

TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

TOWN MEETING
April 9, 2020
7:30 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Approval of Minutes** (March 12, 2020 and March 26, 2020)
5. **Resident Input**
Public comment period. All comments are limited to 3 minutes.
6. **Committee Reports**
 - a. Recreation Council
 - b. Green Infrastructure Committee
 - c. Cheverly Day Committee
 - d. Planning Board
7. **Town Administrator Report**
Town Administrator Galloway will provide a report to the Mayor and Council regarding the status of Town operations and a summary of actions taken under the COVID-19 state of emergency.
8. **Chief of Police Report**
Chief Towers will give monthly report
9. **Public Works Report**
Director Brayman and Nelson Brooks (Town Contractor) from EA Engineering will provide an update on the underground storage tanks and update Mayor and Council on information that has been submitted to Maryland Department of the Environment.
10. **Second Reader of the Code Compliance Ordinance**
Mayor Riazi will introduce the Code Compliance Ordinance. This will serve as a second reader to allow for public notice and comment. Regular (non-emergency) legislation proceeds through a three (3) reader process.
11. **Recent Development Activity Applications**
Mayor and Town Administrator will provide an update on applications recently accepted for review by the Prince George's County Planning Department in the Cheverly area.

12 Budget Homework

Mr. Al Martin who presented at the March 26, 2020 Worksession will review budget assignment given to Mayor and Council.

13 Operating Budget

The Town Administrator and Town Treasurer will submit a draft operating budget to discuss with Mayor and Council.

14 Constant Yield Tax

The Constant Yield Tax Rate is calculated by the State for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that would generate the same amount of revenue (collect the same amount of tax dollars) in FY21 that was generated during the current tax year (FY20). As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that, if the Mayor and Council set a FY21 tax rate at or below the FY20 tax rate, this would still represent a tax increase if it is higher than the constant yield tax rate. When a taxing authority, e.g. the Town of Cheverly, plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to set its FY21 Real Property Tax Rate at the FY20 level, but above the Constant Yield Tax Rate, it must be advertised, and a hearing must be held.

15 Worksession Agenda

Mayor-an opportunity for the Mayor to invite Councilmembers to submit items for her consideration for placement in future Mayor and Council Worksessions.

16 Mayor and Council Announcements

Opportunity for Mayor and Council to share community happenings and events.

17 Adjournment

In response to the conditions posed by COVID-19, the regularly scheduled April Town Meeting will be virtually conducted through Zoom Meeting and can be accessed via the link below or simply by calling the phone number listed below.

<https://zoom.us/j/596441605?pwd=dFI2d0dQTmJlUVQyWHJlVZlJtbnkFb09>

Password: 591325

Or Telephone: +1 301 715 8592

Webinar ID: 596 441 605

Next Meetings of the Mayor and Town Council

| | | |
|----------------|---------------------|---------|
| April 16, 2020 | Special Worksession | 7:30pm |
| April 23, 2020 | Worksession | 7:30 pm |
| May 14, 2020 | Town Meeting | 8:00 pm |

Town of Cheverly
Meeting Minutes
March 12, 2020

Call to order

Meeting called to order at 8:00 pm in the Cheverly Community Center

In attendance: Mayor Riazi, Council Members Radloff, Watson, Bryner, Munyeneh, Fry.
Staff: Town Administrator, Mr. Galloway, Police Chief Towers, Director of Public Works, Mr. Brayman.

Pledge of Allegiance

Move number 16 up to number 9.5

Swearing in of new Town Clerk, TC Hegeman

Bryan Swann – Prince George’s County Public School Board Member for District 4. He can be reached at bryan.swann@pgcps.org. Please email him if you have any questions.

Dr. Goldstein held a conference call where she announced that all schools will be closed March 16 thru March 27. Schools will send homework packets home with students on Friday. The schools will be deep cleaned during the closure. Make sure that your contact information is current in SchoolMax. All activities have been cancelled.

CM Bryner I just wanted to note that Dr. Goldstein said the county is applying for a waiver from the state to provide meals to those students who need them.

Motion to Approve Agenda: CM Watson, seconded by CM Bryner. Approved unanimously.

Motion to Approve Minutes: CM Watson, seconded by CM Fry. Approved unanimously.
(February 13, 2020, February 27, 2020 and March 2, 2020)

Police Report

Total crimes for the month of February was 16. We’ve hired two new officers. One is brand new to law enforcement and should be joining us in October or November, after he finishes the Academy. The other officer is a lateral with one year of experience from Baltimore. Officer Orhan Bilar is Sworn in. We’ve filled our last administrative position and her name is LaQuan Hamill. She will be sworn in at the next meeting.

Our Coronavirus measures include:

- Suspending Elder Watch protocols: we will reach out via phone calls. We will only go out for face to face contact if we are unable to get ahold of the individual or their emergency contact; this is out of an abundance of caution.
- Creating GO Bags which consist of personal protective equipment (masks, gloves, glasses) for our officers so they can protect themselves against someone who is displaying symptoms of the Coronavirus

- Disinfecting our vehicles before and after every transport so that we're not spreading virus.
- We're also suspending all Ride Alongs.
- Suspending all walk-in administrative services. All late fees and referrals for collection of parking, red-light, and speed citations have been suspended. You will be responsible for the fines and fees in the future. However, any late fees associated with those will be suspended. You can make those online and by telephone.
- If you need a copy of a Police Report, you can call us or email us at reports@CheveryPolice.org.
- Coffee with the Chief is temporarily suspended for face to face meetings however, I will be available by phone to speak with residents. This Mondays Coffee with the Chief is canceled but I will be available for Wednesdays, March 18 Coffee with the Chief via phone from 9:00 am – 11:00 am.

Non-Emergency number is (301) 352-1200, for all police response. If there is a crime in progress or an incident where someone's life is in danger, call 911.

Committee Reports

Rec Council *Charles Hegeman* the Easter Egg Hunt and the Flea Market have both been canceled. The rec council meeting later this month has also been canceled.

Green Infrastructure *Mayor* (reading for Shelia Salo) the Public Works Director will present tonight recommendations for Town policy and practice regarding street trees. We support his recommendations. Spring edition of H2O, Friend and Foe A Water Woes Workshop is on April 18 from 10:00 am – noon. Rain barrels will be available, go to www.greencheverly.org to reserve your rain barrel. Instructions come with the barrel and we will give you information about how to get a full rebate.

Tree Services Contract Bid

Dr. Tolbert Feather, our consulting arborist gives a PowerPoint presentation about Cheverly's Trees and made a list of trees to remove. Mr. Feather recommended contracting a tree company on a year to year basis that will be able to come throughout the year and remove trees as necessary.

Motion for Town Administrator to sign contract with Excel Tree Services for pruning, removal and stump maintenance: CM Fry, seconded CM Munyeneh. Approved unanimously.

Town Administrator Report

Al Martin will teach the budget course at the March 26, 2020 Worksession. Al Martin teaches the budget course for MML.

The Town of Cheverly has been invited to attend the Chesapeake Employers Insurance breakfast and will receive the Premier Partner Safety Award for over three years of committed safety.

Chesapeake Bay Trust has awarded Cheverly \$54,984 to design and implement a rain garden at Town Park.

Coronavirus

Town Administrator we have a plan to provide services to residents. We may need to adjust hours to Town Hall/Community Center or close it, restrict access to facilities and adjust hours of staff. The Town will provide economic support to staff that are impacted by this.

Mayor we put out a senior specific flyer. All key fobs will be disabled because the building will be closed. All activities are canceled for now.

Motion to pass Uncodified Emergency Ordinance 2020-1, which confirms the Town Administrator's authority to take necessary actions to prevent and/or reduce the impact of the outbreak of the disease caused by the coronavirus. It also grants paid Administrative Leave to Town employees: CM Radloff, seconded by CM Bryner. Approved unanimously.

Town Administrator effective immediately: restrict public access to Town facilities, Town Hall, Public Works and the Police Department. Covid-19 social media policy we will have a Facebook page for updated information. We will have an A team and B team, there may be a reduction in service.

Arbor Day Proclamation *Steve Brayman, Director of Public Works*

Mayor Census Day festivities planned for March 25 are canceled. We will continue to get the word out that it is still the County and Cheverly's census day. Please complete the census.

Planning Board Recommendations

Motion to Approve Adopting Planning Board Recommendations: CM Watson, seconded by CM Radloff. Approved unanimously.

First Reader of the Code Compliance Ordinance. It will place Cheverly's Code Enforcement Program under the direct authority of the Town Administrator and renames the program as Cheverly Code Compliance Program.

Budget Amendment

Town Administrator five items needed to be amended. The Police Department is requesting an amendment for four-line items while the last item is a Census Grant.

Motion to make the Budget Amendment: CM Fry, seconded by CM Munyeneh. Approved unanimously.

NLC Service Line *Town Administrator* the benefits to residents of signing up for this program is if there are any internal or external water issues. I recommend Mayor and Council to move

forward with a partnership with NLC. *Mayor* full disclosure, the Town will receive .50 for each planned purchased. We will also have a direct contact if residents have any issues.

Motion to Authorize Town Administrator to enter into a Contract with the National League of Cities (NLC) Service Line to Provide Service Line Warranty Program Opportunities to the residents of the Town of Cheverly: CM Munyeneh, seconded by CM Fry. Approved unanimously.

Motion to excuse CM Garcia: CM Fry, seconded by CM Radloff. Approved unanimously.

Worksession Agenda (proposed future topics)

CM Munyeneh requesting funds for the Juneteenth Celebration. There will be two groups submitting Grant Request applications for the event.

CM Watson Rules and procedures. *Mayor* if you and CM Bryner can work together on this and bring some options, that would be helpful. Would like to hear from the Town Administrator and Skip on Property Annexation and schedule a discussion on the next steps for the Craftsman trail.

CM Fry for CM Garcia (who is absent) non-citizen voting for March Worksession. *Mayor* it's probably not going to happen in March as we already have a full agenda. We will look at a future Worksession.

CM Munyeneh Town Attorney and the budget. *Mayor* that's under Budget. The Town Attorney withdrew the request for an increase in rate. So, you're asking for a survey of municipal attorneys and their rates? *CM Munyeneh* resumes and qualifications? *Mayor* there's no way that that will be completed by March. We'll have to look at a future date.

Council Announcements

CM Munyeneh 4th Ward Civic Association meeting this Monday. As the building will be closed, we may have an alternate location or a conference call. The best way to stay informed is the Facebook page. Juneteenth celebration is June 20, 2020. On June 26 at Council Hour at Town Hall, Ujima (the National Center for Violence Against Black Women) will be there.

CM Watson library will remain open through Sunday. The American Legion is still planning to have a St. Patrick's Day celebration on Tuesday, March 17 from 6-8 pm in the Dugout.

CM Fry All Boys & Girls Club activities are canceled. Baseball is postponed for now.

CM Radloff thank the Planning Board for all their hard work as well as staff and the Police Department.

