ZONE ARE AS FOLLOWS:**

**A. RIVERTECH COURT NORTHBOUND AND SOUTHBOUND FROM RIVER ROAD TO LAFAYETTE AVENUE, MAXIMUM SPEED SET AT 30 MILES PER HOUR.**

**B. RIVER ROAD EASTBOUND AND WESTBOUND FROM THE CITY OF COLLEGE PARK TO STATE HWY 201 KENILWORTH AVENUE, MAXIMUM SPEED SET AT 35 MILES PER HOUR.**

**SECTION 2: AND BE IT FURTHER ENACTED** that the Town may not issue a citation arising from a violation detected by a speed monitoring system in the University of Maryland Discovery District/College Park Academy School Zone established by Section 1 of this Ordinance until signage is installed in accordance with Transportation Article Section 21-809(b)(1)(vii) and for at least the first 15 calendar days after the signage is installed.

**SECTION 3: AND BE IT FURTHER ENACTED** that before activating a speed monitoring system in the University of Maryland Discovery District/College Park Academy

School Zone established by Section 1 of this Ordinance, the Town shall publish notice of the location of the speed monitoring system on its website and in a newspaper of general circulation in the Town.

**SECTION 4: AND BE IT FURTHER ENACTED** that this Ordinance shall become effective twenty (20) calendar days after its passage by the Council.

ATTEST:

COUNCIL OF THE TOWN OF  
RIVERDALE PARK

\_\_\_\_\_  
John Lestitian, Town Manager

\_\_\_\_\_  
Alan K. Thompson, Mayor

EXPLANATION:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

Underlining indicates amendments to the Ordinance.

~~Strike Out~~ indicates matter deleted from the law or stricken from the Ordinance by amendment.

\*\*\* indicate omission of existing text not modified by this Ordinance.



# Town of Riverdale Park, Maryland

## Town Administration

TO: John N. Lestitian, Town Manager

FROM: Jessica Barnes, Town Clerk

Cc: Leadership Team

DATE: July 20, 2018

RE: Letter of Invitation for Visitors from Ipala, Guatemala

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**Action Requested:**

Staff requests that the Mayor and Council authorize the Town Manager to send a letter of invitation for visitors from the Town's Sister City, Ipala, Guatemala.

**Overview:**

In 2008 the Towns of Riverdale Park and Ipala, Guatemala became Sister Cities. Each year the towns have sponsored at least one exchange of officials, teachers, or other representatives. A letter of invitation, addressed to the American Embassy in Guatemala, is needed to assist in initiating the process of obtaining VISAS.

c. file