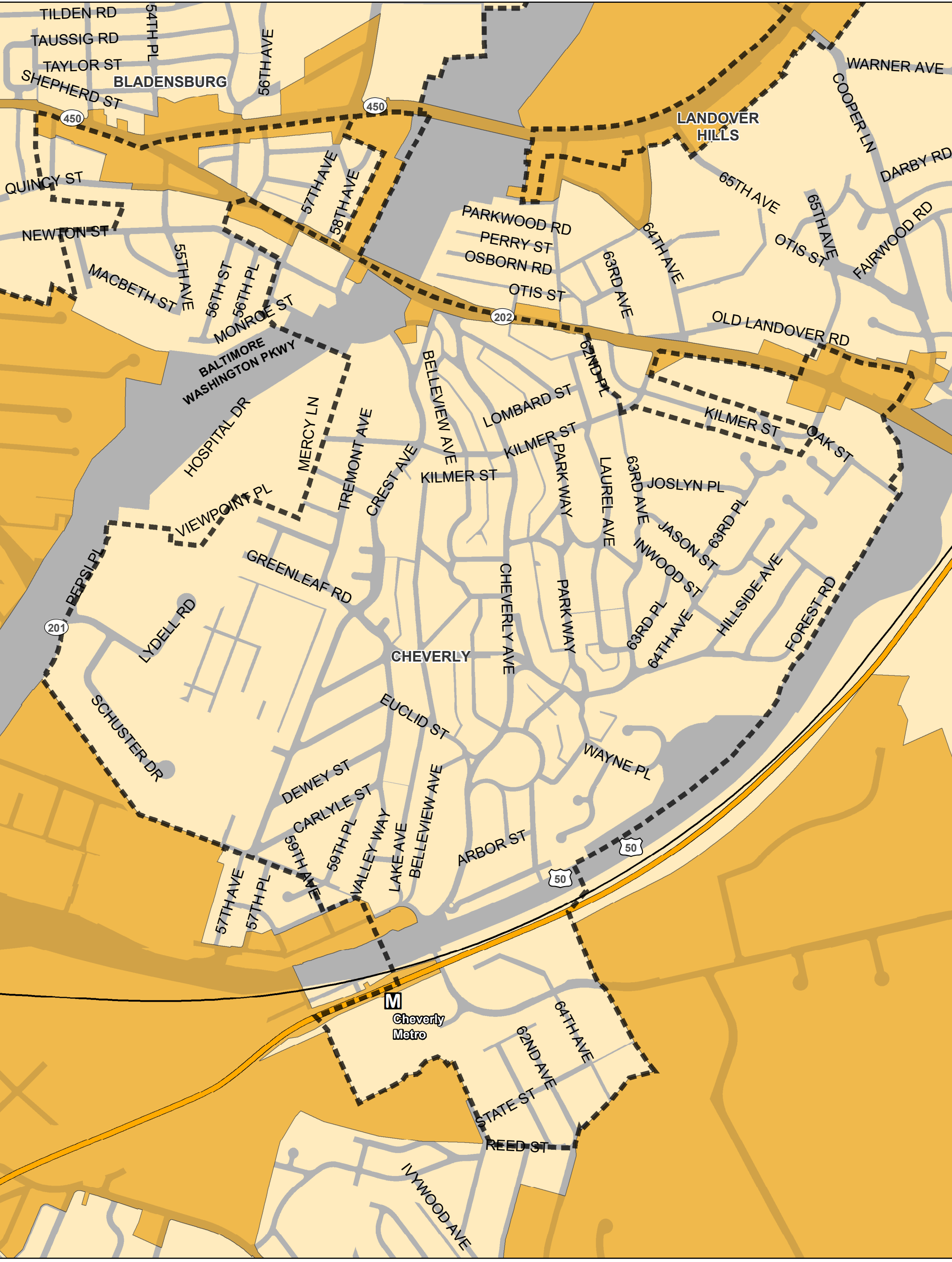


Enterprise Zone Updates - Cheverly

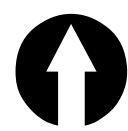
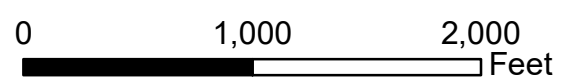


- Enterprise Zone**
- Proposed for redesignation - Expired 2019
 - Expired 2019
 - Proposed for new designation or expansion

- Metro Lines & Stations**
- Proposed Purple Line
 - Green Line
 - Blue Line
 - Orange Line
 - Existing Metro Stations

- Focus Area**
- Proposed for redesignation - Expired 2019
 - Expired 2019 - Redesignated as Enterprise Zone
 - Proposed for new designation or expansion

- Municipal Boundary
- Roads
- County Boundary



This map may not be reproduced, stored in a retrieval system, or transmitted by any form, including electronic or by photo reproduction, without the express written permission of The Maryland-National Capital Park and Planning Commission. For more information, contact the Prince George's County Planning Department in Upper Marlboro, Maryland
Date Created: 2/24/2020

THE PRINCE GEORGE'S COUNTY ENTERPRISE ZONE PROGRAM

The Enterprise Zone is an area of a county, city or town in which state and local incentives are offered to encourage the expansion of existing businesses and the attraction of new business investment and jobs. The County's Enterprise Zone program is administered by the Prince George's County Economic Development Corporation.