Mayor please sign up for Cheverly's News and Announcements and the Town of Cheverly's Facebook page.

Motion to Adjourn: CM Munyeneh, seconded by CM Radloff.

Worksession Minutes

March 26, 2020

via Zoom

7:35 pm

Present: Mayor, Councilmembers Radloff, Watson, Bryner, Munyeneh, Garcia and Fry. Town Administrator, Director of Public Works and Chief of Police.

Pledge of allegiance

COVID-19

Town Administrator elaborates on social distancing practices and procedures for the administrative staff. All town related travel outside the state of Maryland is prohibited. Town playgrounds and parks are closed. All meetings and events at Town Hall have been canceled. All departments shall implement social distancing practices. The Director of Public Works and the Chief of Police detail their social distancing implementations.

Working on a Blood Drive with County Council Member Jolene Ivey hosted by the American Red Cross.

Mayor we will put up posters about park closures.

County Executive will host a Latino Town Hall on March 31, at 7:00 pm.

Mayor will meet with the Cheverly Station apartments to get permission to put flyers out informing residents of Gladys Noon Spellman distributing meals to all children.

CM Garcia the apartments have an email blast to residents.

Resident *Joyce Jones* You mentioned a Covid-19 Facebook and website, how is information getting out to older citizens who aren't tech savvy?

Mayor there is the Newsletter and plans for a flyer to go out.

CM Munyeneh can we move the Grant Request up so that Ms. Brown and Ms. Price don't have to sit through the budget presentation.

Grant Acquisition Request

Cheverly African American Community Organization – Barbara Brown has requested \$2,000 for a Juneteenth celebration. *Ms. Brown* we are working with the 4th Ward Civic Association on the Juneteenth celebration. This celebration will take place at Town Park and will be a great way to bring all Cheverly residents together.

CM Munyeneh there is a "rain date" if the restrictions of Covid-19 have not been lifted. That date is November 1, which is the actual date for the freedom of slaves in Maryland.

Motion to Approve Grant Request for Cheverly African American Community Organization (CAACO): CM Munyeneh, seconded by CM Garcia. Approved unanimously.

4th Ward Civic Association – Leila Price has requested \$2,000 for a continuation of the Juneteenth celebration and to broaden awareness for Cheverly residents. This celebration will take place at Boyd Park.

Motion to Approve Grant Request for the 4th Ward Civic Association: CM Garcia, seconded by CM Fry. Approved unanimously.

Budget Presentation

Al Martin, CPA gave a PowerPoint presentation to Mayor and Council. He recommended visiting gfoa.org for more information. Maryland requires that we have a balanced budget. Mr. Martin will give Mayor and Council a homework assignment and is willing to begin filling in some of the gaps in our budget.

CM Watson what budget document do you think that we're lacking?

Al Martin a budget calendar and setting up a budget process dialogue.

Police MOU

Chief Tower explains the specifics of the Mutual Aid Agreement with Bladensburg. The agreement allows Bladensburg police officers to come into Cheverly to provide assistance to Cheverly police officers and vice versa if needed. The agreement can be altered if necessary.

Motion to Approve the Mutual Aid Agreement between the Town of Cheverly and the Town of Bladensburg: CM Radloff, seconded by CM Bryner. Approved unanimously.

Fuel MOU

Steve Brayman explains the specifics of the of the MOU. He reached out to the County for access to their fueling stations should we need it. The MOU with the County includes maintenance of fuel tanks as well; maintenance would be on an as needed basis. We can work in-house and with our local vendors for repairs.

Town Administrator creating a Memo about how the process will look. The options available to us are:

1. Maintenance internally
2. Vendors that we currently use
3. Vendors that they recommend
4. Working the County

Working with the County would be our last resort.

Motion to approve an MOU between the Town of Cheverly and Prince George's County for the purpose of fuel and maintenance of Town Vehicles: CM Watson, seconded by CM Munyeneh. Approved unanimously.

Motion to Adjourn: CM Munyeneh, seconded by CM Bryner. Approved unanimously.



Memo

To: Town Administrator, Mayor and Council
From: Jarod J. Towers, Chief of Police
Date: April 3, 2020
Re: Monthly Chief's Report **March 2020**

Crime/Enforcement Report:

1. For March 2020, there were 12 reported crimes:
 - a. 1 Attempted Citizen Robbery, 8 Assaults (1 aggravated assault, and 7 domestic assaults), 1 Auto Theft, and 2 Thefts (1 shoplifting, and 1 theft under \$100)
2. There was a total of 10 arrests,
 - a. 10 adult arrests:
 - i. 1 for attempted robbery, 1 for aggravated assault, 1 for domestic assault, 1 for DUI/DWI, 3 for trespassing, 1 for disorderly, 1 for driving on a revoked license, 1 for an open warrant

The department responded to 289 calls for service, completed 182 house and 5 elder watch checks, and wrote 34 police and 12 accident/collision reports.

The department made 53 traffic stops, issued 50 traffic citations, 56 warnings, and 1 parking citation(s).

Community Outreach:

A huge Thank You to members of the community that have gone out of their way to provide lunch for town staff members during the COVID-19 pandemic.

The department hosted two unconscious bias trainings in March that were presented by Dr. Shaunna Payne Gold, the Assistant Provost for Diversity & Inclusion at Towson University.

Maintaining open communication, and hearing from the community, are integral to 21st century policing. While practicing social distancing is a must, in current time, communication remains intact. Conference with the Chief will occur again on Wednesday, April 15th, from 9 AM to 11 AM, and Monday, April 20, from 4 PM to 6 PM. Participants can join by calling 267-930-4000 and entering ID 826 596 536.

Administrative Report:

Changes implemented in the department in response to COVID-19

1. The department has suspended public access to the station until further notice
2. All non-essential administrative staff have seamlessly transitioned to teleworking, while maintaining full capabilities to assist the public with administrative needs

3. An online reporting portal has been created that allows the community to report many, non-emergency, incidents, online.
4. Late fees, associated with citations issued prior to the state of emergency, and fees associated with reports and vehicle releases have been suspended
5. Requests for reports can be done by emailing reports@cheverlypolice.org. A copy of the requester's ID will be needed to verify their identity.
6. Over-the-phone reporting has been implemented, in cases where the non-emergency number is called and an officer response is not needed/necessary.
7. Increased cleaning and sanitizing of the department by town staff.
8. Personal Protective Equipment has been issued to department staff to be utilized in incidents where there is an increased chance of coming into contact with the COVID-19 virus.
9. Increased focus on sanitizing department vehicles as needed
10. Increased education on the COVID-19 virus and how to stay in good health

Residents can send non-emergency tips/information to the department by emailing tips@cheverlypolice.org. Many times, leads are obtained with the help of the community. If you don't want to call, please email, to assist our investigative unit.

The department has hired a new, entry-level, officer who will be heading to the academy in the coming months.

The closing date for the most recent hiring announcement was Wednesday, April 1st, 2020. We thank all who showed interest in the department and applied. As a means of practicing proper social distancing, and at the same time allow the department to continue hiring operations without interference, we are considering the usage of video conferencing technology to hold interviews for certain positions. Applicants for these positions will be notified of our decision in the upcoming days.

There was one use of force incident for the month of March.

There was one complaint, initiated by a citizen, filed with the department

Cheverly Police Department
CALLS FOR SERVICE TOTALS

3/1/2020

To

4/1/2020

| Incident Type | Total |
|---------------------------|-------|
| 911 DISCONNECT | 45 |
| ACCIDENT | 18 |
| ADDED INFORMATION | 1 |
| ANIMAL COMPLAINT | 2 |
| ARMED PERSON | 1 |
| ASSIST | 2 |
| ASSIST FIRE EMS | 1 |
| ATT SUICIDE COMBINED | 1 |
| BREAK IN IN PROGRESS | 4 |
| BREAK IN REPORT | 2 |
| CDS COMPLAINT | 1 |
| CHECK WELFARE | 11 |
| CHECK WELFARE COMBINED | 5 |
| CHILD CUSTODY | 1 |
| CPR COMBINED | 1 |
| DISORDERLY | 36 |
| DOMESTIC | 14 |
| FAMILY DISPUTE | 8 |
| FIGHT | 4 |
| FOUND | 3 |
| FRAUD | 2 |
| HIGHWAY ACCIDENT COMBINED | 1 |
| HIT AND RUN | 5 |
| HOLD UP ALARM | 1 |
| LOCK OUT IN | 1 |
| LOST PROPERTY | 2 |
| LOUD MUSIC COMPLAINT | 5 |
| MISC POLICE INCIDENT | 5 |
| MISSING PERSON | 1 |
| NOISE COMPLAINT | 3 |
| OVERDOSE BLS COMBINED | 1 |
| PARTY COMPLAINT | 2 |
| PREMISE CHECK | 9 |
| PROPERTY ALARM COMMERCIAL | 3 |
| PROPERTY DAMAGE | 1 |

| | |
|------------------------------|-----|
| RESIDENTIAL ALARM | 10 |
| SHOPLIFTING | 1 |
| STOLEN VEH | 8 |
| SUBJECT STOP | 2 |
| SUSPICIOUS AUTO | 6 |
| SUSPICIOUS OCC AUTO | 11 |
| SUSPICIOUS PERSON | 9 |
| TAMPERING | 2 |
| THEFT J O | 4 |
| THEFT REPORT | 1 |
| TRAFFIC COMPLAINT | 5 |
| TRAFFIC HAZARD | 1 |
| TRANSFER TO BLADENSBURG CITY | 1 |
| TRASH DUMPING COMPL | 1 |
| TRESPASSING COMPL | 2 |
| UNKNOWN TROUBLE | 11 |
| VANDALISM | 1 |
| VEHICLE ACCIDENT | 1 |
| VEHICLE ACCIDENT COMBINED | 8 |
| WARRANT SERVICE | 1 |
| Total Calls --> | 289 |

