



TOWN OF CHEVERLY, MARYLAND
MAYOR AND TOWN COUNCIL

WORKSESSION
June 23, 2022
7:30 PM

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Town Administrator Update - Town Administrator Galloway** - will provide a report to the Mayor and Council
4. **Town Grant Request – Town Administrator Galloway** – will discuss the Town grant request
5. **Boyd Park Restrooms Update**
6. **Facilities Usage Policy Update/Review**
7. **Annexation Update**
8. **Historic District Designation Update**
9. **Record Retention Policy** – Mr. Galloway will introduce proposed policy for records management
10. **Introduction of Charter Amendment Resolution CAR-2-22** – Mayor Munyeneh will introduce a Charter Amendment.
11. **Update by CM Fry & Garces Regarding Cheverly Station Apartments** -Council members will provide update/feedback from residents at Cheverly Station Apartments.
12. **Review of July Town Meeting Agenda and Future Requests** - Mayor and Town Administrator will offer a forecast of the July Mayor and Council Town Meeting agenda. Mayor will seek Council input on agenda items for consideration for future meetings.
13. **Adjourn**

(*) denotes an agenda item requiring action (typically expressed by a vote) of Mayor and Council.

Please Note: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Council retire to executive or closed session; the mayor will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such session.



Zoom Information:

Topic: Cheverly Mayor & Council Work session

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82551558763?pwd=SkU0MDI5TmNWYVBMNXIFVk8vNEpOUT09>

Webinar ID: 825 5155 8763

Passcode: 916656

Or One tap mobile :

US: +13017158592,,82551558763#

Or Telephone:

US: +1 301 715 8592

2022 Cheverly Community Market Town Grant Proposal

Request

The Cheverly Community Market (Market) is requesting a \$2,000 grant from the Town of Cheverly to ensure food and nutritional benefit recipients can receive additional matching funds to spend at the Market - supplementing funding from both the Maryland Market Money program and the Market's monies.

Background Information

The Cheverly Community Market (Market) has been a longtime advocate for the usage of food and nutritional benefits by accepting both Supplemental Nutrition Assistance Program (SNAP) and Farmers Market Nutrition Program (FMNP) benefits. Knowing that these benefits do not go as far at farmers markets as they do at traditional grocery stores, we have also prioritized creating a strong matching program for our food-insecure customers so that food and nutritional benefits can go even further.

In the past, this program had been supported through our own fundraising and our participation in the Maryland Market Money (MMM) program. Since 2020, the Town of Cheverly generously provided funding to the market to help us support our matching program. Between the Town's grant and our own fundraising and budget readjustments, we were able to provide up to \$50 in matching funds to Cheverly residents - \$25 from the Market and \$25 from the Town. Food insecure shoppers from outside of Cheverly received up to \$25 in matching funds from the Market's benefits budget line.

As we approach the 2022 season, it is our goal to continue this generous match as increased food insecurity continues to be a very real problem in our region and town. However, the Maryland Market Money program has increased the match for this year to provide an unlimited 1:1 match of SNAP, FMNP, and P-EBT benefits. As a result of this increased benefit, the structure of our program will change slightly, but the goal will remain the same - to provide each customer with additional matching funds to spend at the Market.

To help us achieve this goal, we are requesting a \$2,000 grant for our food and nutritional benefits matching program.

Programmatic Details

The Market will utilize the money provided by this grant to offer all Cheverly SNAP, FMNP, P-EBT, and WIC benefits recipients \$10 in Market-specific tokens to be used at our bi-weekly market. To qualify, residents will need to show us a valid benefits debit card and provide us

with their zip code to ensure they are a town resident. Residents will not need to redeem or spend any of their own food and nutritional benefits to qualify.

This amount will sit on top of the match provided by the Maryland Market Money program and the Market’s own fundraising. The Maryland Market Money program will provide SNAP, FMNP and P-EBT customers with a 1:1 match on redeemed benefits, with no limit. For these customers, the Market will provide an additional \$10 in matching funds.

Customers using WIC benefits are not able to participate in the Maryland Market Money program because eWIC currently cannot be redeemed at Maryland farmers markets. To ensure these customers are not penalized because of this, anyone with a valid WIC card will receive \$15 in tokens from the Market and the Town of Cheverly benefits budget line.

Benefits Program Outline			
Benefits Type	Maryland Market Money Match	Cheverly Community Market Supplement	Town of Cheverly* Supplement
SNAP	1:1 unlimited	\$5	\$10
FMNP	1:1 unlimited	\$5	\$10
P-EBT	1:1 unlimited	\$5	\$10
WIC	\$0	\$5	\$10
*Offered to Cheverly Residents			

Based on our 2021 Market data, we anticipate the \$2,000 of the Town Grant to be fully spent before the end of the 2022 season. However, should we have remaining grant money after our December market, the Market will return this to the Town of Cheverly within three weeks of the close of the Market season.