APPLICATION PROCESS

Step 1: Business completes the EZ Certification form and submits it to the Prince George's County EDC.

Step 2: The EZ Administrator will review the application and send certification letters to the applicant, the County Office of Finance, and the Tax Incentives Group at MD Commerce.

Step 3a: For Real Property Tax Credit: The State will revise the eligible assessment after the improvements are done. The County will calculate the credit based on the revised assessment and send a letter to the property owner indicating the credit amount.

Step 3b: For State Income Tax Credit: Simply fill out the Maryland Tax Form 500 CR and include it with your state income tax return. Also include certification you have received if you have hired 'economically disadvantaged employees:

Step 3c: For Business Personal Property Tax: A personal property tax return must be filed by April 15th. After the property is assessed, the business may take the credit against applicable county or municipal personal property tax liability.

For more information, please read the Enterprise Zone Application Guide, available on our website at www.pgcedc.com/enterprise-zone-program.

Mail / Fax / Email the completed application to:

The Prince George's County Economic Development Corporation
1801 McCormick Drive Upper Marlboro, Maryland 20774

Phone: 301-583-4650 | Fax: 301-772-8540

Email: info@pgcedc.com

Website: <https://www.pgcedc.com/enterprise-zone-program>

ENTERPRISE ZONE BENEFITS

State Income Tax Credit over a three year period

Disadvantaged Employee: \$6,000/employee

Non-disadvantaged Employee : \$1,000/employee

Prince George's County Real Property Tax Credit

10 year Real Property Tax Credit for increases to real property assessment resulting from qualified new construction or improvement to real property. 80% tax credit in the first 5 years and 70% to 30% tax credit in the next 5 years.

FOCUS AREA BENEFITS

State Income Tax Credit over a three year period

Disadvantaged Employee: \$9,000/employee

Non-disadvantaged Employee: \$1,500/employee

Prince George's County Real Property Tax Credit

10 year 80% Real Property Tax Credit for increases to real property assessment resulting from qualified new construction or improvements.

Business Personal Property Tax Credit

10 year Business Personal Property Tax Credit for 80% of the amount of tax otherwise due on new (or transferred from out-of-state) qualified business personal property.



February 28, 2020

The Hon. Laila Riazi,
Mayor of Cheverly
6401 Forest Rd
Cheverly, Maryland 20785

Dear Mayor Riazi:

Prince George's County is submitting an application to re-designate the Enterprise Zone and Focus Areas, and the Prince George ' s County Economic Development Corporation (EDC) is coordinating the application process. As such, the EDC will need each affected municipality to submit a signed resolution concurring with the new designation by March 13, 2020.

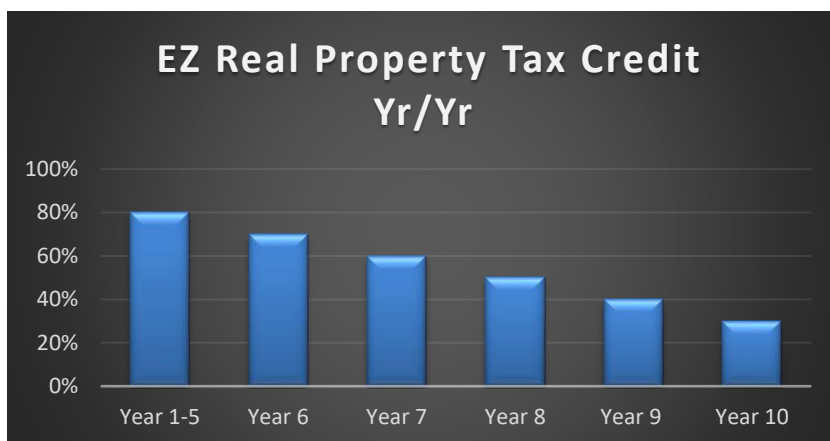
The Enterprise Zone is a State designation that provides 10-year tax credit incentives for businesses to locate and expand within the Zone. The Focus Areas are locations within the Enterprise Zone that offer even more valuable tax credit incentives for businesses. The enclosed summary explains the incentives for the regular Enterprise Zone and the Focus Areas.

The re-designation of the Enterprise Zone is for 10 years, and the re-designation of the Focus Areas is for five years. A part of your municipality is in the current Enterprise Zone or Focus Area, and the County may wish to include part of your municipality in the application for re-designation of the Enterprise Zone. The inclusion of any part of a municipality in the Enterprise Zone requires a resolution of support from the municipality.