**CHEVERLY POLICE DEPARTMENT
Case Reports Written**

3/1/2020

To

4/1/2020

| Date | Time | Report No. | Subject | Disposition | Work/Off. Stage | ID |
|---------------------------------|-------|----------------|----------------------------|---------------------------|-----------------|---------------------|
| BATTLE, TROY # 1714 | | | | | | |
| 03/14/2020 | 19:53 | 20-0014762-001 | HOLD UP ALARM | Arrest | Officer | 1714 |
| 03/15/2020 | 20:45 | 20-0014949-001 | VEHICLE ACCIDENT COMBINED | Arrest | Work-Complete | 1714 |
| | | | | | | Total for # 1714 >> |
| BILER, ORHAN G # 1717 | | | | | | |
| 03/11/2020 | 15:16 | 20-0014166-001 | STOLEN VEH | Active | Work-Complete | 1717 |
| 03/14/2020 | 08:23 | 20-0014676-001 | Traffic Stop (Revoked Lic) | Arrest | Work-Complete | 1717 |
| 03/15/2020 | 14:46 | 20-0014910-001 | Found Property | Not a Crime/Other Service | Work-Complete | 1717 |
| 03/24/2020 | 08:20 | 20-0016169-001 | DISORDERLY | Not a Crime/Other Service | Work-Complete | 1717 |
| 03/25/2020 | 15:40 | 20-0016370-001 | ASSAULT | Active | Work-Complete | 1717 |
| 03/28/2020 | 14:16 | 20-0016805-001 | PROPERTY DAMAGE | Not a Crime/Other Service | Work-Complete | 1717 |
| | | | | | | Total for # 1717 >> |
| FABBRI, JEFFERY A # 1715 | | | | | | |
| 03/13/2020 | 16:44 | 20-0014558-001 | Assault (Aggravated) | Active | Work-Complete | 1715 |
| 03/13/2020 | 19:40 | 20-0014558-003 | Arrest Warrant | Warrant Issued | Work-Complete | 1715 |
| 03/13/2020 | 19:48 | 20-0014558-002 | EPS | Arrest | Work-Complete | 1708 |
| 03/17/2020 | 07:55 | 20-0015156-001 | Death Report | Not a Crime/Other Service | Linx | 1715 |
| 03/31/2020 | 14:47 | 20-0017223-001 | Domestic Assault | Arrest | Supervisor | 1715 |
| | | | | | | Total for # 1715 >> |
| FORD, DELANTE F # 1708 | | | | | | |
| 03/12/2020 | 02:12 | 20-0015851-001 | traffic | Active | Officer | 1708 |
| 03/22/2020 | 05:32 | 20-0015912-001 | Disordely | Arrest | Linx | 1708 |
| | | | | | | Total for # 1708 >> |
| GENNA, KEVIN # 1704 | | | | | | |
| 03/01/2020 | 09:50 | 20-0012045-001 | ANIMAL COMPLAINT | Not a Crime/Other Service | Work-Complete | 1704 |
| 03/01/2020 | 16:07 | 20-0012101-001 | Mutual Assault | Active | Work-Complete | 1704 |
| 03/10/2020 | 07:54 | 20-0013885-002 | Repossessed Vehicle | Unfounded | Officer | 1704 |
| 03/10/2020 | 07:54 | 20-0013885-001 | Stolen Vehicle | Active | Work-Complete | 1704 |
| 03/30/2020 | 09:06 | 20-0017023-001 | PROPERTY DAMAGE | Not a Crime/Other Service | Work-Complete | 1704 |
| | | | | | | Total for # 1704 >> |
| KEENE, JONATHAN M # 1713 | | | | | | |
| 03/26/2020 | 18:43 | 20-0016538-001 | THEFT (SHOPLIFTING) | Active | Work-Complete | 1713 |
| | | | | | | Total for # 1713 >> |
| KVECH, ANDREW # 1694 | | | | | | |
| 03/25/2020 | 15:35 | 20-0016376-001 | FRAUD | Active | Officer | 1694 |
| | | | | | | Total for # 1694 >> |
| WEBB, FRANCIS # 1674 | | | | | | |
| 03/03/2020 | 06:18 | 20-0012416-001 | Assault Arrest | Arrest | Work-Complete | 1674 |
| 03/04/2020 | 14:34 | 20-0012744-001 | FOUND | Not a Crime/Other Service | Work-Complete | 1674 |
| 03/07/2020 | 15:46 | 20-0013397-001 | LOST PROPERTY | Not a Crime/Other Service | Work-Complete | 1674 |
| 03/08/2020 | 11:02 | 20-0013528-001 | 1st degree Assault | Active | Officer | 1674 |
| 03/09/2020 | 10:38 | 20-0013528-002 | Assault 1st degree | Warrant Issued | Officer | 1674 |
| 03/12/2020 | 11:39 | 20-0014339-001 | FOUND | Not a Crime/Other Service | Work-Complete | 1674 |

| | | | | | | |
|-------------------------|-------|----------------|-------------------------|---------------------------|---------------|------|
| 03/26/2020 | 05:50 | 20-0016433-001 | THEFT | Active | Work-Complete | 1674 |
| Total for # 1674 >> | | | | | | 7 |
| WHITE, SPENCER A # 1710 | | | | | | |
| 03/10/2020 | 19:35 | 20-0014006-001 | STOLEN VEH | Arrest | Work-Complete | 1710 |
| 03/10/2020 | 21:57 | 20-0014025-001 | PROPERTY DAMAGE | Not a Crime/Other Service | Work-Complete | 1710 |
| 03/14/2020 | 21:20 | 20-0014769-001 | LANDLORD/TENANT DISPUTE | Not a Crime/Other Service | Work-Complete | 1710 |
| 03/15/2020 | 05:15 | 20-0014939-001 | DISORDERLY | Not a Crime/Other Service | Work-Complete | 1710 |
| 03/16/2020 | 19:01 | 20-0015115-001 | DOMESTIC COMBINED | Active | Work-Complete | 1710 |
| Total for # 1710 >> | | | | | | 5 |
| Total Reports >> | | | | | | 34 |

**TOWN OF CHEVERLY
ORDINANCE 2020-_____**

An Ordinance whereby the Town of Cheverly amends Sections 1 and 22 of the Town Code to place Cheverly's Code Enforcement Program under the direct authority of the Town Administrator and renames said program as Cheverly's Code Compliance Program.

WHEREAS, Maryland Code §§ 5-202(1-4) of the Local Government Article grants the Town the power to adopt ordinances to, among other powers, assure the good government of the municipality, to protect and preserve the municipality's rights, property, and privileges, to preserve peace and good order, and to secure persons and property from danger and destruction; and

WHEREAS, § C-23(A) of Article VII of the Town Charter grants to the Mayor and Town Council the power to pass ordinances and take such measures not contrary to the Constitution and laws of the State of Maryland as they may deem necessary for, among other powers, the good government and improvement of the Town, for the protection and preservation of the Town's property, rights, and privileges, for keeping Town property in good condition, for the preservation of peace and good order, and for securing persons and property from violence, danger, or destruction; and

WHEREAS, § C-23(A)(14) of Article VII of the Town Charter grants to the Mayor and Town Council the power to pass ordinances for the specific purposes of preventing and removing nuisances and obstructions from the streets, sidewalks, lanes and alleys of the Town and properties adjoining the same and for compelling the occupant or owner of any premises, building, or outbuilding situated in the Town, if it has become filthy or unwholesome, to abate or cleanse the condition, and after reasonable notice to the owner or occupant to authorize such work to be done by the proper officers and to assess the expense thereof against the property, and

1 **WHEREAS**, § 22–3(f) of the Town Code sets forth the Cheverly Code Enforcement
2 Program for the purpose of enforcing the Town’s Code as to property and community standards at
3 the direction of, and subject to, the Town’s Chief of Police; and

4 **WHEREAS**, it is the sense of the Mayor and Town Council that the interests of good
5 government warrant reorganizing the Cheverly Code Enforcement Program under the oversight of
6 the Town Administrator; and

7 **WHEREAS**, the Mayor and Town Council believe that changing the name of the Code
8 Enforcement Program to the Code Compliance Program is appropriate given the program’s
9 purpose; and

10 **WHEREAS**, a non-substantive recodification change to section 22–3 of the Town Code is
11 required to ensure that section’s numbering is correct as a result of this reorganization.

12 **NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of
13 Cheverly in regular session assembled, that Sections 1 and 22 of the Town Code are hereby
14 amended as follows:

15 **Section 1-5. - Departments.**

16 **§ 1-5.1 - Cheverly Code Compliance Program.**

17 1.5.1.1. There shall be a Cheverly Code Compliance Program within the
18 Administrative Department that is supervised by the Town Administrator. The Town
19 Administrator shall hire the code compliance officers pursuant to section 21–7 of this Code. Code
20 compliance officers will receive compensation at a rate to be determined annually by the Mayor
21 and Town Council as part of the Town’s budget.

22 1.5.1.2. The primary objectives of the Cheverly Code Compliance Program are to:
23 (i) gain compliance with the Town’s Code with respect to property and community standards, (ii)

1 supplement the Prince George's County Property Standards Program, and (iii) ensure compliance
2 with the county and state codes where applicable.

3 1.5.1.3. The Town Administrator may assign the code compliance officers such
4 other duties as he or she deems necessary.

5 1.5.1.4. The number of code compliance officers will be determined by the Mayor
6 and Town Council after consultation with the Town Administrator.

7 1.5.1.5. For the purposes of issuing municipal infractions, parking citations and
8 making appearances in order to testify, the code compliance officer shall be sworn in by the Town
9 Clerk.

10 * * *

11 **Section 22 -- Police.**

12 **§ 22-3. Duties and Responsibilities of Police Department Personnel.**

13 * * *

14 (f) ~~Code enforcement officers:~~

15 ~~(1) The objective of the Cheverly Code Enforcement Program is to enforce the~~
16 ~~town codes as to property and community standards, and such other responsibilities as assigned~~
17 ~~by the chief of police and to supplement the Prince George's County Property Standards Program~~
18 ~~so as to ensue compliance with the town Code as well as the county and state code where~~
19 ~~applicable.~~

20 ~~(2) The number of code enforcement officers will be determined by the mayor~~
21 ~~and council upon recommendations of the chief of police or town administrator.~~

22 ~~(3) Unless otherwise provided by the mayor and town council, the code~~
23 ~~enforcement officers shall be supervised by the chief of police. Code enforcement officers will~~
24 ~~receive compensation at a rate to be determined annually as part of the town budget. While code~~

1 ~~enforcement officers shall not ordinarily be sworn police officers, they shall meet the standards~~
2 ~~outline in section 22-4(b) of this chapter.~~

3 (4) ~~The chief of police or the department head in charge of the code~~
4 ~~enforcement officers shall hire the code enforcement officers pursuant to section 21-7(b)(4) of this~~
5 ~~Code.~~

6 (5) ~~For the purposes of issuing municipal infractions, parking citations and~~
7 ~~making appearances in order to testify, the code enforcement officer shall be sworn in by the town~~
8 ~~clerk.~~

9 (g) Clerical and administrative assistance:

10 (1) Clerical and stenographic assistance for the department shall be provided
11 on the basis of full or part-time positions in such numbers, position classifications and rates of pay
12 as are authorized annually in the town budget, or as may be provided on a part-time basis by the
13 town's administrative office. Duties and work assignments of such positions shall be directed by
14 the chief of police.

15 (2) Clerical and administrative assistants who have access to confidential
16 information shall be subject to the same background investigation and shall take the oath of office
17 as is provided for police officers, except for references to impartial enforcement of the law since
18 these assistants do not enforce the law.

19 * * *

20 **AND BE IT FURTHER ORDAINED** that this ordinance shall take effect thirty (30) days
21 from the date of its adoption;

22 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
23 forthwith be published in a newspaper having general circulation in the Town in the period

1 between its passage and effective date pursuant to § C-16(A) of the Town's Charter, and otherwise
2 be made available to the public.