Reporting

The Market will track the following information for each benefits transaction:

- Customer zipcode
- Benefit Type
 - FMNP WIC
 - FMNP Senior
 - SNAP

- P-EBT
 - WIC
- Benefit Amount
 - From Market Benefit Program
 - From Maryland Market Money
 - From Town Grant

Attachments

2021 Town of Cheverly Supplemental Grant Summary Report

**Town of Cheverly Grant: Benefits Matching at Cheverly Community Market
2021 Expenditure Report**

During the 2021 market season, the Cheverly Community Market (CCM) received a generous grant of \$2000 from the Town of Cheverly to assist food-insecure customers shopping at the Market. In 2021, the market season began in May, rather than June, so the market season lasted an additional month.

This year, as we already had the necessary point of sale equipment, CCM was able to begin redeeming benefits for customers using SNAP or P-EBT cards at the first market of the season. These customers received a double match of the amount they redeemed (up to \$25) from CCM’s fundraising. Those customers residing within the 20784 or 20785 ZIP code (self-reported) were given an additional \$25 in tokens from the Town of Cheverly supplemental grant.

FMNP and WIC, and eWIC nutritional benefits programs are administered by the State of Maryland and are not compatible with point-sale-equipment from federally-administered programs. Customers who could present a valid card or voucher from any of these programs were given \$25 in tokens from CCM’s fundraising. Those customers residing within the 20784 or 20785 ZIP code (self-reported) were given an additional \$25 in tokens from the Town of Cheverly supplemental grant.

Summary Table of Benefits Matched per benefit program

Benefit Program	Customer redeems (from their own account)	CCM matching funds (2x, up to \$25)	Town of Cheverly supplemental grant (\$25 per customer residing in 20784 or 20785 ZIP code)
SNAP	\$12	\$25	\$25
P-EBT	\$12	\$25	\$25
WIC vouchers	N/A	\$25	\$25
eWIC	N/A	\$25	\$25
FMNP-Sr	N/A	\$25	\$25
FMNP-WIC	N/A	\$25	\$25

The Town of Cheverly Supplemental Grant funds were exhausted on 7/3/2021, with nine markets remaining in the regular season. CCM continued to provide the supplemental match to customers residing in 20784 or 20785 zip codes out of our own fundraising.

From the Town of Cheverly funds, food-insecure customers residing in the 20785 ZIP code received \$25 per Market, over and above their state- or federally-administered benefits. CCM served an average of 13 customers from 20784 or 20785 per Market (218 customers cumulatively), of whom 87 were repeat customers over the season.

I. Purpose

To establish reservation procedures and requirements, fees, rules, and guidelines for the use of certain public facilities in accordance with Town policies.

II. Annual Review

These regulations will be reviewed by the Town Administrator or his/her designee on an annual basis.

Community Organizations will be provided an opportunity to comment on any proposed modifications. All comments will be submitted to the Town Council for consideration prior to their finalization and adoption.

III. Applicability

This regulation governs use of the following public facilities:

Buildings

Cheverly Community Center (6401 Forest Road)

Parks

Town Park (6401 Forest Road)

Boyd Park (1801 64th Avenue)

Fields

Town Park Fields (6401 Forest Road)

Boyd Park Fields (1801 64th Avenue)

IV. Programming Priorities

Requests for the use of public facilities will be processed on a first come basis within the following priorities.

First Tier: Official Town Meetings, Town Elections, and Emergency Management Operations

Examples include, but are not limited to, Town Council meetings, public hearings, meetings called by the Town Council, and Town elections. During emergencies, use of all public facilities may be redirected to emergency operations at the direction of the Town Administrator.

Second Tier:

2a. Council appointed Boards, Commissions and Committees

Examples include, but not limited to, Ethics Commission, Board of Election Supervisors, and other committees under Code Section 1.6

2b. Town Managed/Supported Programming

Examples include, but are not limited to, youth recreational sports, annual recreational events organized by the Recreation Committee, and events held at the discretion of the Town Administrator or his/her designee.

Third Tier: Official Community Groups per Community Organization policy and guidelines.

Examples include, but are not limited to, activities organized by individuals or groups, nonprofit organizations and community groups recognized in accordance with the standards set forth in Community Organization policy and guidelines.

Fourth Tier: Reservations

4a. Pay For Classes

4b. Private Reservation

V. Use of Public Facilities

Hours of Operation: The use of all public facilities is limited to established hours of operations. Requests for reservations outside of established hours of operation may be approved on a case-by-case basis by the Town Administrator or his or her designee.

Hours of operation will be established by the Town Administrator or his or her designee on an annual basis. Schedules for all public facilities will be published on or about July 1 of each year and may be adjusted more frequently to reflect increases or decreases in the cost of operating and/or maintaining the facility. The current schedule is included as Exhibit A.

The Community Center will be closed on the following holidays and holiday weekends: New Year's Eve, New Year's Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30 p.m.) and Christmas Day; except at the discretion of the Town Administrator or his/her designee.

Facility Capacity: Capacity limits of each facility cannot be exceeded. The Town reserves the right to change a reservation in the event another facility is determined to be a more appropriate venue.

Community Center

Auditorium: ?

Gym: ?

Kitchen: ?

Large Conference Room: max 20 ?

Parks and Fields

Park Shelters (reviewed on a case-by-case basis)

Parks and Fields (reviewed on a case-by-case basis)

Use of Community Center as Gymnasium: Use of the Community Center Gymnasium is limited to Town sponsored recreational programs and events, athletic programs, health fairs, elections, and special events approved on a case-by-case basis by the Town Administrator or his/her designee.