Please see the enclosed map that identifies the part of your town inside the current Enterprise Zone. The new proposed Enterprise Zone that the County Council will discuss, approve, and submit to the State may be similar (or identical) in terms of the areas identified within the municipalities. Enterprise Zone and Focus Areas that are no longer eligible for the designation will automatically become an Enterprise Zone. Only commercial properties are eligible for the program.

The Enterprise Zone program provides businesses and property owners tax incentives to encourage investment and employment in certain areas. By passing the resolution of support, the municipality agrees to provide the company the same tax credits that the County provides.

How is the Real Property Tax Credit Applied?



Businesses located in an Enterprise Zone Focus Area will receive a credit for 80% of the property tax on the eligible assessment for each of the 10 years.

I have enclosed a brochure of the program and a sample resolution. Please review these items and the map provided and send a copy of the resolution approved by your council before March 13, 2020. Your immediate response is much appreciated, as State deadline is rapidly approaching. Please contact Andre Plummer (301-883-5067; aplummer@co.pg.md.us) if you have any questions.

Sincerely,

Ebony Stocks
Vice President
Prince George's Economic Development Corporation

Enclosures: Enterprise Zone brochure
Sample Resolution
Map

Cc: David Iannucci, President/CEO of PGCEDC
Ola Hill, Municipal Liaison, Prince George's County Executive
Lori Valentine, V.P. of Policy & Public Affairs PGCEDC

Metro Laundry Service

- Minority owned, family owned business established in 2002
- Commercial launder serving area hotels
- Employs over 50 FT and PT employees
- New facility is 24,000 square feet, can process between 26,000 to 30,000 lbs. per day
- Expansion enabled the company to service more clients (including MGM hotel)

Susan Gage Caterers

- The company was expected to retain a total of 110 FT employees and add 25 new FT employees by 2018 with at least 40% of these employees being County residents
- Currently has a total of 299 employees with 139 FT and 160 PT. Susan Gage retained 110 FT employees and has already added a total of 29 FT employees (exceeding the 25% required) of which 62% are County residents
- Over a ten year period, the business is projected to create a NPV of \$429,000 in local tax receipts (County personal income tax, real property tax, business personal property tax, and other tax receipts)

Lyon Bakery

- Leading bread manufacturer to the metro area offering more than 300 different flavors, shapes, and sizes of hand-crafted artisan breads
- Attraction of 125 Jobs from D.C.
- Purchase and renovate an 87,712 SF facility
- TPC of \$11.7 Million - \$1.5M construction, \$2.1M equipment
- Company relocated in the first quarter of 2014
- Follow-up Analysis –
- Lyon Bakery was expected to relocate 100 FT and create 25 new FT by 2017
- Currently has 225 FT employees (128 new FT jobs created) and 2 PT employees
- 165 (approximately 73%) of all the FT employees are County residents
- Over a ten year period, the business is projected to create a NPV of \$485,000 in local tax receipts (County personal income tax, real property tax, business personal property tax, and other tax receipts)

Non Citizen Voting Resolution Draft

Jennifer Garcia <CMWard5@cheverly-md.gov>

Thu 6/18/2020 12:03 PM

To: Dylan Galloway <DGalloway@cheverly-md.gov>

Cc: Mayor and Council <mayorandcouncil@cheverly-md.gov>

Mr. Galloway,

Below is the draft resolution for Non Citizen Voting. I am not sure if nexts steps are to send to Skip for further review. Can we put this item on the agenda for next Thursdays work session to discuss. Thank you.

CHARTER AMENDMENT RESOLUTION 2020

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL FOR THE TOWN OF CHEVERLY, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title4, Subtitle 3 of the authority of the Local Government Article of the Annotated code of Maryland (2013 Edition, as amended), to amend the Charter of the said Town, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the Town of Cheverly, Maryland, whereby the Mayor and Town Council amend the Town Charter to change the qualifications for registering as a voter in Town elections so that (1) being a citizen of the United States is no longer a requirement to be a voter or a member of the Board of Elections and (2) residency for thirty (30) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further establishes a voter registry separate from the State or County voter registry and further allows for same day registration of voters in City election which will be effective on or before January 1, 2021 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days after the election.

WHEREAS, the Mayor and Town Council deem it appropriate to allow to vote in Town elections those who are not United States citizens if their primary residence is in the Town for more than thirty (30) days; and

WHEREAS, the Mayor and Town Council to accomplish this goal, establish a Town only voter registry and allow such registration by affidavit in order to extend the voting franchise in the Town; and

WHERAS, the Mayor and Town Council deem it appropriate to allow same day registration for the Town and to extend to ten (10) days the deadline for the vote in any Town election to be certified.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Town Council of the Town of Cheverly, Maryland, in regular session assembled:

Section 1: That Section **C-18.1** of the Charter of the Town of Cheverly, Maryland, be amended as follows:

ARTICLE IV – Legislation, Nominations, and Elections

C-18.-1.. Registration of voters. [(Added by Ord. No. 1-76; Amended by Res. No. 86-2)]

A. In order to qualify as a voter in the Town of Cheverly a person shall have resided in the corporal limites of the Town of Cheverly for at least thirty (30) days prior to the day of any general or special election; does not claim the right to vote elsewhere in the United States, shall be eighteen (18) years old on or before the day of any general or special election; and shall not have been convicted of a disqualifying crime or be under the guardianship for mental disability, as provided in Md. C. A. Art. 33, [Section 3-4](#)(c) and (d).