3 **INTRODUCED** by the Town Council of the Town of Cheverly, Maryland at a regular
4 public meeting on _____, ____, 2020.

5 **ADOPTED** by the Town Council of the Town of Cheverly, Maryland at a regular public
6 meeting on _____, ____, 2020.

Adopted: _____

Attest: _____
Dylan Galloway, Town Administrator

Laila Riazi, Mayor

Councilmember Eric Radloff, Ward 1

Councilmember Micah Watson, Ward 2

Councilmember Nicole Bryner, Ward 3

Councilmember Kayce Munyeneh, Ward 4

Councilmember Jenny Garcia, Ward 5

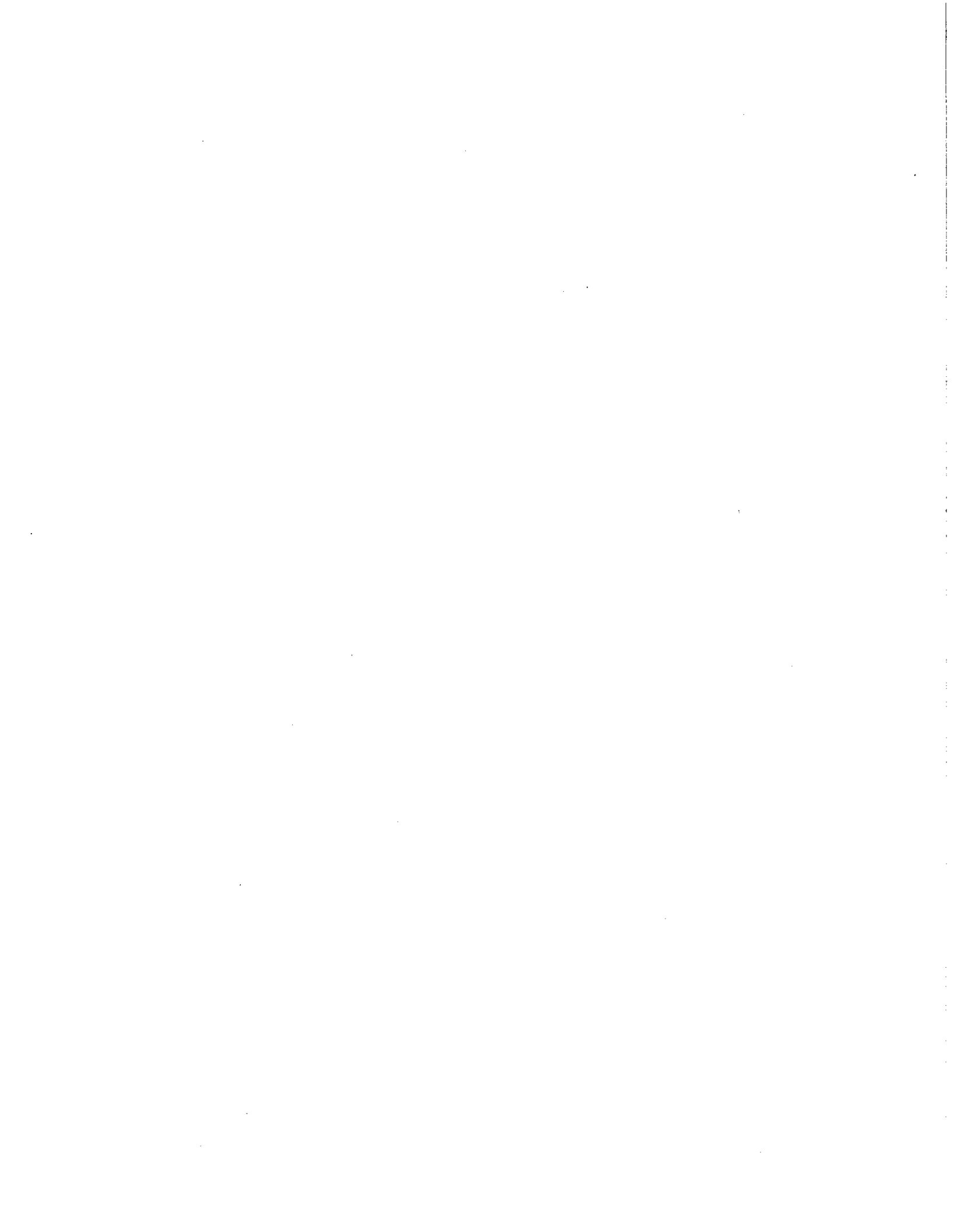
Councilmember Amy Fry, Ward 6

7 [] indicate deletions

8 Underline indicates additions

9 Asterisks * * * indicate matter retained in existing law but omitted herein

10 Effective Date: _____, ____, 2020.



TC Hegeman

From: Dylan Galloway
Sent: Thursday, April 2, 2020 1:01 PM
To: TC Hegeman
Subject: Fw: Development Activity Notification - 2 records located

From: Laila Riazi <Mayor@cheverly-md.gov>
Sent: Tuesday, March 31, 2020 6:32 PM
To: Dylan Galloway <DGalloway@cheverly-md.gov>
Subject: Fw: Development Activity Notification - 2 records located

Here it is.

From: no-reply@pgatlas.com <no-reply@pgatlas.com>
Sent: Monday, March 30, 2020 2:39 PM
To: Laila Riazi <Mayor@cheverly-md.gov>
Subject: Development Activity Notification - 2 records located

Hello PGAtlas User,

Below are the development activity application(s) recently accepted for review by the Prince George's County Planning Department for your area of interest. To see a case's location and additional information, please click on the corresponding Map Link below.

Natural Resource Inventory

| Case Number | Title | Description | Location | Zip Code | Map Link |
|-----------------|--|---|-------------------------|--------------|----------------------------|
| NRI-035-2020 | KENILWORTH INTERCHANGE INDUSTRIAL PARK | OFFICE AND TRAINING BUILDING WITH ASSOCIATED PARKING | 4876 LYDELL ROAD | 20781, 20785 | Click Here |
| NRI-255-2015-01 | WASHINGTON GATEWAY | REDEVELOPMENT OF AN EXISTING PROPERTY, INCLUDING 172,00 SQUARE FOOT STORAGE BUILDING WITH PARKING EXTENDING AROUND THE BUILDING | 5801 COLUMBIA PARK ROAD | 20743, 20785 | Click Here |

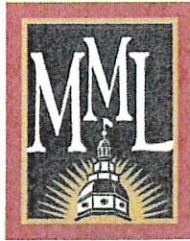
Please contact ppd-gis@ppd.mncppc.org or call (301) 952-3195 if you have any questions.

You received this weekly email because you requested to be notified of recently accepted development activity applications that will be reviewed by the M-NCPPC Planning Department, Prince George's County, Maryland. The email contains accepted development activity applications from the prior business week.

Note: Development applications within the boundaries of the City of Laurel are processed by Laurel's Department of Economic and Community Development and thus will not be included in this notification process. The City of Laurel is within part of ZIP codes 20707 and 20708.

If you wish to change your development activity notification please visit <http://notify.pgatlas.com/> and make the required changes.

[Click here](#) to review Development Application case flowchart.



Municipal Budgeting
October 11, 2018
Agenda

- I. Introduction
 - a. Welcome
 - b. Class objectives
- II. Legal Framework
 - a. Maryland law
 - b. Reporting requirements
 - c. Municipal charter and/or ordinances
- III. Common Terms
- IV. Municipal Financial Policy
- V. Budget Organization
 - a. Types, funds, sections, formats
 - b. Examples
 - c. GFOA awards criteria
- VI. Revenue
 - a. Own-source
 - b. State-shared and state aid
 - c. Other sources
 - d. Contribution of sources
 - e. Property tax basics
 - f. Property tax calculations
- VII. Expenditures
 - a. Policy questions and considerations
 - b. Allocations to programs
- VIII. Budgeting for the Unexpected
 - a. Contingencies
 - b. Reserves
- IX. Group Exercises
- X. Budget as a Process
 - a. Steps
 - b. Preparation
 - c. Review and Adoption
 - d. Implementation
 - e. Evaluation
- XI. Wrap Up
 - a. Budget Tips & Tricks
 - b. References
 - c. Homework assignments
 - d. Questions

Municipal Budgeting: *References*

Reference List

Government Finance Officers' Association (GFOA)

Additional GFOA information and resources available at www.gfoa.org

- *Local Government Finance: Concepts and Practices*, Petersen and Strachota, eds.
- *Recommended Practices for State and Local Government*
- *The Operating Budget: A Guide for Smaller Governments*, Juliet Powder
- *Distinguished Budget Presentation Awards Program: Awards Criteria*

University of Maryland Institute for Governmental Service and Research

- *Handbook for Maryland Municipal Officials*, Barbara Hawk, Patti Belcher and Jeanne Bilanin, eds.

Maryland Department of Legislative Services

- *Local Government Finances in Maryland: Fiscal Year Ending June 30, 2015*
<http://dls.state.md.gov> (under "Policy Analysis Subject Areas," click on "Intergovernmental Matters & Public Administration")

City of Hagerstown

City Website at www.hagerstownmd.org

Adopted Budget for Fiscal Year 2018/19 available on City website under Departments/Finance/Budget

Presenter Contact Information:

Alfred E. Martin, Retired Finance Director, City of Hagerstown, Maryland
(301) 991-3468 aemartin24@aol.com

Stephanie M. Walker, Director of Finance & Administration, City of Gaithersburg, Maryland
(240) 805-1019 Stephanie.Walker@gaithersburgmd.gov

Municipal Budgeting:

Homework

Homework #1

1. Who prepares the annual budget in your municipality?

- Mayor
- Manager
- Finance Director
- Other: _____

Is this consistent with the requirements of your town's charter and/or budget ordinance?

Yes No Not sure Not addressed by charter/ordinance

2. What sources of information does this person use to estimate revenues and expenditures?

3. In recent years have actual revenues and expenditures matched the estimates contained in your municipality's budget? If not, what explains the differences?

4. How is the public involved in the budgeting process?

Is this consistent with the requirements of your town's charter and/or budget ordinance?

Yes No Not sure Not addressed by charter/ordinance

5. What is the process for amending the budget during the year?

Is this consistent with the requirements of your town's charter and/or budget ordinance and with state law contained in the Local Government Article, Title 5?

Yes No Not sure Not addressed by charter/ordinance

Homework #2

1. Does your municipality budget for any other funds, such as water and sewer funds, in addition to the general fund?

a. If so, what are the other funds?

b. If not, does the municipality conduct any activities for which it would be appropriate to isolate revenue and expenditures? For example, does the municipality provide water or sewer service or some other type of service for which fees are charged only to users of the service?

2. What is the format of your municipality's budget document?

- Line item
- Program
- Performance
- Outcome
- Combination or other, describe:

3. At what level are funds appropriated for expenditure by your Council or Commission?

- Line item
- Program
- Department
- Other, describe:

Homework #3

1. How much revenue would a \$0.01 increase in the property tax rate generate in your municipality?

Hint: First, find out the assessable base of your municipality. Then, follow the example property tax calculations on page 25.