Use of Community Center as Auditorium: Use of the Town of Cheverly Community Center Auditorium for third tier programming is limited to meetings with anticipated audiences of 50 or more, film screenings, live

cultural performances and rehearsals, trainings, workshops or informational presentations with AV or broadcasting needs, and special events approved on a case-by-case basis by the Town Administrator or his/her designee.

Use of Common Areas and Storage: Use of common areas is not included in the reservation and is not permitted. The reservation does not include overnight, or long-term storage and all materials and supplies of the Permit Holder must be removed from the facility at the end of each reservation period.

VI. Reservation Procedures

Reservation Process: Reservation requests may be submitted online, in person, or by e-mail. Requests will be reviewed by staff with final approval by the Town Administrator or his or her designee. The request will be processed, and a space reserved for the specified date and time upon receipt of the required security deposit, reservation fee and execution of a reservation agreement. Written confirmation of the reservation will be issued to the individual or entity (the "Permit Holder"), authorizing the use of the facility under the terms and conditions set forth herein.

Reservations will be accepted on a first come – first served basis.

Advance Reservations: Advance reservations for third tier programming are encouraged, though, with the exception of the Auditorium, public facilities may not be reserved more than three (3) months in advance. Requests for reservations for first and second tier programming will be accepted one year in advance.

Reservation Period: The facility must be reserved allowing adequate time for set-up and breakdown of the scheduled event. The facility must be vacated within the time allocated on the permit.

Cancellation by Town: Town reserves the right to cancel all reservations. Every effort will be made to provide as much advance notice as possible in the event the building is closed. A full refund will be given if the event cannot be rescheduled.

Termination of Reservations / Revocation of Reservation Access: The Town reserves the right to terminate a reservation at any time without written notice to the Permit Holder for cause or to deny future access to any facility. Violation of the terms or conditions of these regulations will be cause for immediate revocation of the reservation, loss of privileges, and forfeiture of any fees paid.

VII. Community Center Facilities Reservation Fees, Security Deposits and Payment

Reservation Fee: Reservation fees will be established on an annual basis by the Mayor and Council in the annual budget. Fee schedules will be published on or about July 1 of each year and may be adjusted more frequently to reflect increases or decreases in the cost of operating and/or maintaining the facility. The current fee schedule is included as Exhibit B.

Recognized community groups are eligible to receive twelve free reservations upon availability at the discretion of the Town Administrator or his or her designee

There is no reservation fee for first and second tier programming offered by the Town or conducted by outside governmental entities.

Staffing Fee: For events and activities held outside of normal business hours, an additional fee may be assessed to cover staffing costs.

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Maintenance Fee: Additional fees may be assessed at the discretion of the Town Administrator or his or her designee for additional maintenance services.

Security Fees: An additional fee may be assessed at the discretion of the Town Administrator or his or her designee for required security measures provided by the Town of Town of Cheverly's Police Department.

Failure to vacate the facility within the reservation period or to leave the facility clean and neat will result in forfeiture of all or part of the deposit to cover any additional reservation time, maintenance expense, repair costs, unscheduled staffing or security measures. Users may be billed for the cost of any repairs, maintenance, staffing.

Payment: Reservation fees for all facilities are due in full at the time of reservation PAID TO the TOWN OF CHEVERLY along with any necessary documentation as required by the reservation.. An additional processing fee may be assessed for all credit card payments.

Fee Waivers: Fees assessed to recognized community groups that have exceeded their free reservation limit or that wish to use the Auditorium may be waived if approved by Town Administrator or his/her designee.

VIII. Admission Fees, Donations and Sale of Merchandise

Admission fees may be charged for events organized and hosted by individuals, groups, nonprofit organizations and for-profit entities charged a reservation fee. Admission fees may not be charged for events held in any park or field.

An admission fee may not be charged for events held in any facility for which no reservation fee was charged but for exception per Town Administrator or his/her designee. Donations may be solicited but cannot be a condition of admission to the event.

The sale of merchandise such as CD's, DVD's, books, artwork and other items is permitted when offered in conjunction with a scheduled event.

The Town assumes no responsibility for the collection or safeguarding of admission fees, donations or sales proceeds.

IX. Food and Beverages

All food and beverages, containers and utensils must be removed from the facility at the end of the reservation period with all debris bagged and deposited in the dumpsters located on the building grounds. Recyclable materials must be sorted and deposited in the appropriate containers.

X. Alcoholic Beverages

The sale or consumption of alcoholic beverages is not permitted in any facility. The prohibition on the sale or distribution of alcoholic beverages may be waived at the discretion of the Town Administrator or his or her designee. Waivers are limited in nature and if approved apply only to the sale and/or distribution of alcohol at events held in the Community Center on Friday, Saturday and Sunday evenings.

If a waiver is granted, the Permit Holder must secure a Class C One Day Special License from the Prince George's County Board of License Commissioners for the event. A copy of the completed Application form and the alcohol plan, if required for the License, must be provided to the Town.

All alcohol containers must be removed from the premises at the end of the reservation period.

The Town assumes no legal or financial responsibility or liability for the storage, sale or distribution of any food or beverages offered by the Permit Holder.