B.

C.

D. However, if a person is a registered voter of Prince George's County [OR A REGISTERED VOTER IN THE CORPORAL LIMITES OF THE TOWN OF CHEVERLY] it shall be sufficient for purposes of

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complying with the provisions of C-18.1C that the Board of Elections Supervisors for Prince George's County conforms to the laws and regulations governing such board regarding the cancelling or striking of names from the registration records. This cancelling or striking shall be sufficient to strike such names from the registration records of the Town of Cheverly.

E. All registered voters of Prince George's County [OR A REGISTERED VOTER IN THE CORPORAL LIMITES OF THE TOWN OF CHEVERLY] who meet the qualifications stated in subsection (A) of this section and are so registered before the period beginning thirty (30) days prior to any town election are registered voters for that town election.

C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]

Therefore shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be appointed by the Mayor with the approval of the Council. Three (3) of the members shall be appointed and approved on or before the second Monday in January 2011 and thereafter in every second odd-numbered year. Two (2) members shall be appointed and approved on or before the Second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the effective date of this Charter provision, the current three members of the Board shall retain their membership on the Board and the Mayor with the approval of the Council may appoint an additional two (2) members, one (1) member whose term of office shall be until January 2013. The terms of **THE** members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they appointed and shall run for four (4) years. Members of the Board of Supervisors of elections shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chair. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by Council.

C4-6. Registration. [Amended 1-30-89 by HR No. 1-89]

A. In accordance with the State Universal Registration Act, as contained in Article 33, Section 3-2 of the Annotated Code of Maryland, as amended, any person residing in the

Town who is registered with the Board of Supervisors of Elections of Prince George's County shall be deemed to be registered to vote in City elections.

B. The Board of Supervisors of Elections shall maintain a **SUPPLEMENTAL VOTER REGISTRY, SEPARATE FROM THE LIST OF REGISTERED VOTERS GENERATED BY THE PRICE GEORGE'S COUNTY BOARD OF ELECTIONS, WHICH SHALL INCLUDE THE NAMES OF THOSE WHO ARE REGISTERED TO VOTE IN TOWN ELECTIONS PURSUANT TO C4-1 OF THIS CHARTER AND ARE NOT ON THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS.**

C. **VOTER REGISTRATION FOR THE SUPPLEMENTAL VOTER REGISTRY SHALL BE ACCOMPLISHED BY THE BOARD OF SUPERVISORS OF ELECTIONS' ACCEPTANCE OF A COMPLETED AND SIGNED REGISTRATION APPLICATION AS OUTLINED IN THE TOWN ELECTIONS CODE.**

D. **SAME DAY VOTER REGISTRATION. NO LATER THAN JANUARY 1, 2019, THE BOARD OF SUPERVISORS OF ELECTIONS SHALL INSTITUTE A SAME DAY REGISTRATION PROGRAM SO THAT TOWN RESIDENTS WHO ARE ELIGIBLE TO VOTE IN TOWN ELECTIONS PURSUANT TO THIS**

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CHARTER, BUT WHO ARE NOT REGISTERED TO VOTE, MAY, WHEN THEY ARRIVE TO VOTE, REGISTER TO VOTE IN A TOWN ELECTION BY SUBMITTING AND COMPLETING A SIGNED REGISTRATION APPLICATION AND THEN HAVE THE OPPORTUNITY TO VOTE THE SAME DAY. SAME DAY REGISTRATION SHALL OCCUR AT A MINIMUM ON ANY DAY DURING THE TIME THE POLLS RE OPEN IN THE TOWN.

C4-11. Vote count. [Amended 12-19-83 by HR No. 10-83, Amended 12-1-14 by HR 2014-03]

Within **TEN CALENDER DAYS** after the closing of the polls, the Board of Supervisors of Elections shall determine the votes cast for each person, candidate, or question, and shall certify the results of the election to the Clerk of the Town, who shall record the results in the minutes of the Council. Write-in votes for individuals not registered as candidates shall be counted. The individual who meets the qualifications outlined in C2-2 of the Town Charter and who has the highest number of votes in each ward shall be declared elected as Councilmember for that ward.

Section 2: That the date of the adoption of this Resolution is (Month, Date, & Year), and that the amendment to the Charter of the Town of Cheverly hereby proposed by this enactment shall be and become effective by (Month, Date, & Year) [50 days], unless a proper petition for a referendum hereon shall be filed by (Month, Date, & Year), and a fair summary of the Amendment shall be published in a newspaper having general circulation in the Town not less than four (4) times at weekly intervals by (Month, Date, & Year) [40 days].

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any, held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor and Town Council of the Town of Cheverly, Maryland or in a referendum; and (4) the effective date of the Charter Amendment.