2. Determine how much of a tax increase would be required in your municipality to fund a new position that costs \$45,000 for salary plus an additional 30% for benefits?

Hint: First, compute the total cost of the position by multiplying $1.30 \times \$30,000$ to determine the cost of the salary and related employee benefits and the employer share of payroll taxes. Then, divide by the answer to question 1, above, and multiply by \$0.01.

3. If a new position is added as described in #2 above, how much will the required tax increase cost the average homeowner?

Hint: First, find out the average assessed value of a home in your municipality. (You can obtain market data for your community or you can estimate the value by dividing the total assessable base by the number of households.) Then, multiply the average assessed value of a home by the answer to question 2, above.

Homework #4

1. Identify the sources of revenue in your municipality's most recent general fund budget.
2. Determine the percentage of total general fund revenue contributed by each revenue source.
3. Compare the percentages obtained in #2 above to the statewide averages shown in the pie chart of revenue sources.
4. Identify any revenue sources on which your municipality is relying far more or far less than the statewide average, and explore the reasons for the variations.

Homework #5

1. Identify a program or service in your municipality's general fund that is of particular interest to you.
2. Determine the following for this program or service:
 - a. the total annual expenditure
 - b. the expenditure as a percentage of total general fund revenue
 - c. the expenditure per capita (the amount spent divided by the municipality's population)
3. Find out what is spent on this program or service in two or three other municipalities that you consider to be comparable to your municipality.
4. Determine the percentage of total general fund revenue and the expenditure per capita for the program or service in each of the other municipalities
5. Compare the values you obtained for other municipalities in questions 3 and 4 above to the values obtained for your municipality in question 2.
6. Explore reasons for any differences in expenditure levels among the municipalities.

Homework #6

1. Review your municipality's budget for the past fiscal year and the actual revenues and expenditures during the year and answer the following questions:

- a. How did actual revenues compare to budgeted revenues?
- b. How did actual expenditures compare to budgeted expenditures?
- c. To what extent did the municipality need to rely on amounts budgeted for contingencies in order to cover expenditures?
- d. To what extent did the municipality need to use its reserve funds in order to cover expenditures?

2. Review your municipality's budget for the current fiscal year to determine how much was budgeted for contingencies. Given last year's experience, does the amount seem appropriate?

3. Review your municipality's most recent financial statements to determine the amount of funds in the General Fund Undesignated/Unreserved Fund Balance. Compare the amount of this reserve fund to the amount recommended by the Government Finance Officers Association.

REVENUE BY SOURCE

| | | AUDIT | AUDIT | BUDGET | Est Actual | Budget |
|---------------------------------|--|-----------|-----------|-----------|------------|-----------|
| | | FY 2018 | FY 2019 | FY2020 | FY2020 | FY2021 |
| <u>TAXES:</u> | | | | | | |
| 01-10-1100 | REAL ESTATE [Single, Multi-Family, C | 3,478,367 | 3,516,381 | 3,661,800 | 3,710,300 | 3,836,200 |
| 01-10-1400 | Personal Property, Utilities | 33,319 | 155,279 | 120,000 | 123,900 | 120,000 |
| 01-10-1500 | Personal Property, Business | 242,071 | 512,870 | 400,000 | 250,600 | 315,000 |
| 01-10-1600 | Penalties & Interest | 0 | 0 | 1,000 | 0 | 0 |
| 01-10-1700 | Local Income | 934,200 | 1,020,537 | 775,000 | 1,044,700 | 700,000 |
| 01-10-1800 | Hotel/Motel Tax | 140,382 | 150,891 | 105,000 | 118,500 | 65,000 |
| 01-10-1910 | Highway Users Revenue (HUR) | 156,188 | 171,735 | 214,700 | 97,100 | 236,800 |
| 01-10-1920 | Taxes, Bank Stock Tax | 1,340 | 1,340 | 1,300 | 1,300 | 1,300 |
| 01-10-1930 | Liens | 1,164 | 5,637 | 0 | 5600 | 0 |
| | | 4,987,031 | 5,534,670 | 5,278,800 | 5,352,000 | 5,274,300 |
| <u>LICENSES & PERMITS</u> | | | | | | |
| 01-20-2000 | Traders Licenses | 0 | 1,789 | 50 | 50 | 50 |
| 01-20-2100 | Building Permits | 2,999 | 2,811 | 1,500 | 1,800 | 1,000 |
| 01-20-2200 | Residential Business Licenses | 1,952 | 2,728 | 2,000 | 500 | 500 |
| 01-20-2300 | Rental Housing Licenses | 14,345 | 129,115 | 70,000 | 70,600 | 70,000 |
| 01-20-2400 | Cable Television Franchise Fees | 152,898 | 140,908 | 150,000 | 161,000 | 140,000 |
| | | 172,194 | 277,351 | 223550 | 233950 | 211550 |
| <u>INTERGOVERNMENTAL:</u> | | | | | | |
| 01-30-1200 | Police Aid | 115,322 | 113,727 | 115,000 | 86,065 | 115,000 |
| 01-30-1300 | Program Open Space [POS] | 0 | 0 | 58,000 | 0 | 110,000 |
| 01-30-1500 | Disposal Fee Rebate | 18,840 | 14,130 | 18,700 | 14,130 | 18,700 |
| 01-30-1925 | Misc. Grants (stormwater:boyd park) | 4,128 | 93,475 | 0 | 0 | 0 |
| | | 138,290 | | 191700 | 100195 | 243700 |
| <u>SERVICES CHARGES:</u> | | | | | | |
| 01-35-1000 | Residential Parking Stickers | 838 | 692 | 800 | 600 | 600 |
| 01-35-1100 | Special Trash/Appliance Pickups | 1,971 | 379 | 300 | 600 | 600 |
| 01-35-1200 | Lot Maintenance (Private Property) | 48,005 | 1,720 | 1,700 | 0 | 1,000 |
| 01-35-1300 | Park Pavilion Reservation Fees | 1,950 | 2,135 | 1,300 | 1,600 | 750 |
| 01-35-1400 | Mulch Delivery Fee / Sign Fees | 2,750 | 3,270 | 2,200 | 1,200 | 1,000 |
| | | 55,514 | 8,196 | 6300 | 4000 | 3950 |
| <u>FINES & FORFEITURES:</u> | | | | | | |
| 01-40-1000 | Parking Tickets | 19,594 | 13,260 | 10,000 | 8,000 | 10,000 |
| 01-40-1100 | Municipal Infractions | 8,795 | 5,895 | 5,000 | 1,200 | 2,000 |
| 01-40-1200 | Red Light Camera Enforcement | 843,093 | 743,993 | 725,000 | 575,100 | 500,000 |
| 01-40-1300 | Speed Camera Enforcement | 29,496 | 14,906 | 15,000 | 6,500 | 58,200 |
| | | 900,978 | 778,054 | 755,000 | 590,800 | 570,200 |
| 01-45-1000 | <u>INTEREST & DIVIDENDS:</u> | 22,500 | 59,031 | 52000 | 67700 | 35000 |
| <u>MISCELLANEOUS:</u> | | | | | | |
| 01-45-1100 | Sale Fixed Assets | 1,850 | 15,657 | 1,500 | 1,900 | 1,500 |
| 01-45-1200 | Insurance Proceeds Revenue | 72,691 | 42,230 | 0 | 0 | 0 |
| 01-45-1300 | Misc.(copies,fax,reports,veh releases) | 31,994 | 24,792 | 20,000 | 21,600 | 20,000 |
| 01-45-1310 | Other Police Revenue | 27,729 | 7,417 | 0 | 0 | 0 |
| 01-45-1400 | Vending Machine | 1,737 | 1,112 | 1,000 | 600 | 1,000 |
| 01-45-1500 | Compost/Rain Barrels | 1,825 | 42,230 | 1,000 | 2,300 | 1,000 |
| | | 137,826 | 133,438 | 23,500 | 26,400 | 23,500 |
| Total Revenues | | 6,414,333 | 6,790,740 | 6,530,850 | 6,375,045 | 6,362,200 |

ADMINISTRATIVE DIVISION

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|--------------------------------------|---------------------------------|---------------------|---------------------|----------------------|--------------------------|----------------------|
| <u>Personnel Services</u> | | | | | | |
| 01-07-1000 | Salaries and Wages | 206,971 | 286,873 | 414,700 | 358,800 | 425,100 |
| 01-07-1000 | Overtime | | | 10,000 | | 10,000 |
| 01-07-1100 | Retirement | 20,685 | 31,286 | 30,100 | 22,500 | 30,100 |
| 01-07-1155 | Retirement Supplement | | | 10,000 | 12,000 | 17,000 |
| 01-07-1200 | Worker's Comp. | 8,372 | 1,687 | 10,000 | 2,100 | 5,000 |
| 01-07-1300 | Social Security | 17,524 | 29,071 | 26,900 | 26,900 | 29,000 |
| 01-07-1400 | Hospitalization | 15,773 | 24,056 | 30,000 | 33,500 | 35,000 |
| 01-07-1500 | Life Insurance/Long Term Dis. | 1,162 | 1,011 | 2,000 | 1,000 | 2,000 |
| 01-07-1600 | Unemployment | 55 | | 150 | 0 | 150 |
| <u>Staff Development</u> | | | | | | |
| 01-07-2000 | Travel and Training | 309 | 4,766 | 10,000 | 8,500 | 20,000 |
| <u>Insurance Costs</u> | | | | | | |
| 01-07-3010 | Auto Insurance/Excess Auto Lial | 3,000 | 938 | 3,000 | 4,700 | 4,500 |
| <u>Commodities</u> | | | | | | |
| 01-07-4000 | Materials, Supplies & Equipment | 9,625 | 6,487 | 8,000 | 15,000 | 12,000 |
| 01-07-4010 | Miscellaneous | 959 | 2,697 | 2,000 | 8,800 | 3,000 |
| 01-07-4020 | Banking Fees | 722 | 1,005 | 1,500 | 1,700 | 1,500 |
| <u>Other Charges</u> | | | | | | |
| 01-07-5000 | Subscriptions & Memberships | 1,211 | 2,192 | 1,500 | 1,700 | 2,500 |
| 01-07-5010 | Consultant/Accountant | 0 | 0 | 5,000 | 0 | 15,000 |
| <u>Contractual Services</u> | | | | | | |
| 01-07-6010 | Recruitment and Advertising | 1,532 | 1,761 | 1,500 | 1,500 | 1,500 |
| 01-07-6020 | Insurance Reimbursement | 546 | 1,328 | 3,000 | 3,800 | 4,500 |
| 01-07-6030 | Telephone | 3,918 | 3,921 | 5,000 | 4,000 | 5,500 |
| 01-07-6040 | Office Equipment Maintenance | 563 | 1,373 | 3,000 | 400 | 3,000 |
| 01-07-6050 | Postage | 5,530 | 5,579 | 7,000 | 4,000 | 7,000 |
| <u>Capital Outlay</u> | | | | | | |
| 01-09-9150 | Equipment Replacement | 6,555 | | 0 | | |
| Total Administrative Division | | 305,012 | 406,031 | 584,350 | 510,900 | 633,350 |