XI. General Responsibilities of the User

In addition to being required to comply with the Town's Use of Public Facility Regulations, the Permit Holder is responsible for ensuring that:

- The event does not exceed capacity limits for the reserved facility or extend beyond the reservation period.
- A responsible party is present at all times and all child and youth activities are supervised by an appropriate number of adults.
- All participants comply with the Town of Cheverly Code and policies.
- Required supplies such as paper goods, serving utensils, tablecloths, art supplies, batteries, and ice, have been obtained and transported to the facility as they are not included in the reservation fee nor will they be provided by the Town.
- Furniture is not moved from one room to another unless authorized by the Town. If the use of additional furniture is approved, all furniture must be returned to its original location prior to vacating the facility.
- Noise levels are kept within reasonable standards and do not disturb the peaceful enjoyment of the facility by others. Noise levels in the Auditorium may not exceed 85 decibels.
- No illegal drugs or unauthorized alcohol are used or consumed in the facility or the grounds. Smoking is not permitted in any public facility.
- All posters, decorations and directional signage are removed from the facility and the grounds. No nails, tacks, screws, glue or similar means of securing any material or signage to any surface in the facility or the building may be used to display materials.

- The facility is left in a clean and neat condition and that all items brought to the facility are removed and all food, trash, and debris are recycled or discarded in the appropriate containers.
- The activities of the Permit Holder do not create a hazardous environment as determined by the Town or other governmental agency. Prohibited activities include, but are not limited to, open flame, blocked hallways, and hazardous chemicals or other materials.
- All posted park rules and regulations are followed.
- Only sports and game equipment authorized by the Town are used during the scheduled activity or event. No pony rides, petting zoos, moon bounces or similar equipment are permitted.
- Participants must park in designated or authorized parking areas and do not block driveways or the roadway. Double parking is not permitted under any condition.

XII. Authorized Representative

The Permit Holder is assumed to be the authorized representative of the organization or entity reserving the facility. As the authorized representative, the Permit Holder is responsible for ensuring that the organization or group complies with the terms and conditions set forth in the reservation agreement and in this regulation. Permit holders must be on site.

XIII. Liability

The Permit Holder assumes all liability for activity related to the use of the facility. A Certificate of Insurance naming the Town as an additional insured may be required for specific reservations, such as sports and recreation, party reservations, and any other event that the Town Administration and his/her designee specifies. At the discretion of the Town Administrator, appropriate written waivers may be required.

A. EXHIBIT A
HOURS OF OPERATION (Effective March 22, 2010)

The use of all public facilities is limited to the following hours of operation. Requests for reservations outside of normal hours of operation may be approved on a case by case basis by the Town Administrator or his or her designee.

Town of Cheverly Community Center
Monday through Friday: 8:00 a.m. to 9:00 p.m.
Saturday: 10 a.m. to 6 p.m.
Sunday: Closed

The Gym may be reserved outside of normal business hours though events must end and the building vacated by 11:00 p.m. Monday through Thursday and Midnight on Friday through Sunday.

Courts, Parks and Fields

Monday through Sunday: Sunrise to Sunset (except with proper exception by the Town Administrator)

Hours may be extended for certain official public functions.

The Town of Cheverly Community Center will be closed on the following holidays and holiday weekends: New Year's Eve, New Year's Day, Martin Luther King Day Weekend, Presidents Day Weekend, Memorial Day Weekend, Juneteenth, Independence Day, Labor Day weekend, Veterans Day, Thanksgiving Day weekend, Christmas Eve (after 12:30 p.m.) and Christmas Day.

**B. EXHIBIT B
FEE SCHEDULE** (Effective

Reservation Fee / Security Deposit:

Town of Cheverly Community Center

Large conference Room Resident: \$15 per hour

Gymnasium For paid Classes: 25% of student fees

For private reservations: \$100 per hour with a minimum reservation of three (3) hours (b)

Paid Reservation

Parks and Fields

Picnic Shelter Resident:
Non-Resident:

Field Resident: \$
Non-Resident:

Staffing Fee: \$30 per hour fee for staffing outside of normal hours of operation
Fee for extraordinary maintenance or required security to be determined on a case by case basis

- (a) Proof of Residency must be provided by Permit Holder.
- (b) Minimum three-hour reservation requirement may be waived at the discretion of the Town Administrator or his or her designee.

C. EXHIBIT C RECOGNIZED COMMUNITY GROUPS

To receive the free room rentals, the group must meet one of the following criteria:

- A recognized community organization or group on file with the Office of the Town Clerk.
- A non-profit organization (501(c)(3) whose membership is comprised primarily of Town of Cheverly residents. The organization's mission must directly benefit the Town of Cheverly or its residents. To be determined eligible under these criteria, an organization is required to provide a membership roster as well as a statement listing activities undertaken by the organization during the previous twelve months that benefited the Town of Cheverly or Town of Cheverly residents.
- Organizations to which the Town provides financial support or with whom the Town co-sponsors events/programs, such as the Town of Cheverly Day Committee.
- Youth-oriented organizations with partnership arrangements with the Town, such as the Cheverly Boys and Girls Club.
- Community-oriented public service organizations with various missions that have historically met in one of the Town facilities.

A group which believes that it meets the aforementioned criteria should request the free room rentals by submitting a written request to the Town Administrator or his or her designee, including any required supporting documentation.