Section 4: That the Clerk be, and is specifically enjoined and instructed to carry out the provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the newspaper in which the fair summary of the Amendment shall have been published; and (2) records of mailing referred to in Section 3, and shall further complete and execute a Certificate of Compliance.

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INTRODUCED by Mayor and Town Council of the Town Of Cheverly, Maryland, at the Regular Meeting on (Month, Date, & Year), at which meeting copies were available to the public for inspection.

ADOPTED by Mayor and Town Council of the Town Of Cheverly, Maryland, at the Regular Meeting on (Month, Date, & Year), at which meeting copies were available to the public for inspection

Adopted: _____

Attest: _____, Town Clerk
_____, Mayor

Date of Adoption:

Effective Date:

Jenny Garcia
Council Member
Ward 5
Cheverly, Maryland 20785

MAYOR AND COUNCIL RULES AND PROCEDURES
DRAFT TWO, JUNE 1, 2020
Councilmember Micah Watson, Ward 2
Councilmember Nicole Bryner, Ward 3

SECTION 1 – AUTHORITY AND ADMINISTRATION

A. Authority

- a. The Town Council may determine its own rules and order of business as authorized by the Charter and Code of the Town of Cheverly. The Mayor and Council Rules of Procedure shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter and Code of the Town of Cheverly and the Constitution and laws of the State of Maryland.
- b. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council and related Council work.
- c. The Mayor and Town Council (“The Town Council”) consists of:
 - i. The Mayor, who shall vote in the instances specified in C-11(B);
 - ii. The six Ward Council Members, elected or appointed to represent their respective wards; and
 - iii. The Town Administrator, who shall have no vote (C20).

B. Administration

- a. **At a special meeting scheduled within two weeks of one or more elected officials taking office town elections (or after a new Member is appointed outside of the election cycle),** orientation shall be provided in order to discuss the role of Council, review meeting procedures, and give an overview of the Town Budget. Newly sworn in elected officials shall be provided with a hard copy of the Town Charter, Code, and Budget.
- b. The Town Council shall review and readopt these rules, with or without amendments, within sixty (60) days following the regularly scheduled biennial election of Council Members.
- c. The presiding officer (see 2B) is responsible for ensuring that all elected and appointed officials and members of the public adhere to these Rules.
- d. Any Council Member may request that the presiding officer enforce these Rules.

C. Suspension

- a. Any rule contained herein may be suspended by five affirmative votes of Town Council Members present **and voting.**

D. Decorum

- a. Elected and appointed officials and members of the public are expected to conduct themselves with decorum during meetings and to refrain from personal attacks.
 - i. The presiding officer is responsible for ensuring that decorum is maintained.
 - ii. **Ad hominem attacks, profanity, refusal to return to general order and to yield the floor to the presiding officer, and talking over others, will not be tolerated.**

PROPOSAL TO ADD FURTHER definition to what constitutions decorum, or breach of decorum, and whether to create a sanction for an elected or appointed official who repeatedly breeches decorum. ALSO PROPOSAL TO EXPAND decorum beyond official meetings to include emails and other communication.

Commented [NB1]: Some of these are very subjective. It's pretty well established that BIPOC tend to be tone policed and accused of being too aggressive or emotional much more often and quickly. (See also <https://everydayfeminism.com/2015/12/tone-policing-and-privilege/>). “Will not be tolerated” is sort of simultaneously threatening and a little empty—what is the recourse/procedure here? It's a slippery slope, and I think this language (and some of the resident feedback we've gotten) is problematic.

Commented [NB2]: I would be interested in exploring this and would look to Mr. Galloway and/or Skip for examples of how this might work.

E. Amendment

- a. These Rules may be repealed and readopted, with or without amendments, only once in any two-year period as provided in paragraph B.

SECTION 2 – CONDUCT OF MEETINGS

A. Frequency and Type

- a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.
- b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.
 - i. Elected officials bear primary responsibility for compliance with that Law.
 - ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.
- c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.
 - i. "Regular meetings" as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.
 - ii. "Worksessions" as envisioned in C-13(A2) shall be held on the fourth Thursday of every month.
- d. Special meetings of The Town Council may be convened by the Mayor or by four Ward Council Members, with 48 hours' notice given by the Town Clerk to the public and to Town Council Members.

B. PROPOSAL TO EXTEND the notification timeline to 72 or 96 hours vice 48.

- i. Special meetings shall consider only the one item on its agenda.
- ii. The Town Clerk shall notice the purpose of the meeting and the resultant agenda.
- iii. Unless the meeting is closed, public input shall be welcomed in accordance with 3C of these Rules.
- e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Worksession, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda.
- f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town's website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.

C. Presiding Officer

- a. The Mayor shall preside at all meetings of the Town Council (C-11B).
- b. In the Mayor's absence, the Vice Mayor shall preside for the duration of that meeting.
- c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Temp from among the Ward Council Members present who shall preside for the duration of that meeting.

D. Attendance and Quorum

- a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.