POLICE DEPARTMENT

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUA FY2020 | BUDGET FY2021 |
|---|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| <u>Personnel Services</u> | | | | | | |
| 01-11-1000 | Salaries and Wages | 1,027,893 | 1,080,377 | 1,255,100 | 1,025,700 | 1,313,200 |
| 01-11-1000 | Overtime | 90,260 | | 77,000 | | 77,000 |
| 01-11-1100 | Retirement | 105,728 | 161,158 | 263,400 | 283,700 | 287,400 |
| 01-11-1155 | Retirement Supplement (civilian) | | | 7,000 | 11,000 | 15,000 |
| 01-11-1200 | Worker's Comp. | 111,278 | 146,999 | 180,000 | 70,800 | 180,000 |
| 01-11-1300 | Social Security | 87,443 | 88,055 | 90,000 | 85,000 | 80,000 |
| 01-11-1400 | Hospitalization | 117,647 | 117,187 | 130,000 | 110,000 | 135,000 |
| 01-11-1500 | Life Insurance/Long Term Dis. | 8,168 | 6,142 | 10,000 | 6,000 | 10,000 |
| 01-11-1600 | Unemployment | 0 | | 200 | | 200 |
| <u>Staff Development</u> | | | | | | |
| 01-11-2000 | Travel & Training | 17,726 | 20,985 | 23,000 | 35,700 | 30,000 |
| 01-11-2100 | Tuition Assistance | 19,551 | 1,854 | 15,000 | 1,000 | 15,000 |
| | Community Engagement | | | | | 12,000 |
| <u>Insurance Costs</u> | | | | | | |
| 01-11-3000 | Police Liability Insurance | 22,504 | 25,680 | 23,500 | 24,400 | 25,000 |
| 01-11-3010 | Auto Insurance | 17,050 | 24,387 | 25,300 | 25,300 | 25,300 |
| <u>Commodities</u> | | | | | | |
| 01-11-4000 | Materials and Supplies | 16,177 | 14,457 | 20,000 | 11,700 | 15,000 |
| 01-11-4010 | Miscellaneous | 4,964 | 25,726 | 12,000 | 11,600 | 5,000 |
| 01-11-4020 | Equipment | 23,883 | 27,862 | 25,000 | 31,900 | 35,000 |
| 01-11-4050 | Credit Card Fees | 4,969 | 2,683 | 4,500 | 600 | 2,000 |
| <u>Subscriptions & Memberships</u> | | | | | | |
| 01-11-5000 | Chiefs Association | 400 | 659 | 600 | 700 | 800 |
| <u>Professional Services</u> | | | | | | |
| 01-11-6040 | Uniforms | 22,898 | 32,245 | 30,000 | 29,900 | 30,000 |
| 01-11-6050 | Applicant Screening | 6,599 | 9,023 | 10,000 | 9,600 | 10,000 |
| 01-11-6060 | Specialized Services | 7,747 | 12,774 | 16,700 | 16,000 | 28,300 |
| 01-11-6100 | Equipment Maintenance | 863 | 3,322 | 2,000 | 1,500 | 2,000 |
| <u>Operating Costs</u> | | | | | | |
| 01-11-6080 | Residential Parking Zones | 893 | 811 | 900 | 740 | 900 |
| 01-11-6090 | Auto Repair | 41,764 | 58,800 | 45,000 | 20,800 | 35,000 |
| 01-11-6110 | Building Utilities | 11,805 | 10,866 | 12,000 | 13,000 | 12,000 |
| 01-11-4040 | Telephone | 10,612 | 13,697 | 12,000 | 13,500 | 12,000 |
| 01-11-6030 | Telephone/Wireless Comm. | 14,401 | 13,103 | 13,000 | 13,200 | 18,000 |
| <u>Capital Outlay</u> | | | | | | |
| 01-09-9120 | Building / Facilities | 0 | 0 | 20,000 | | |
| 01-09-9130 | Vehicle Replacement | 149,802 | 184,992 | 165,000 | | |
| 01-09-9170 | Equipment / Furnishings | 50,821 | 63,674 | 26,100 | | |
| Total Police Department | | 1,998,846 | 2,147,518 | 2,514,300 | 1,853,940 | 2,411,100 |

PUBLIC WORKS ADMINISTRATION

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|--|------------------------------------|---------------------|---------------------|----------------------|--------------------------|----------------------|
| <u>Personnel Services</u> | | | | | | |
| 01-12-1000 | Salaries and Wages | 947,173 | 937,775 | 1,027,300 | 900,000 | 1,164,000 |
| 01-12-1000 | Overtime | 11,826 | | 10,000 | | 10,000 |
| 01-12-1100 | Retirement | 101,131 | 135,535 | 150,000 | 150,000 | 168,000 |
| 01-12-1155 | Retirement Supplement | | | 15,000 | 30,000 | 30,000 |
| 01-12-1200 | Worker's Comp. | 52,689 | 77,402 | 80,000 | 80,000 | 80,000 |
| 01-12-1300 | Social Security | 74,066 | 72,639 | 82,700 | 72,000 | 85,000 |
| 01-12-1400 | Hospitalization | 198,589 | 151,821 | 200,000 | 150,000 | 175,000 |
| 01-12-1500 | Life Insurance/Long Term Dis. | 5,867 | 4,744 | 7,000 | 5,000 | 5,500 |
| 01-12-1600 | Unemployment | 165 | 3,640 | 2,000 | 1,600 | 2,000 |
| <u>Staff Development</u> | | | | | | |
| 01-12-2000 | Travel & Training | 199 | 992 | 1,100 | 1,025 | 15,000 |
| <u>Insurance Costs</u> | | | | | | |
| 01-12-3010 | Auto Insurance/Fuel Tanks | 14,981 | 13,542 | 13,000 | 14,100 | 15,000 |
| <u>Commodities</u> | | | | | | |
| 01-12-4000 | Materials, Supplies and Equipment | 2,955 | 3,290 | 5,000 | 6,200 | 7,000 |
| 01-12-4010 | Miscellaneous | 3,945 | 621 | 1,000 | 500 | 1,000 |
| <u>Other Charges</u> | | | | | | |
| 01-12-5000 | Subscription & Memberships | 195 | 332 | 500 | 75 | 1,000 |
| <u>Professional Services</u> | | | | | | |
| 01-12-6040 | Uniforms/Safety Gear | 33,603 | 31,961 | 29,000 | 29,000 | 45,000 |
| 01-12-6070 | Lot Maintenance (Private Property) | 10,572 | 5,325 | 10,000 | 5,000 | 10,000 |
| 01-12-6080 | Security System | 421 | 421 | 1,000 | 900 | 1,000 |
| 01-12-6090 | Radio Repair | 2,403 | | 1,000 | 0 | 10,000 |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 01-09-9060 | Buildings/Facilities/Yard | 128,835 | 11,453 | 30,000 | | |
| 01-09-9140 | Vehicle Replacement-3 yr 2/pur | 176,741 | 140,693 | 241,000 | | |
| 01-09-9180 | Equipment Replacement | 31,309 | 36,250 | 51,000 | | |
| Total Public Works Administration | | 1,797,665 | 1,628,436 | 1,957,600 | 1,445,400 | 1,824,500 |

PUBLIC WORKS - DIVISIONS

| ACCOUNT NUMBER | DESCRIPTION | AUDIT FY2018 | AUDIT FY2019 | BUDGET FY2020 | EST ACTUAL FY2020 | BUDGET FY2021 |
|---|---------------------------------------|---------------------|---------------------|----------------------|--------------------------|----------------------|
| <u>STREET MAINTENANCE DIVISION</u> | | | | | | |
| 01-12-8010 | Street Repair | 1,094 | 75 | 10,000 | 10,000 | 10,000 |
| 01-12-8020 | Streets - Subcontract Work | 0 | 0 | 0 | 0 | 0 |
| 01-12-8030 | Snow/Ice Removal | 11,858 | 20,038 | 25,000 | 5,100 | 25,000 |
| 01-12-8050 | Traffic Control | 13,650 | | 10,000 | 8,000 | 10,000 |
| 01-09-9090 | Road Projects | 248,490 | 456,597 | 200,000 | | |
| <u>STREET LIGHT MAINTENANCE DIVISION</u> | | | | | | |
| 01-12-8070 | Street Light Utilities | 65,443 | 82,713 | 72,000 | 72,500 | 75,000 |
| 01-09-9020 | Street Light (Install/Repair/Convert) | 22,571 | | 20,000 | 400 | |
| <u>STORMWATER MANAGEMENT DIVISION</u> | | | | | | |
| 01-12-8100 | Stormdrain - equipment | 94,217 | 0 | 0 | 0 | 0 |
| 01-12-8110 | Stormdrain - materials & supplies | 0 | 31,037 | 0 | 5,000 | 60,000 |
| <u>PARKS AND OPEN SPACE DIVISION</u> | | | | | | |
| 01-12-8200 | Tree Service | 39,750 | 43,999 | 58,000 | | 150,000 |
| 01-12-8210 | Park Supplies | 11,305 | 12,305 | 15,000 | 10,000 | 15,000 |
| 01-12-8220 | Park Tools/Equipment | 6,909 | 4,100 | 3,800 | 8,100 | 12,000 |
| 01-09-9030 | Park Development | 33,087 | 38,709 | 117,000 | 4,800 | |
| 01-09-9040 | Land Acquisition | 0 | | 40,000 | 0 | |
| 01-09-9050 | Beautification Master Plan | 4,950 | 2,933 | 0 | 0 | |
| <u>GARAGE & EQUIPMENT DIVISION</u> | | | | | | |
| 01-12-8300 | Auto Repair (Outside Shop) | 56,403 | 48,157 | 37,000 | 45,000 | 50,000 |
| 01-12-8310 | Vehicle Repair Parts | 54,445 | 65,169 | 63,000 | 21,000 | 60,000 |
| 01-12-8320 | Garage - Tools & Equipment | 10,036 | 6,388 | 9,000 | 4,500 | 15,000 |
| 01-12-8330 | Garage - Consumables | 9,947 | 5,047 | 22,000 | 4,000 | 10,000 |
| 01-12-8340 | Tires & Tubes | 19,500 | 22,309 | 23,000 | 45,000 | 40,000 |
| 01-12-8350 | Gas/Oil/Grease | 86,175 | 86,453 | 120,000 | 100,000 | 120,000 |
| <u>SANITATION DIVISION</u> | | | | | | |
| 01-12-8400 | Landfill disposal fees | 85,239 | 106,573 | 95,000 | 90,000 | 100,000 |
| 01-12-8410 | Recycling Contract/MES mulching | 16,945 | 34,822 | 20,600 | 26,100 | 22,000 |
| 01-12-8420 | Sanitation - Materials & Supplies | 10,168 | 0 | 3,500 | 5,000 | 5,000 |
| 01-12-8430 | Composting bins | 0 | 2,110 | 2,500 | 0 | 5,000 |
| 01-12-8440 | Sanitation - Equipment Repair | 8,033 | 10,622 | 14,200 | 8,500 | 15,000 |
| 01-12-8450 | Recycling disposal fees | 15,706 | 0 | 0 | 10,000 | 15,000 |
| Total Public Works - Divisions | | 925,921 | 1,080,156 | 980,600 | 483,000 | 814,000 |

Town of Cheverly

FY 21 Budget Calendar April through June 2020

April

9th discussion of constant yield tax, draft operating budget, approve calendar and CIP

16th Budget Worksession – Review revenues and department budgets and CIPs

20th Town of Cheverly notice of proposed real property tax increase (CYT) of May 12th hearing.