EXCLUSIONS:

The following organizations are not eligible to use the Cheverly Community Center Facilities.

- D. Partisan-political groups that seek to influence the outcome of elections or the determination of public policy through political activity or advocacy, lobbying or litigation on behalf of parties other than themselves.
- E. Fraternal or religious groups or organizations.



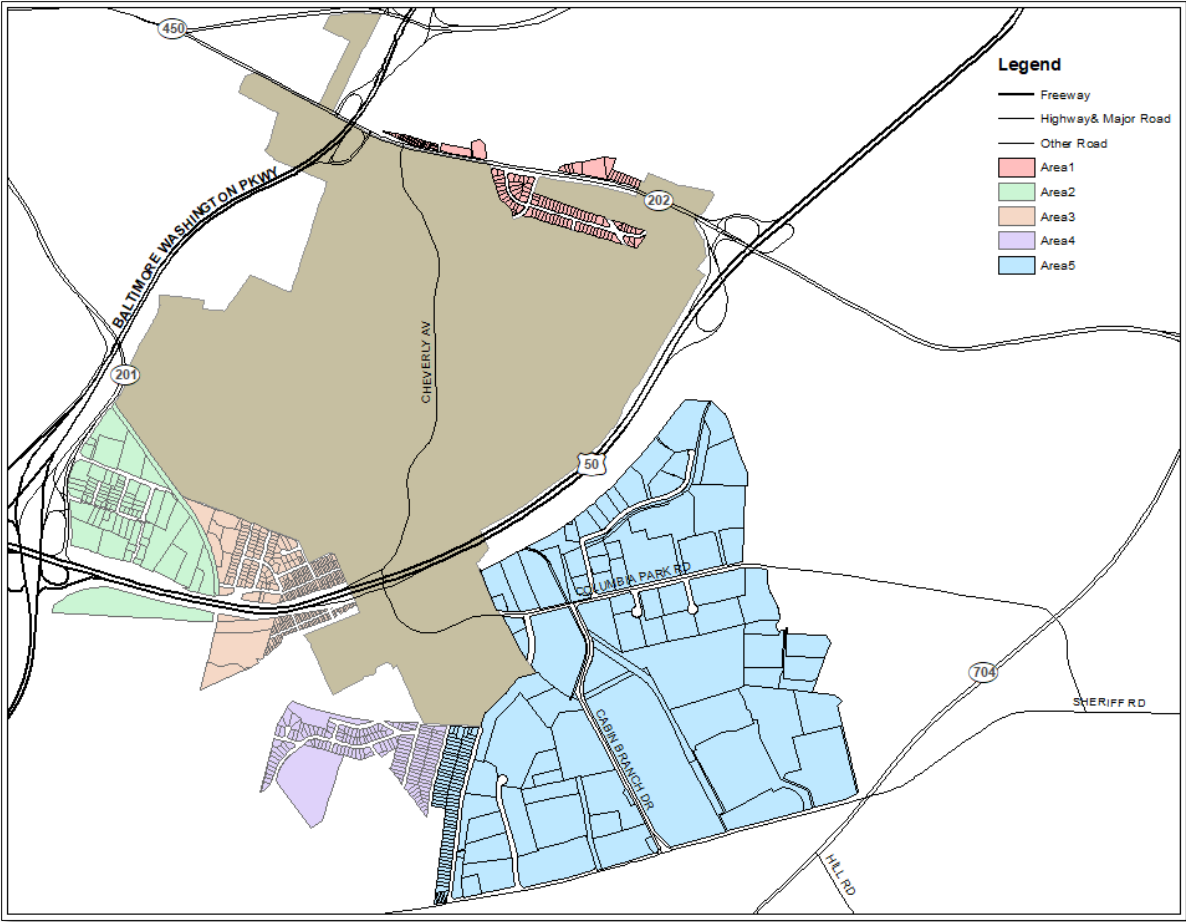
2022 Cheverly Annexation Fiscal Impact Study Summary of Findings

Ethan Reed
Sr. Analyst
Real Property Research Group, Inc.

Scope of the Study

- Completed May 2022
- Interview Principals to understand size, scope, status, of the annexation
- Determination of Included Parcels
- Compilation of Pertinent Data
- Analyze local government revenue sources and expenditure and identify impacts that will result directly from the annexation
- Quantify and summarize the net fiscal impact of the subject project to local government jurisdictions

Overview of Parcels To Be Annexed



Subject Description and Assumptions

- 246 residential dwelling units
- Over 600,000 square feet of commercial/transportation/utilities uses
- Approximately 5.5 million square feet of industrial space
- 129 acres of institutional, public, and vacant land.
- 9,526 employees
- Average household size of 2.6 persons
- Median household income of \$102,238

Methodology

- Review Town of Cheverly Current (FY 2022) Budget
- Estimate any tax revenue, such as property or income taxes, which can be applied to the economic impact assumptions.
- Estimate additional extent to which the subject annexation parcels will affect local government revenues and expenditures via Attributable Ratio method
- Government revenues and expenditures are attributed to residents or to residents and businesses
- We apply national average benchmark ratios provided by IMPLAN to guide the attribution of budget line items to businesses, households, or a combination of both.
- This process was performed for budgeted revenues and expenditures using the Town's FY 2022 budget.
- Note: The Town's FY 2022 budget results in a net deficit of approximately \$1.5 million.