Commented [NB3]: Given last week's incident where the special meeting was scheduled and announced without any prior notification to council or even a check of whether their schedules could accommodate it, should that be addressed here?

- b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.
 - c. Proxy voting is not permitted.
 - d. Town Minutes, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.
 - e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.
 - f. Elected and appointed officials shall make every effort to refrain from using electronic devices during meetings, and shall notify the presiding officer if such use is necessary.
- E. Translation and Interpretation
- a. Regular Meetings (C13A1) shall be simultaneously interpreted into American Sign Language for taping and broadcast or rebroadcast.
 - b. Requests for translation of published materials, or interpretation during meetings, in a spoken language other than English shall be favorably considered by the Town Administrator when the request is made at least 72 hours in advance of the meeting.

Commented [NB4]: I would push back on this, as I think it would be extremely helpful to be able to type notes rather than hand-write. If the goal of adding this is to restrict other forms of communication, let's be transparent about that.

SECTION 3 – MEETING AGENDAS

- A. Standing Agenda Items:
- a. Regular Meetings and Worksessions shall include on the agenda:
 - i. Call to Order
 - ii. Pledge of Allegiance
 - iii. Approval of the Agenda
 - iv. Town Administrator's Report
 - v. Consent Calendar
 - vi. Action Items
 - vii. Discussion Items
 - viii. Agenda Items for Future Meetings
 - ix. Adjournment
 - b. Regular Meetings can additionally include on the agenda as appropriate:
 - i. Approval of Prior Meetings' Minutes
 - ii. Police Chief's Report
 - iii. Public Works Director's Report
 - iv. Public Recognitions or Presentations
 - v. Resident Input
 - vi. Committee Reports
 - vii. Mayor and Council Announcements
- B. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.
- C. The Town Council shall encourage the public, to the greatest extent practicable, to participate in all portions of all meetings. As part of Council discussion of every specific topic, including any deliberation of a motion, residents seeking to speak will be recognized by the presiding officer, and may speak once for three minutes on that specific topic.
- a. Unused time may not be transferred to another speaker.

- b. **With the consent of The Town Council, the presiding officer may allow a second pass around the room.**

- D. The Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes; to approve the Consent Calendar; to approve each individual Action Item; and to adjourn the meeting.
- E. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.
- F. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda at least 72 hours in advance of any meeting.

PROPOSAL TO CHANGE 72 hours to be the WEEK BEFORE the Thursday meeting. The ideal public posting of the agenda would be the Friday before, and in ~~(EE)~~ we're talking about sharing a draft schedule with Council, not with the public. This would ensure maximum transparency and preparation by CMs and the public. This would also mean pushing back the timelines in ~~(GF)~~ below.

- G. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least 96 hours in advance of any meeting; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.

PROPOSAL TO CHANGE 96 hours to 48 hours to account for rapidly changing circumstances. Agenda could not be published before Council Members submit agenda items. COUNTER PROPOSAL TO CHANGE 96 hours to nine days before the Thursday meeting, so that a finalized agenda can be published on Friday.

- H. The Mayor and Town Administrator will jointly write and publish the Consent Calendar, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The **presiding officer, or the** Town Council by majority vote, may remove an item from the Consent Calendar and vote it separately.
- I. **Action Items** require formal approval by the Town Council at the current meeting or specified future meeting. Action Items shall have been discussed at a previous meeting, in accordance with the Town Charter. The Town Administrator, and where necessary the Town Attorney **or relevant advisory committee**, shall have provided to the Town Council their recommendation on each item.
- J. Discussion Items are important Town issues not requiring formal action by The Town Council in the next sixty days. **Discussion of items listed under Discussion Items shall be limited to fifteen minutes each.**
- K. During the specific Regular Meeting agenda section, Resident Input, the presiding officer will call speakers to the podium in the order in which they requested recognition. **The presiding officer will remind speakers of the rules for Resident Input including the need for decorum.**
 - a. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body, and not to speak on a topic that appears on the agenda.
 - b. Speakers may speak for up to three minutes.
 - c. Unused time may not be transferred to another speaker.
 - d. The presiding officer will not respond to the input directly and will not allow any Council Member to do so.
- L. During the specific agenda section Mayor and Council Announcements, the presiding officer will afford each elected official five minutes to speak. Unused time may not be transferred to another elected official. Formal Town Council business will not be conducted.

Commented [NB5]: I don't like the dynamic this sets up; council could have reasonable motives for not consenting but it invites the appearance of council wanting to stifle public input.

Commented [NB6]: Nine is a lot of days.

Commented [NB7]: There was resident feedback that requested more clarity in terms of making a motion, proper procedure when a motion is open/seconded, etc. I don't disagree that it would be helpful. Should we add some of that language here?