May

5th Budget worksession
Review revenue and department budgets and CIPs

7th Introduction of Budget

12th Constant Yield hearing

14th First Read

28th Second Read

June

11th Budget Final Read

Adoption of Budget and Tax Rate

April

| S | M | T | W | T | F | S |
|----|-----------|----|----|-----------|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

May

| S | M | T | W | T | F | S |
|----|----|-----------|----|-----------|----|----|
| | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

June

| S | M | T | W | T | F | S |
|---|----|----|----|----|-----------|----|
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | 7 | 8 | 9 | 10 | 11 | 12 |
| | 14 | 15 | 16 | 17 | 18 | 19 |
| | 21 | 22 | 23 | 24 | 25 | 26 |
| | 28 | 29 | 30 | | | |

Constant Yield Tax Rate

The Constant Yield Tax Rate is calculated by the State for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that would generate the same amount of revenue (collect the same amount of tax dollars) in FY21 that was generated during the current tax year (FY20). As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that, if the Mayor and Council set a FY21 tax rate at or below the FY20 tax rate, this would still represent a tax increase if it is higher than the constant yield tax rate. When a taxing authority, e.g. the Town of Cheverly, plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to set its FY21 Real Property Tax Rate at the FY20 level, but above the Constant Yield Tax Rate, it must be advertised, and a hearing must be held.

Please note that Town property taxes represent only a small portion of your property tax bill.

Single Family Homes (SFH) (Assessed value in FY21 approx. \$719.173m)

The Town of Cheverly's current tax rate for single-family homes is 0.51 (\$0.51 on every \$100 of assessed property value).

Cheverly's constant yield single family home property tax rate is 0.4858. This is the rate that the Mayor and Council would need to set for FY21 in order to collect the same number of tax dollars (\$3,493,746) in FY21 as was collected in FY20.

At the current rate of \$.51, the Town has a potential 0.0499% increase in single family home property tax revenue, which translates into a potential \$174,374.81 in additional collections for FY21.

For a home assessed at \$350K, maintaining the 0.51 rate in FY21 the homeowner would pay the Town approximately \$87 more in FY21 than she/they paid the Town in FY20.

-
- Lowering SFH tax rate to 0.50 would exceed constant yield by .0292% (resulting in \$102,124.13 additional single-family home revenue over FY20).
 - Lowering SFH tax rate to 0.49 would exceed constant yield by .0086% (resulting in \$30,205.83 in additional single-family home revenue over FY20).
 - Increasing SFH tax rate to 0.52 would exceed constant yield by 0.0703% (resulting in \$244,961.75 additional single-family home revenue over FY20).
 - Increasing SFH tax rate to 0.53 would exceed constant yield by 0.0910 % (resulting in \$317,880.38 additional single-family home revenue over FY20).

Multifamily Apartments (Assessed value in FY21 approx. \$38.222m)

The Town of Cheverly's current tax rate for Multifamily Apartments is 0.66 (\$0.66 on every \$100 of assessed property value).

The constant yield multifamily property tax rate is 0.6270 (maintaining revenue of \$239,654).

Per the Maryland Department of Assessments and Taxation memorandum, dated 14 February 2020, the Town of Cheverly is exempt from constant yield reporting (i.e. the Town is not obligated to hold a hearing) for the multifamily units in its jurisdiction, as the potential differential in property tax revenue between the real property tax rate and the constant yield tax rate falls below the \$25,000 threshold.



DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

Date: February 14, 2020
To: All Municipal Taxing Authorities
From: Michael Higgs, Director
RE: 2020/21 Constant Yield Tax Rate – Instructions

The Department of Assessments and Taxation is charged with administering the Constant Yield Tax Rate law. The law is found in two separate sections of the Tax-Property Article, §§ 2-205 and 6-308. The latter section contains the provisions that must be followed by taxing authorities. We are here to answer your questions and assist you in complying with this law.

Municipal corporations may set any tax rate for personal property without regard to the Constant Yield Tax Rate process. However, failure to comply with the Constant Yield Tax Rate law could have serious consequences for your jurisdiction.

Concept

The Constant Yield Tax Rate is calculated by the Department for each taxing authority in Maryland. It represents the Real Property Tax Rate for the coming tax year that will generate the same amount of revenue that was generated during the current tax year. As assessments increase, the Constant Yield Tax Rate decreases. Implicit in this concept is the idea that *a tax rate at or below the existing tax rate is a tax increase if it is higher than the constant yield tax rate*. When a taxing authority plans to impose a Real Property Tax Rate that is higher than the Constant Yield Tax Rate, it must advertise the tax increase and hold a public hearing. If the taxing authority plans to maintain its Real Property Tax Rate at the current level, but above the Constant Yield Tax Rate, it must be advertised and a hearing must be held.

For the upcoming tax year, the assessable base of some taxing authorities has decreased. Therefore, the Constant Yield Tax Rate for those jurisdictions will actually be higher than the Real Property Tax Rate for the current year. However, the legal requirements for adopting a tax rate above the Constant Yield Tax Rate remain the same. Accordingly, any taxing authority that is proposing a tax rate above the Constant Yield Tax Rate must comply with the enclosed instructions.

If the taxing authority plans to set a Real Property Tax Rate that is *equal to or less than* the Constant Yield Tax Rate, then the Constant Yield Tax Rate statute **does not** require a notice or a hearing.

Real Property Division

300 W. Preston St., Room 605, Baltimore, MD 21201

www.dat.maryland.gov

410-767-1199 (phone)

1-800-552-7724 (MD Relay)

410-333-7275 (fax)

1-888-246-5941 (toll free)



**DEPARTMENT OF
ASSESSMENTS AND TAXATION**

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

Procedures

The law establishes very strict procedures governing advertisement and public hearing for tax rate increases above the constant yield tax rate. Further, the law requires that the Department of Assessments and Taxation monitor the advertising and hearing process and report to the Attorney General any apparent violations. In the past, violations have resulted in jurisdictions being ordered to reduce the tax rate after tax bills had been issued. To avoid violating the law, you must comply with the following procedures:

- 1. Notice or Advertisement (2 options):** (1) Mail the proper notice to each property taxpayer who resides in your jurisdiction; or (2) place an advertisement in a newspaper of general circulation in your jurisdiction. If you want to mail the notice to each resident, please contact the Department for prior approval and guidance.
- 2. Form of the Notice or Advertisement:** The language is specified word-for-word in the statute. An ad that deviates from the statutory requirements does not meet the requirements of the law and will be referred to the Attorney General for action. A sample notice and instructions for the arithmetic (Form CYTR#3) are included in this package. The wording in the statute is required and may not be modified. No part of this notice may be omitted. Additional language consistent with the intent of the law will be permitted (e.g. information regarding access to the hearing for the disabled). *Additional language designed to recast a tax rate in excess of the Constant Yield Tax Rate as anything other than a tax increase is contrary to the intent of the Constant Yield Tax Rate law and is not acceptable. It does not matter whether the additional language is within or outside the border of the required notice.* In order to minimize your advertising costs and avoid needless litigation, please use only the language required by law. If you have any questions about the acceptability of additional language, contact Zachary Grisard at the address on the following page.

If you are using the same tax rate as last year, please note that the percentage change in Section 1 and Section 2 of the advertisement will be the same but may be different than Section 4. Even though the calculations for the new real property tax revenues generated in Section 2 and Section 4 will vary due to rounding, please use the figure from Section 2 in both sections. Please use whole dollars in the advertisement and round to one decimal place in the percent changes.

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Maryland

DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

We will gladly review any advertisement prior to publication. The advertisement will be checked for any errors in the text and calculations, and any additional language will be reviewed. If you wish, we will write your advertisement for you if you furnish us with your proposed tax rate(s). We will attempt to get the advertisement back to you by the next work day. Whenever possible, you will receive a response from us the same day we receive it. Please contact Zachary Grisard for additional information.

3. Style and Placement of the Advertisement: The ad must be at least 1/8th of a page in size and use 12 point type. The notice must not be placed on pages with legal notices or classified advertisements. The headline must be in bold face with all capital letters. The text of the advertisement must be in regular face with mixed case letters. Be sure to emphasize these requirements with the newspaper. The sample notice enclosed shows the correct form for the advertisement.

4. Timing of the Advertisement and Hearing: The hearing must be held on or after the 7th day and on or before the 21st day after the notice is published. Do not count the day of the notice or advertisement, but count the day of the hearing and all intervening calendar days, including Saturdays, Sundays, and holidays. This means that the advertisement must appear between one and three weeks before the hearing. The hearing must be held on or before June 17th, which is the date required by law for imposition of the property tax. This means that the absolute latest the advertisement can be published is June 10th for a June 17th hearing.

5. Reporting to the Department: The taxing authority must provide the *entire actual page* of the physically published edition of the newspaper that carried the notice or evidence that the notice was mailed to each property taxpayer. Photocopies of the newspaper page or just the advertisement itself are not acceptable. Please return the enclosed memo (Form CYTR #2). This must be sent to the Department within 15 days of the date of the advertisement. We strongly recommend that you send the Department a copy of the notice as soon as it is published, especially if the Department has not reviewed the advertisement prior to publication. We review all advertisements as soon as they are received so that if the advertisement does not conform to the law you may have time to republish it and hold a new hearing before the June 17th deadline. Failure to properly report to the Department is noncompliance that must be referred to the Attorney General.

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**DEPARTMENT OF
ASSESSMENTS AND TAXATION**

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

6. Setting the Rate: The Real Property Tax Rate must be set at the Constant Yield Tax Rate hearing or at a later time if the day, time, and location that the tax rate will be set are announced at the hearing. Enclosed is the Constant Yield Tax Rate Certification (Form CYTR #1) which shows the Constant Yield Tax Rate and the associated steps in its calculation for your jurisdiction. Personal property is not part of the Constant Yield Tax Rate calculation.