Budgeted Revenues/Expenditures, Town of Cheverly

BUDGETED REVENUE	Total Budget	Attributable to:	
		Residents & Business	Residents Only
Town of Cheverly Adopted Budget FY2022- General Fund			
Taxes	\$5,321,500	\$3,139,685	\$2,181,815
Licenses & Permits	\$212,550	\$63,765	\$148,785
Intergovernmental	\$191,900	\$191,900	\$0
Service Charges	\$3,500	\$875	\$2,625
Fines & Forfeitures	\$558,800	\$558,800	\$0
Interest & Dividends	\$5,000	\$5,000	\$0
Miscellaneous Revenue	\$29,000	\$29,000	\$0
Total Town of Cheverly General Fund Revenue	\$6,322,250	\$3,989,025	\$2,333,225

Source: Town of Cheverly Adopted Budget FY2022- General Fund

BUDGETED EXPENDITURES	Total Budget	Attributable to:	
		Residents & Business	Residents Only
Town of Cheverly Adopted Budget FY2022- General Fund			
General Government	\$2,236,950	\$1,006,628	\$1,230,323
Public Works & Services	\$3,320,300	\$1,660,150	\$1,660,150
Public Safety	\$2,310,500	\$577,625	\$1,732,875
Assigned Funds	\$0	\$0	\$0
Restricted Funds (HUR Rollover)	\$0	\$0	\$0
Total Town Expenditures	\$7,867,750	\$3,244,403	\$4,623,348

Source: Town of Cheverly Adopted Budget FY2022

Budgeted Revenue per Unit of Government Demand

	Town of Cheverly
2021 Estimated Population	5,921
2021 Estimated Employment	1,056
Estimated % of Resident Workers	2.0%
Less Estimated Resident Workers	-21
2021 Resident and Job Base	6,956
2021 Resident Base	5,921

Sources: US Census Bureau; Esri; US BLS; RPRG, Inc

Revenue per Unit	Total	Residents & Business	Residents Only
Town of Cheverly Unit Base		6,956	5,921
Total Town of Cheverly General Fund Revenue Excluding Property Taxes	\$2,486,050	\$ 1,568,574	\$ 917,476
Per Job (Not including Property taxes)	\$ 225	\$ 225	
Per Resident (Not Including Property taxes)	\$ 380	\$ 225	\$ 155

Sources: RPRG; Town of Cheverly

Expenditures per Unit	Total	Residents & Business	Residents Only
Town of Cheverly Unit Base		6,956	5,921
Total Town Expenditures	\$7,867,750	\$3,244,403	\$4,623,348
Per Job	\$ 466	\$ 466	
Per Resident	\$ 1,247	\$ 466	\$ 781

Sources: RPRG; Town of Cheverly

Fiscal Impacts

- Direct fiscal impacts consist of the revenue and expenditures per job/resident applied to total direct resident and/or employment contributions.
- Total assessed values include \$68.5 million for the residential component, no apartment properties,
- \$51.8 million for the commercial component,
- \$492.7 million for the industrial component,
- \$11.8 million for vacant land,
- \$140,400 for exempt properties.
- Applying the current residential and commercial property tax rate of 0.4899 per \$100 of value results in a total tax levy for the properties of \$3,061,176

2022 Assessment per Appraised Value	246 Dwelling Units	Apartments	Commercial	Industrial	Vacant	Exempt	Total
Estimated Assessment	\$68,536,119		\$51,805,702	\$492,679,323	\$11,836,167	\$140,400	\$624,857,311
Tax Rate per \$100 of Assessed Value	0.4899	0.6600	0.4899	0.4899	0.4899		
Real Property Tax Revenue	\$335,758	\$0	\$253,796	\$2,413,636	\$57,985		\$3,061,176

Source: Prince George's County; RPRG, Inc.



Ongoing Annual Fiscal Impacts

Source	per Unit Amount	Basis		Annual Contribution
REVENUE				
Direct Revenue Contributions				
Property Tax	see calc	to Cheverly	--	\$3,061,176
Revenue contribution per direct job	\$ 225	x Direct jobs	9,526	\$2,148,107
Revenue contribution per resident	\$ 380	x New Residents	650	\$247,318
Total Direct Revenue contribution				\$5,456,601
EXPENDITURES				
Direct Expenditures Contributions				
Expenditure per direct job	\$ 466	x Direct jobs	9,526	\$4,443,096
Expenditures per resident	\$ 1,247	x New Residents	650	\$810,796
Total Expenditures				\$5,253,892
Total Surplus / (Deficit) to Local Government				\$202,709

Thank You

Ethan Reed

Senior Analyst

Real Property Research Group, Inc.