SECTION 4 – COUNCIL COMMITTEES AND ASSOCIATIONS

- A. The Mayor shall appoint volunteering Ward Council Members to serve as representatives to Town organizations and bodies. Any Ward Council Member may request that a Town organization or body have a Town Council representative appointed to it.
- B. **The Mayor, or the Town Council by majority vote, may establish an ad-hoc committee or working group.**
- C. **Only two ad-hoc committees or working groups may run concurrently.**
- D. The Town Council shall clearly establish the parameters of any body created under paragraph B including its work plan, topics to be researched, membership, and reporting schedule.

PROPOSAL TO DEFINE HOW LARGE any body can be, how long it can last, etc, rather than leave it to the Council to redefine each time it creates one.

- E. The Mayor and Town Administrator shall jointly agree on any staff or other administrative support provided to any body created under paragraph B.

SECTION 5 – REPRESENTATIONS

- A. The Mayor shall represent the decisions and policies of The Town Council in all forums.
- B. **The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, The Town Council may by majority vote grant to a Council Member or to the Town Administrator the authority to represent the decisions and policies of The Town Council.**
- C. Paragraphs A and B shall not constrain an individual Council Member from expressing their opinion as their own in any forum. Individual Council Members will be careful to specify that their opinion is non-binding on the Town or The Town Council and not made on its behalf.

SECTION 6 – TOWN STAFF RESOURCES INCLUDING THE TOWN ATTORNEY

- A. The Town Administrator, serving concurrently as a non-voting member of the Town Council and as the chief operating officer of the Town, shall be the first point of contact for elected officials seeking information or action on any Town service, operation, or issue. **Ward Council Members are encouraged to keep the Mayor apprised of all requests for information or action made to the Town Administrator.**
- B. **Elected officials and Town Department Heads** may, together or separately, seek legal advice from the Town Attorney and incur to the Town such cost as may be appropriate. **The Town Administrator shall provide to the Town Council on a quarterly basis an accounting of costs incurred for legal advice.**

SECTION 7 – SPECIAL RULES FOR ELECTRONIC PARTICIPATION BY ~~MEMBERS OF COUNCIL~~ **TOWN OFFICIALS**

Any **elected or appointed official** may attend and participate in Town Council meetings, not more than twice per calendar year, through electronic communication.

- A. Prior to the Meeting:

- a. The elected or appointed official shall give notice to the Town Administrator of their desire to attend a meeting from a remote location and indicate from where the member will participate. Notice should be provided one week in advance when practicable.
 - b. Upon receipt of notice, the Town Clerk will confirm that town staff is able to manage the request. Once confirmation has been received, the Clerk will note the remote participation on The Town Council agenda.
 - c. Emergency requests due to illness, unexpected travel for work, or similar unforeseen circumstances will be accommodated when possible.
- B. During the Meeting:
- a. The Presiding Officer will announce the elected or appointed official's remote participation at the beginning of the meeting.
 - b. During roll call, the elected or appointed official shall respond that he or she is present.
 - c. **Elected and appointed officials shall make every effort to appear on camera at all times in order to assure continuing participation in the meeting.**
 - d. If the elected or appointed official leaves the meeting, they shall announce the departure unless the meeting has been paused for a break or has been adjourned. After a break, the Presiding Officer will confirm that the remote participant is still present at the meeting.
 - e. ~~The Town Council member attending electronically shall ask for recognition from the Presiding Officer if he or she desires to speak.~~
 - f. When an elected official is attending electronically, all votes taken during the meeting shall be by roll call. The vote of the remote participant must be audible.
- C. Limitations:
- a. Remote participation will be limited by the technology available.
 - b. ~~No more than one member may participate remotely in a meeting unless a second member~~ **two elected officials may participate remotely in any meeting unless a third elected official** is needed in order to achieve a quorum.
 - c. Requests **to participate remotely** shall be accommodated in the order that they are received **by the Town Clerk.**
 - d. If the remote connection fails or the participating member cannot hear the proceedings or be heard by all those present, the elected or appointed official shall depart the meeting until the connection can be properly restored. In this event, the Presiding Officer will announce the departure and, when applicable, subsequent rejoining at the meeting.
 - e. Electronic participation is always contingent upon the ability of staff to make arrangements for the voice of the remote participant to be heard by all persons at the meeting and for the remote participant to hear all Councilmembers in attendance.

Calendar Discussion—Juneteenth 2021, Indigenous Peoples’ Day, Schedule through to Jan 1

Establishing Juneteenth as an official Cheverly holiday

This would create a paid holiday for Cheverly staff. When Juneteenth falls on a weekend, the paid holiday would fall on the associated Friday or Monday. This recognizes that the Juneteenth celebration of the freedom and emancipation of African Americans from slavery should be observed at the level of the 4th of July.

Permanent replacement of Columbus Day with Indigenous Peoples’ Day

Gauging Councilmember interest in being part of a committee for researching the native lands on which we live and the history and cultures of the associated Indigenous peoples. The committee will work with Mayor and Council to celebrate, educate, and connect our Cheverly community with the layered peoples and histories of our land and communities.

First-level look indicates land as Nacotchtank (Anacostan), Piscataway, Conoy.