Please remember that the constant yield tax rate uses an estimate of assessable real property made in February, several months before tax rates are typically set. Every effort is made to provide reliable estimates of revenue for the upcoming year. However, these estimates may be affected by subsequent reductions in assessments by the local Property Tax Assessment Appeal Board or the Maryland Tax Court for certain properties. The Department issues revised estimates on a county basis in late March which may be obtained by contacting this office or from our web site at:

www.dat.maryland.gov

Questions or problems:

Maryland State Department of Assessments and Taxation

Attn: Zachary Grisard, Special Assistant

300 West Preston Street, Room 605

Baltimore, Maryland 21201

Phone: (410) 767-6259

E-mail: zachary.grisard@maryland.gov

Real Property Division

300 W. Preston St., Room 605, Baltimore, MD 21201

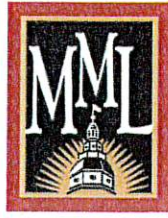
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Maryland Municipal League
The Association of Maryland's Cities and Towns

March 31, 2020

MEMORANDUM

TO: Mayors/Managers/Administrators/Clerks/Treasurers/Clerk-Treasurers/Finance Directors

FROM: James P. Peck, Research Specialist

SUBJECT: Budget Preparation Assistance Memo #2

Normally this second annual memo is largely devoted to informing you of actions by the Maryland General Assembly in the just completed session that could affect your budgetary decision making for the coming fiscal year and future years. This year this memo focuses in largest part on potential impacts of the COVID-19 emergency on your budget deliberations. (We know some of this is readily apparent, but we want to be sure you cover all your bases.)

**POTENTIAL IMPACTS OF THE COVID-19 EMERGENCY ON
MUNICIPAL BUDGETING FOR FISCAL 2021**

Highway User Revenues (HURs)

Included with the first Budget Preparation Memo MML sent earlier this month were estimates for your HURs for Fiscal Year 2021. Because so many businesses have shut down and people are hunkering down at home, we can anticipate significant decreases in gasoline sales and vehicle titling. Resulting decreases in gasoline tax revenues and vehicle titling fees that support HURs will depress these revenue receipts and result in lower HUR distributions for both this fiscal year and next. You will want to factor that in plugging HUR projected revenues into your budget revenue projections.

The actual impacts of the emergency on HUR distributions will not be known until the emergency is over. So, your HUR revenue projections will need to be based essentially on your best guess.

Income Tax Revenues

Corona virus-related emergency business shutdowns and resulting job losses and work week reductions will similarly depress income tax receipts for both this and next fiscal years. Projecting income tax revenues is difficult in the best of years. It will be more so this time around.

Property Tax Revenues

Job loss and hourly reductions will weigh heavily on homeowners too. Expect resulting increases in property tax delinquencies, property abandonments and foreclosures as a result. Some businesses too will not survive the temporary shutdowns and lost business associated with the COVID-19 crisis with similar results.

Admissions and Amusement Tax Revenues

Closed businesses will not generate A&A taxes either.

Water and Wastewater User Fees

Distressed homeowners and businesses will have difficulties paying service fees. Maryland Governor Hogan has issued an executive order preventing service cutoffs during the emergency. Revenues will fall.

Municipal Personnel Expenses

The federal Families First Coronavirus Act requires provision of mandatory sick and family leave. While businesses may access tax credits to offset the costs of providing this leave, no similar cost offsets are available to municipal governments.

Federal Assistance

MINIMUM WAGE INCREASE PHASE-IN REMINDER

Legislation (SB 280) enacted last year by the Maryland General Assembly requires employers, including municipal governments, to pay phased-in higher minimum wages capping out at \$15.00 per hour in 2025 for employers with 15 or more employees and in 2026 for employers with fewer than 15 employees. The phase-in is outlined below.

Unless the federal minimum wage is set at a higher rate, the State minimum wage generally is as follows for those with 15 or more employees:

- \$11.00 per hour for the current year;
- \$11.75 per hour as of January 1, 2021;
- \$12.50 per hour as of January 1, 2022;
- \$13.25 per hour as of January 1, 2023;
- \$14.00 per hour as of January 1, 2024; and
- \$15.00 per hour as of January 1, 2025.

The State minimum wage for a small employer (an employer that employs 14 or fewer employees) is as follows:

- \$11.00 per hour for the current year;
- \$11.60 per hour as of January 1, 2021;
- \$12.20 per hour as of January 1, 2022;
- \$12.80 per hour as of January 1, 2023;
- \$13.40 per hour as of January 1, 2024;
- \$14.00 per hour as of January 1, 2025;
- \$14.60 per hour as of January 1, 2026; and
- \$15.00 per hour as of July 1, 2026.

An employer may no longer pay a training wage as authorized under the federal Fair Labor Standards Amendments of 1989 or pay 85% of the State minimum wage rate to employees younger than age 20 for the first six months of employment or to employees who work for specified amusement, recreational, or swimming pool establishments. Instead, an employer may pay 85% of the State minimum wage rate to employees younger than age 18.

The CARES Act (HR 748), which was signed into law March 27, will provide federal funding to various entities as a result of the COVID-19 crisis. However, at this time it is unclear how much of the funding, if any, local governments will ultimately receive. The bulk of the funding allotted for governments will go to the states and other governmental units greater than 500k in population; it is then at the state's discretion whether to disperse a portion of the funding to local governments. In short, it is very difficult to predict if Maryland's municipalities will receive any federal funding for COVID-19 related expenditures.

2020 Constant Yield Tax Rate Certification

Taxing authority: **Cheverly - Apartments
in Prince George's County**

| | | | | |
|----|------------|---------------------------------------|----|---------------|
| 1 | 1-Jul-2019 | Gross assessable real property base | \$ | 36,311,226 |
| 2 | 1-Jul-2019 | Homestead Tax Credit | - | <u>0</u> |
| 3 | 1-Jul-2019 | Net assessable real property base | | 36,311,226 |
| 4 | 1-Jul-2019 | Actual local tax rate (per \$100) | x | <u>0.6600</u> |
| 5 | 1-Jul-2019 | Potential revenue | \$ | 239,654 |
| 6 | 1-Jul-2020 | Estimated assessable base | \$ | 38,221,613 |
| 7 | 1-Jan-2020 | Half year new construction | - | 0 |
| 8 | 1-Jul-2020 | Estimated full year new construction* | - | 0 |
| 9 | 1-Jul-2020 | Estimated abatements and deletions** | - | <u>0</u> |
| 10 | 1-Jul-2020 | Net assessable real property base | \$ | 38,221,613 |

| | | | | |
|----|------------|-----------------------------------|----|---------------|
| 11 | 1-Jul-2019 | Potential revenue | \$ | 239,654 |
| 12 | 1-Jul-2020 | Net assessable real property base | ÷ | 38,221,613 |
| 13 | 1-Jul-2020 | Constant yield tax rate | \$ | 0.6270 |

EXEMPT

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Michael L. Higgs, Jr., Director

MEMORANDUM

Date: February 14, 2020
To: Municipal Corporation Taxing Authorities
From: Michael Higgs, Director
Re: 2020/21 Constant Yield Tax Rate – Exemption

Section 6-308 of the Tax-Property Article, Annotated Code of Maryland, requires the Department of Assessments and Taxation to certify to all taxing authorities a Constant Yield Tax Rate that will produce the same revenue in the coming taxable year that was produced in the prior taxable year. This does not prevent the reduction of the tax rate.

Section 2-205(d) states that:

"The Director shall exempt a municipal corporation from the constant yield tax rate provisions of § 6-308 of this article if a difference of less than \$25,000 exists between:

- (1) The property tax revenue that is provided by applying the municipal corporation real property tax rate for the preceding taxable year to the estimated assessment of all real property in the municipal corporation; and
- (2) The property tax revenue that is provided by applying the constant yield tax rate for the next taxable year to the estimated assessment of all real property in the municipal corporation."

This is to certify that your jurisdiction has been exempted from the provisions of § 6-308 of the Tax-Property Article.

Attached is Form CYTR#1 which shows your Constant Yield Tax Rate exemption and also includes an estimate of the assessable real property base for the 2020/21 taxable year.

If you have any questions, please contact Zachary Grisard at our Headquarters Office in Baltimore at (410) 767-6259.

Real Property Division
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410-333-7275 (fax) 1-888-246-5941 (toll free)

2020 Constant Yield Tax Rate Certification

Taxing authority: **Cheverly - EX Apartments
in Prince George's County**

| | | | | |
|----|------------|---------------------------------------|----|-------------|
| 1 | 1-Jul-2019 | Gross assessable real property base | \$ | 689,913,285 |
| 2 | 1-Jul-2019 | Homestead Tax Credit | - | 4,918,047 |
| 3 | 1-Jul-2019 | Net assessable real property base | | 684,995,238 |
| 4 | 1-Jul-2019 | Actual local tax rate (per \$100) | x | 0.5100 |
| 5 | 1-Jul-2019 | Potential revenue | \$ | 3,493,476 |
| | | | | |
| 6 | 1-Jul-2020 | Estimated assessable base | \$ | 726,210,638 |
| 7 | 1-Jan-2020 | Half year new construction | - | 1,109,660 |
| 8 | 1-Jul-2020 | Estimated full year new construction* | - | 0 |
| 9 | 1-Jul-2020 | Estimated abatements and deletions** | - | 5,914,602 |
| 10 | 1-Jul-2020 | Net assessable real property base | \$ | 719,186,376 |

| | | | | |
|----|------------|-----------------------------------|----|---------------|
| 11 | 1-Jul-2019 | Potential revenue | \$ | 3,493,476 |
| 12 | 1-Jul-2020 | Net assessable real property base | ÷ | 719,186,376 |
| 13 | 1-Jul-2020 | Constant yield tax rate | \$ | 0.4858 |

Certified by



Director

* Includes one-quarter year new construction where applicable.

**Actual + estimated as of July 1, 2020, including Homestead Tax Credit.

MUNICIPAL NEWSPAPER NOTICE REQUIREMENTS

Headline must be all capital letters and bold type as shown.
Remainder must be both upper and lower case characters.
Notices must be 12 point. Municipal advertisements must be a minimum of 1/8 page in size and must not be placed with legal notices or classified ads.

.....(NAME OF JURISDICTION) NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The (name of taxing authority) of (name of jurisdiction) proposes to increase real property taxes.

1. For the tax year beginning July 1, 2020, the estimated real property assessable base will increase by%, from \$..... to \$.....
2. If (name of jurisdiction) maintains the current tax rate of \$..... per \$100 of assessment, real property tax revenues will increase by% resulting in \$..... of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$....., the constant yield tax rate.
4. The (county, city, town, etc.) is considering not reducing its real property tax rate enough to fully offset increasing assessments. The (county, city, town, etc.) proposes to adopt a real property tax rate of \$..... per \$100 of assessment. This tax rate is% higher than the constant yield tax rate and will generate \$..... in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at (time) on (date) at (location).

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call (phone number) for further information.

Sample Notice