ereed@rprg.net



CHARTER AMENDMENT RESOLUTION CAR-__-22

A CHARTER AMENDMENT RESOLUTION OF THE COUNCIL OF THE MAYOR AND TOWN COUNCIL OF CHEVERLY FOR THE PURPOSE OF REPEALING AND RE-ENACTING, WITH AMENDMENTS, SECTION C-29 (TAXES: LEVY, COLLECTION, ASSESSMENTS) OF ARTICLE VII (POWERS) OF THE CHARTER OF THE TOWN OF CHEVERLY FOR THE PURPOSE OF CLARIFYING AND CONFIRMING THAT (1) THE TAX CAP PREVIOUSLY CONTAINED IN SUCH SECTION IS NOT EFFECTIVE, AND (2) THE TOWN HAS AUTHORITY TO CREATE CLASSIFICATIONS OF PROPERTY FOR THE PURPOSE OF SETTING TAX RATES BUT PROVIDING THAT SUCH AUTHORITY SHALL BE SUBJECT TO ANY LIMITATIONS OF APPLICABLE LAW; MAKING CERTAIN STYLISTIC CHANGES IN, AND CORRECTING AN OUTDATED REFERENCE TO A SECTION OF THE ANNOTATED CODE OF MARYLAND IN, SUCH SECTION; PROVIDING FOR COMPLIANCE WITH CERTAIN PROVISIONS OF THE ANNOTATED CODE OF MARYLAND REGARDING CHARTER AMENDMENTS; PROVIDING THAT THIS TITLE CONSTITUTES A FAIR SUMMARY OF THIS CHARTER AMENDMENT RESOLUTION; AND GENERALLY RELATING TO THIS CHARTER AMENDMENT RESOLUTION.

RECITALS

WHEREAS, pursuant to Article XI-E of the Constitution of Maryland Article of the Annotated Code of Maryland as currently in effect (the “Maryland Constitution”) and Section 4-301 *et seq.* of the Local Government Article of the Annotated Code of Maryland as currently in effect (the “Local Government Article”), the legislative body of a Maryland municipality has the authority to amend its Charter in accordance with the procedures set forth therein; and

WHEREAS, pursuant to Section C-12 of the Charter of the Town of Cheverly (the “Charter”), all legislative powers of The Mayor and Town Council of Cheverly, a Maryland municipality (the “Town”), are vested in the Council of the Town, although in accordance with the Charter the Mayor of the Town has the right to vote on certain matters before the Council or in certain circumstances; and

WHEREAS, pursuant to two separate 2013 Charter Amendment Resolutions, the Town adopted amendments to Section C-29 (Taxes: Levy, collection, assessments) of Article VII (Powers) of the Charter in order to (1) remove the tax cap from such section, and (2) add language to such section making explicit the authority of the Town to create classifications of property for the purpose of setting tax rates; and

WHEREAS, the language of Section C-29 of Article VII of the Charter is inconsistent among various published versions of the Charter, with certain versions failing to include the language of the 2013 Charter amendments; and

WHEREAS, because the Town anticipates issuing general obligation debt in the future, and to ensure that any such general obligation debt may be backed by a pledge of the Town's full faith and credit and unlimited taxing power, the financial advisor to the Town and bond counsel to the Town have recommended that this Charter Amendment Resolution be adopted to resolve discrepancies in the language of Section C-29 of Article VII of the Charter as published in various versions and to clarify and confirm (1) that the tax cap previously provided for in such section of the Charter is not effective, and (2) that the Town has the authority to create classifications of property for the purpose of setting tax rates but that such authority shall be subject to any limitations provided for in applicable law; and

WHEREAS, different published versions of the Charter identify the section in question as either "§ C-29" or "Section C-29;" and

WHEREAS, this Charter Amendment Resolution identifies such section as "Section C-29," with the understanding that if the Charter, as amended, is republished in different publications of the Charter and the convention "§ C-XX" is used to identify sections in any such published version, such section numbering convention may vary among different publications of the revised Charter; and

WHEREAS, the Council deems it to be in the best interests of the Town and its residents to so amend Section C-29 of Article VII of the Charter for the purposes stated in these Recitals; and

WHEREAS, a public hearing was held on the proposed amendment to Section C-29 of Article VII of the Charter as required by Section 4-304(a)(2) of the Local Government Article before this Charter Amendment Resolution was considered for adoption.

SECTION 1. NOW, THEREFORE, BE IT RESOLVED that the Recitals to this Charter Amendment Resolution are deemed a substantive part of this Charter Amendment Resolution, and capitalized terms defined in the Recitals to this Charter Amendment Resolution and used in the Sections of this Charter Amendment Resolution shall have the meanings given to such terms in such Recitals, unless any such term is separately defined in the Sections of this Charter Amendment Resolution.

SECTION 2. AND BE IT FURTHER RESOLVED that pursuant to the authority of Article XI-E of the Maryland Constitution and Section 4-301 *et seq.* of the Local Government Article, Section C-29 (Taxes: Levy, collection, assessments) of Article VII (Powers) of the Charter of the Town of Cheverly (the "Charter"), as published in Municipal Charters of Maryland, 2018 Replacement Edition, as the same may have been amended to date, whether or not any such amendments have been incorporated within the version of the Charter published in Municipal Charters of Maryland, is hereby repealed in its entirety and re-enacted, with amendments, to read as follows, with the entire section being italicized and, as authorized by Section 4-303(e)(2) of the Local Government Article, without setting forth the repealed text because such entire section is being repealed and re-enacted, with amendments:

“Section C-29. Taxes: Levy, collection, assessments.”