PW Schedule—Bulk Trash—3rd Thursday of each month

2020 Holiday Schedule	
Date	Holiday
Wednesday, January 1	New Year’s Day
Monday, January 20	Birthday of Martin Luther King, Jr.
Monday, February 17	Washington’s Birthday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day Indigenous Peoples’ Day
Wednesday, November 11	Veterans Day
Thursday, November 26	Thanksgiving Day
Thursday, November 27	Staff Appreciation Day
Thursday, December 24	(Full-day, half-day, none?)
Friday, December 25	Christmas Day
Friday, December 31	New Years Day (observed)

REIMAGINE TOMORROW



MARYLAND MUNICIPAL LEAGUE

June 29-30, 2020

VIRTUAL

SUMMER CONFERENCE
2020



2020 MML Virtual Summer Conference

REDEFINED!

REIMAGINED!

RESTRUCTURED!

Preliminary Schedule

Monday, June 29

9:50-10:55 am	<p>Opening Session: Reimagine Tomorrow</p> <ul style="list-style-type: none"> ▪ Welcome from MML President Ryan Spiegel ▪ Municipal Achievement Awards 2020 (<i>Pre-Recorded Video</i>) ▪ Judson Laipply, Opening Keynote (<i>Live & Pre-Recorded</i>)
10:55-11:10 am	Bonus Content #1- Dance with our Keynote (<i>Live Session</i>)
11:15-12:00 pm	<p>Learning Lab 1: Employment Issues, Part I (C)</p> <p>Learning Lab 2: Downtown Revitalization Strategies (E)</p> <p>Learning Lab 3: COVID Perspectives from State Leaders</p>
12:00-12:05 pm	Bonus Content #2- A Special Message to MML from Dr. Bertice Berry (<i>2019 Keynote</i>)
1:00-2:00 pm	Population Forums (<i>Live Session</i>)
2:00-2:15 pm	Bonus Content #3- Exer-Break (<i>Yoga and Stretch Time</i>)
2:30-3:15 pm	<p>Learning Lab 4: Employment Issue, Part II (C)</p> <p>Learning Lab 5: Catalyzing Community Health</p> <p>Learning Lab 6: Climate Resilience (E)</p>
3:15-3:25 pm	Bonus Content #4- MML Scavenger Hunt (<i>Pre-Recorded</i>)
3:30-5:00 pm	<p>Virtual Happy Hour (<i>Live Session</i>)</p> <ul style="list-style-type: none"> ▪ President Welcomes Guest Speaker ▪ Attendees released into Buzz chat rooms (<i>topical issues, some related to guest speaker's presentation</i>) ▪ Charity Concert Room
5:00-7:00 pm	Free to Enjoy Strategic Partner, Sponsor and Exhibitor Virtual Entertainment Options (<i>Live Session</i>) Check the Virtual Conference app for details and links
7:30-9:30 pm	Virtual Dance Party Sponsored by Seat Pleasant, A Smart City of Excellence

Tuesday, June 30

9:00-9:15 am	Welcome: And Now A Word from Our Sponsors (<i>Pre-Recorded</i>)
9:15-9:30 am	Business Meeting/Election Results (<i>YouTube Live</i>)
9:30-10:15 am	Learning Lab 7: Open Meetings Act, Part I (C) Learning Lab 8: 2020 Census: Making the Final Push (E) Learning Lab 9: Strategies for Effective Citizen Engagement (E)
10:15-10:30 am	Bonus Content #5- Stories of Triumph
10:45-11:45 am	Cabinet Secretaries Chat Rooms (<i>Live</i>)
11:30-12:30 pm	Bonus Content #6- Virtual Expo
12:45-1:00 pm	Bonus Content #7- MML Message #2 from 2019 Keynote Dr. Bertice Berry
1:00-1:45 pm	Learning Lab 10: Open Meetings, Part II (C) Learning Lab 11: Vote-By-Mail (E) Learning Lab 12: Helping Small Business Survive & Thrive
1:45-2:10 pm	Bonus Content #8- Trivia
2:10-3:00 pm	Closing Session: Reinvent Tomorrow <ul style="list-style-type: none"> ▪ Welcome and Lifetime Achievement Award 2020 (Hall of Fame Honorees Recognition) ▪ Remarks from President Ryan Spiegel & Virtual Gavel Exchange (<i>Live</i>) ▪ Remarks from President-Elect (<i>Live</i>) ▪ Governor Hogan, Closing Keynote (<i>Pre-Recorded Video</i>) ▪ 2021-2022 MML Board of Directors Introduction (<i>Pre-Recorded Video</i>) ▪ Ocean City 2021 (<i>Pre-Recorded Video</i>)

Virtual Program Key:

MML Conference Business Events:	Traditional Conference elements re-imagined
Learning Labs:	Educational Sessions
Networking Opportunities:	Ideation and sharing with colleagues state-wide
Bonus Content:	Extras that are fun activities that will engage participants and exhibitors

Academy for Excellence in Local Governance Sessions:

(C) = Academy Core
(E) = Academy Elective

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