

RESOLUTION 2014-02_

TOWN OF BRENTWOOD

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BRENTWOOD ESTABLISHING COUNCIL AND STAFF ADMINISTRATIVE OFFICE OPERATING PROCEDURES

WHEREAS, The Mayor and Council desires to conduct its administrative and legislative functions and municipal operations in an orderly and professional manner;

WHEREAS, The Mayor and Council reaffirm that all actions of the Mayor and Council and the municipal operations will comply with the Town of Brentwood Charter and Code of Ordinances, all adopted policies, the laws of Prince George's County and the State of Maryland;

WHEREAS, The Mayor and Council seek to establish clear expectations for employee performance and conduct;

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BRENTWOOD, THE FOLLOWING:

SECTION ONE: Notwithstanding the Personnel Policies and Procedures of Chapter 189 of the Town of Brentwood Code of Ordinances the Mayor and Council commit to and all employees shall:

- A. Review, implement, and observe all Town of Brentwood policies, Charter, and Code provisions applicable to their station or position and department within the Town;
- B. Obey all laws of Prince George's County and the State of Maryland applicable to their station or position and department within the Town;
- C. Effectively implement and comply with the State of Maryland Open Meetings Act (Annotated Code of Maryland, State Government Article 10-501-512), Public Information Act (Annotated Code of Maryland, State Government Article 10-611-630), and Maryland Public Ethics Law (Annotated Code of Maryland, State Government Article 15), including by providing timely approval of minutes and notices of meetings in conformance with such laws, and responses to Public Information Act requests; and
- D. Conduct themselves in a professional and courteous manner to other Town employees, residents, general public, and all elected officials;

SECTION TWO: Notwithstanding the Personnel Policies and Procedures of Chapter 189 of the Town of Brentwood Code of Ordinances all employees shall:

- C. Provide copies of all grants prior to submission for Council approval and all final copies of submitted grants, grant reports, and financial reports;
- D. Provide to the Mayor and Council copies of all final, signed adopted minutes, resolutions, and ordinances;
- E. Provide to the Mayor and Council all progress reports in accordance with the terms of an employment contract/agreement or as required by agreement of the Mayor and Council;
- F. Provide well in advance of the meeting but no later than the close of business of the Friday before the meeting, all supporting memorandums, documents, reports, financial statements, bills, and all manner of documentation supporting agenda items for Town of Brentwood Council or Workshop meetings;
- G. Report on the outcome of motions and actions taken in a prior meeting by either providing a memorandum to the Mayor and Council or by placing the issue on the agenda for further update, discussion, or action at the subsequent council meeting.
- H. Such materials will be provided in electronic format, when materials are not available electronically, hard copies will be provided.

SECTION FOUR: All employees shall endorse a copy of this resolution committing to following the provisions herein. The employee shall be provided with a copy of the signed resolution and another copy of the signed resolution shall be placed on the employees personnel file.

SECTION FIVE: Failure of an employee to execute this resolution will be grounds for discipline or dismissal.

SECTION SIX: CONFLICTS: All Resolutions or parts of Resolutions in conflict with any other resolution or any of the provisions of this Resolution are hereby repealed.

SECTION SEVEN: SEVERABILITY: If any section or portion of a section of the Resolution is found to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of the Resolution.

SECTION EIGHT: EFFECTIVE DATE: This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 21 day of October, 2014.

ATTEST/WITNESS:

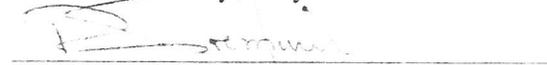
Mayor and Town Council of Brentwood, Maryland



Sarah Bouldin-Carr, Town Clerk



E James Cooksey, Mayor



Rocio Treminio-Lopez, Vice Mayor

