

**Town of Riverdale Park  
Resolution 2007-R-18**

**Reference Materials Provided to Incoming Councilmembers**

WHEREAS, In the course of their duties, members of the Town Council of Riverdale Park are called upon to author ordinances, policy resolutions, and charter amendments, and to set the budget for the town government, and to hear employee grievances, and to provide oversight of governmental processes, and to answer requests for constituent service, and to evaluate real estate development proposals, and to interact with the government of Prince George's County, and to interact with the government of the State of Maryland, among other tasks; and

WHEREAS, To perform the duties of a councilmember effectively, a councilmember must be well-informed on the subjects above; now therefore be it

RESOLVED, That the Town Administrator shall provide to each incoming Mayor and incoming Councilmember, whether entering office by election or appointment, a reference packet including the most recent available versions of the following documents:

In both paper and electronic format:

- (i) The Charter and Code of The Town of Riverdale Park, and all documents referenced or incorporated therein except the Elections Manual which is covered below,
- (ii) Summation pages of all adopted charter amendments, ordinances, and resolutions of the previous two years,
- (iii) The adopted operating and capital budget for the current fiscal year,
- (iv) The Riverdale Park M-UTC Development Plan and Zoning Map published by the Maryland-National Capital Park and Planning Commission (M-NCPPC),
- (v) The Prince George's County Approved General Plan published by M-NCPPC,
- (vi) The Preliminary Public Safety Facilities Master Plan published by M-NCPPC,
- (vii) The Citizens' Handbook published by M-NCPPC,
- (viii) The Maryland Open Meetings Act Manual published by the Office of the Attorney General of the State of Maryland,
- (ix) Job descriptions, pay scales, and benefit plans covering all employees of the Town of Riverdale Park,
- (x) All personnel policy manuals and employee manuals used by the Town of Riverdale Park,

- (xi) The slideshow summary of Robert's Rules of Order authored by Alan Thompson,
  - (xii) The Maryland Manual published by the State of Maryland,
  - (xiii) Part D (Local Government) of the 90 Day Report published by the Department of Legislative Services of the Maryland General Assembly,
  - (xiv) The Legislative Annual Report published by the Prince George's County Council Office of Communications;
- In electronic format only:

- (i) The Elections Manual of the Town of Riverdale Park,
- (ii) The Charter and Code of Prince George's County, including Subtitle 27, and all supplements to the Code,
- (iii) The Approved Capital Budget & Program published by Prince George's County,
- (iv) The Approved Countywide Green Infrastructure Functional Master Plan published by M-NCPPC,
- (v) The Charter Amendment Procedures Handbook published by the Maryland Municipal League,
- (vi) The charters and code of these neighboring municipalities:
  - (a) Hyattsville,
  - (b) University Park,
  - (c) College Park,
- (vii) The complete 90 Day Report published by the Department of Legislative Services of the Maryland General Assembly;
- (viii) The Biennial Growth Policy Update for Prince George's County published by MNCPPC,
- (ix) Guidelines for the Analysis of the Traffic Impact of Development Proposals published by M-NCPPC,
- (x) The West Hyattsville Approved Transit District Development Plan and Sectional Map Amendment for the Transit District Overlay Zone, published by M-NCPPC,
- (xi) The Strategic Framework for Transit-Oriented Development in Prince George's County published by M-NCPPC,
- (xii) The Approved College Park US 1 Corridor Sector Plan and Sectional Map Amendment published by M-NCPPC,
- (xiii) The State Shared Revenues Handbook published by the Maryland Municipal League,
- (xiv) The Guide to Zoning Categories published by M-NCPPC,
- (xv) Infill and Redevelopment published by the Maryland Department of Planning,
- (xvi) Smart Neighborhoods published by the Maryland Department of Planning,
- (xvii) Smart Growth: Municipal Implementation published by the Maryland Department of Planning,
- (xviii) The Public Release Data File for Prince George's County published by the Maryland State Department of Assessments and Taxation,
- (xix) The Approved Sector Plan and Sectional Map Amendment for the Prince

George's County Gateway Arts District published by M-NCPPC;  
In paper format only:

- (i) The most recent edition of Robert's Rules of Order Newly Revised,
  - (ii) The Homeowner's Guide to Permits published by Prince George's County,
  - (iii) The Residential and Business Code Handbook published by the Town of Riverdale Park,
  - (iv) The Planning Area 68 Approved Master Plan and Sectional Map Amendment published by M-NCPPC,
  - (v) The Approved Public Safety Master Plan published by M-NCPPC, including sections for fire, police, and corrections,
  - (vi) Choosing Our Community's Future, published by Smart Growth America; and
- BE IT FURTHER RESOLVED, That the Town Administrator shall provide to each incoming Mayor and incoming Councilmember the login codes for member access to the following Internet resources

(i) The Maryland Municipal League (<http://www.mdmunicipal.org>); and  
BE IT FURTHER RESOLVED, That the Town Administrator shall review these publications no less than once per year for updates to periodic publications and removal of defunct documents; and

BE IT FURTHER RESOLVED, That this resolution shall apply retroactively for the current Mayor and the members of the current Town Council.

Introduced: 2-4-08

Adopted: 2-4-08

Effective: 2-4-08

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Patrick J. Prangley, Town Administrator

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Vernon S. Archer, Mayor