The Mayor and Town Council of Cheverly shall levy, on or before the 30th day of June for each year, the taxes for the year beginning the first day of July on real estate and business (including utilities) personal property at such rates as they may find necessary for anticipated expenses for the coming fiscal year. The rates shall be set each year as a part of the annual budget process and shall be levied on each one hundred dollars (\$100.00) assessed valuation based upon the State and County assessments for all purposes.

The Mayor and Town Council shall have the authority to set such classes or classifications of properties and improvements for the purpose of setting the rate of taxation for each such class or classification. Such classes or classification shall be based upon reasonable factors including but not limited to zoning classifications, improvements on the land, the use of the land, the impact on the Town or an area of the Town of such improvements or use, as well as any other reasonable basis. Notwithstanding the foregoing, the powers of the Town provided for in this paragraph shall be subject to any limitations set forth in applicable law.

All improvements which become substantially completed between July 1 and September 30 in any year shall be assessed for taxes, and such improvements shall be subject to municipal taxation in said year on the basis of three-fourths (3/4) of the regular assessment made for State and County purposes for said year. All improvements which become substantially completed between October 1 and December 31 in any year shall be assessed for taxes, and such improvements shall be subject to municipal taxation in said year on the basis of one-half (1/2) of the regular assessment made for State and County purposes for said year. In the case of buildings under construction, the term “substantially completed” shall mean when the building is under roof, plastered (or ceiled) and trimmed.

Real estate situated within an area annexed between July 1 and September 30 in any year shall be assessed for taxes and shall be subject to municipal taxation in said year on a basis not to exceed three-fourths (3/4) of the regular assessment made for State and County purposes for said year. Real estate situated within an area annexed between October 1 and December 31 in any year shall be assessed for taxes and shall be subject to municipal taxation in said year on a basis not to exceed one-half (1/2) of the regular assessment made for State and County purposes for said year.

All taxes so levied shall be a lien on any and all property of the person, partnership or corporation against whom or which they may be levied, and the taxes so levied shall be due and payable the first day of July next succeeding the levy thereof, and shall be in arrears on the first day of the succeeding October and

from and after that date they shall bear interest at the rate of two-thirds of one per centum (2/3 of 1%) for each month or fraction thereof until paid, in accordance with applicable provisions of the Tax-Property Article of the Annotated Code of Maryland, as replaced, supplemented or amended. In addition to said interest, after October 1 there shall also accrue a penalty of one per centum (1%) for each month or fraction thereof until paid or a sale for default shall have been finally ratified by the court.”

SECTION 3. AND BE IT FURTHER RESOLVED that by undertaking the repeal and re-enactment, with amendments, of Section C-29 of Article VII of the Charter, the Town is (1) clarifying and confirming that the cap or limitation on the rates for real property taxes and personal property taxes previously set forth in the first paragraph of such Charter section is not effective by not including any tax rate cap/limitation language in the first paragraph of such section as set forth above in Section 2 of this Charter Amendment Resolution, (2) clarifying and confirming the authority of the Town to set classes or classifications of property for the purpose of setting tax rates pursuant to the second paragraph of such section, but making such authority subject to any limitations of applicable law by adding the final sentence to the second paragraph of such section as set forth above in Section 2 of this Charter Amendment Resolution, (3) capitalizing references to “State” and “County” within such section as set forth above in Section 2 of this Charter Amendment Resolution for purposes of consistency, and (4) changing the outdated reference to Article 81, Section 48 of the Annotated Code of Maryland in the last paragraph of such section as set forth in Section 2 of this Charter Amendment Resolution to applicable provisions of the Tax-Property Article of the Annotated Code of Maryland, as replaced, supplemented or amended.

SECTION 4. AND BE IT FURTHER RESOLVED that the amendment to the Charter proposed by this Charter Amendment Resolution shall be and become effective fifty (50) days after adoption of this Charter Amendment Resolution unless petitioned to referendum in accordance with Sections 4-304(d) and 4-307 of the Local Government Article within forty (40) days following its adoption. A complete and exact copy of this Charter Amendment Resolution shall be posted as required by Section 4-304(b)(1) of the Local Government Article for forty (40) days following its adoption and a fair summary of the Charter amendment shall be published in a newspaper of general circulation in the Town at least four (4) times, at weekly intervals, within the forty (40) days following adoption of this Charter Amendment Resolution.

SECTION 5. AND BE IT FURTHER RESOLVED that after this Charter Amendment Resolution becomes effective, either as herein provided or following referendum, the Mayor of the Town shall send or cause to be sent to the Maryland Department of Legislative Services the information required by Sections 4-308 and 4-109 of the Local Government Article.

SECTION 6. AND BE IT FURTHER RESOLVED that the Mayor of the Town is hereby authorized and directed to carry out or cause to be carried out the provisions of Sections 4 and 5 of this Charter Amendment Resolution.

SECTION 7. The title of this Charter Amendment Resolution is deemed a fair summary hereof for publication and all other purposes.

INTRODUCED at a public meeting held on _____, 2022.

PUBLIC HEARING held on _____, 2022.

ADOPTED at a public meeting held on _____, 2022.

Votes on the Charter Amendment Resolution:

_____ votes in favor

_____ votes opposing

_____ votes abstaining

Attest: _____

Mayor

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember