

1. City Council Regular Meeting Agenda

Documents:

- 01 -- AGENDA FOR 11-26-2018.PDF
- 02 -- MINUTES FROM 11-13-2018.PDF
- 03 -- HOLIDAY SCHEDULE FOR 2019 AND ALTERNATE.PDF
- 04 -- COUNCIL MEETING SCHEDULE FOR 2019.PDF
- 05 -- ADVANCING CITIES GRANT - JP MORGAN.PDF
- 06 -- RESOLUTION 18-011 -- ADA ADVISORY COMMITTEE.PDF
- 07 -- CPD EQUIPMENT.PDF
- 08 -- LGIT DONATION TO CPD.PDF
- 09 -- AWARD OF DHCD TECHNICAL ASSISTANCE GRANT.PDF
- 10 -- ADA COMMITTEE APPOINTMENTS.PDF

AGENDA

City of Cambridge
City Council Meeting
November 26, 2018
Council Chambers - 305 Gay Street
Cambridge, MD 21613

Agenda Item No. 01

Date: 11/26/2018

4:30 pm Closed Executive Sessions

This meeting will be closed under General Provisions Art. § 3-305(b) (7) To consult with Counsel to obtain legal advice

5:30 pm

This meeting will be closed under General Provisions Art. § 3-305(b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals

6:00 pm Mayor to Convene Council in Regular Session

Agenda

1. Council to approve or amend agenda as presented.

Public Comment

Requests from the Public

None

Consent Calendar

2. SUBJECT: Meeting Minutes from Council Meetings on November 13, 2018
Recommendation: That Council approve as submitted.
3. SUBJECT: Holiday Schedule for 2019
Recommendation: That Council approve the schedule as submitted.
4. SUBJECT: City Council Meeting Schedule
Recommendation: That Council approve the schedule as submitted.
5. SUBJECT: JP Morgan Chase Advancing Cities Grant
Recommendation: That Council approve staff request to apply for the JP Morgan Advancing Cities Grant in partnership with Habitat for Humanity Choptank and provide letter of support as requested.

Resolutions

6. SUBJECT: Resolution 18-011 -- A Resolution of the Commissioners of Cambridge, Maryland to adopt Administrative Standard Operating Procedure No. 46 entitled "City of Cambridge Citizens Advisory Committee for Persons with Disabilities."
Recommendation: That Council:
 - A. Introduce Resolution No. 18-011 by reading of title only; and
 - B. Adopt Resolution No. 18-011.

Old Business

None

New Business

7. SUBJECT: Proceeds from CPD Auction and Cash
Recommendation: That Council allocate \$274.00 to the Equipment Account
8. SUBJECT: Appropriation of LGIT Donation
Recommendation: That Council appropriate \$7,000 to the FY19 Employee Training Budget to increase the budget by \$7,000 for Fair and Impartial Police Training
9. SUBJECT: Award DHCD Grant to Lisa Sturtevant & Associates
Recommendation: That Council approve staff's recommendation to award the DHCD Operating Assistance Grant FY18 Application to Lisa Sturtevant & Associates (LSA)
10. SUBJECT: Appointments to the ADA Committee
Recommendation: That Council appoint Jerry Burroughs (Planning and Zoning Chairman); Patty Kaczmarek and Tom Puglisi to replace Anne Whaples, Louise White and a vacant position

Mayor and Council

Public Comment

Adjourn

City Council meetings are conducted in open session unless otherwise indicated. Pursuant to the Maryland Open Meetings Act, all or a portion of the Council meeting may be held in closed session by vote of the Council. Please note that the order of agenda items is subject to change and that meetings are subject to audio and video recording.

The City Council met in regular session on Tuesday, November 13, 2018 in Council Chambers. A quorum being present, Mayor Victoria Jackson-Stanley called the meeting to order at 6:00 p.m. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster, Cannon, and Hanson. Mayor Victoria Jackson-Stanley asked for a moment of silence. Commissioner Hanson led in the Pledge of Allegiance.

Presentation

Mayor's Certificate to Calvin Stack honoring his 50 years with Rescue Fire Company

Mayor Stanley read the certificate and presented it to Mr. Stack, one of our local heroes. Council thanked him for his dedicated service to the citizens of Cambridge.

Agenda

1. Council to approve or amend agenda as presented.

A motion by Commissioner Sydnor to approve the agenda as presented was seconded by Commissioner Rideout and approved 5:0.

Public Comment

Sharon Smith recently attended two meetings that the City hosted about some progress that was proceeding forward. One was the progress on Pine Street. It is long overdue. She believes the whole City is looking for some positive outcome from that effort. Her concern is that it is a registered Historic District and there is no Commission that protects the design guidelines. There are no design guidelines as there are for the Wards 1 and 3 Historic Preservation Districts. Habitat is a wonderful organization, but they are not preservationists. She is not aware that there is anything that is going to protect any of the historic architectural features on Pine Street as they go forward. She asked City Council to consider creating some sort of Historic Preservation Commission or expanding the scope of the current Historic Preservation Commission.

Barbara Collins, representing Newcomb and Collins Funeral Home, said their concern is the closing of High Street for mainly the beer fests sponsored by The High Spot. When the street closes, their business has to close. With funerals, you never know when the phone is going to ring and they never know when families are going to want funerals. Then there are the times they cannot have a funeral because the street closes at 11:00 am and does not re-open until 6:00 pm. It puts a stress on their business. It happens too often. The Christmas Parade is fine because it is an annual event. There is also the Dorchester Showcase and the IronMan and EagleMan. The Police Department works very well with them when the street is closed so they have access to the funeral home but there is a band playing that is heard inside when a preacher is trying to have a service. It just isn't right. Their concern is that it is being closed too often. She suggested the events be held at Long Wharf or Sailwinds. They are mainly promoting two businesses but shutting down her business.

Portia Johnson-Ennels thanked DPW for installing the 'no parking' signs on Cornish Drive. On Thursday, the City will be using the Empowerment Center. Normally, they ask people for a donation. In place of a donation, they are asking the City for in-kind services for things that need to be done in the center. They would like the floors done and some light painting. They will supply the materials; all they need is the manpower. They would like to decorate outside the Empowerment Center for Christmas and would like to include the Police Substation. She would like the Board to meet with someone from the City to discuss some things that are going on concerning the building itself. They have been in there for 16 years and there are some things that had to call DPW for like a leak in the ceiling which is not their responsibility. Commissioner Cannon offered the name of a person to contact who may have some people willing to help with the painting.

Charles McFadden, president of CAN, spoke about Ordinance 1135. They would like to take the position that they like the original ordinance. They like the framing of the fence being placed inside the yard with the nice side facing outward and they would like height restrictions on the fences.

Yvette Robinson invited the community to a community-involvement event on Thursday, November 15th from 5:30 pm to 7:30 pm at the Empowerment Center. This visioning session will get community input on planning and revitalization for the Pine Street Historic District. There will be a work session in City Council Chambers on Friday, November 16th at 11:00 am to talk about the Cambridge Revitalization Neighborhood Program.

Requests from the Public

2. Mike Krantz to discuss Group Mission Trips and their offer to Cambridge in conjunction with Neighborhood Revitalization

Since the early 1990s, Group Mission Trips has been working with and helping communities across the United States and the world with home repair. As a non-profit mission ministry, they work hard to bring meaningful service to the communities they serve. Since their beginning, thousands upon thousands of mission trip participants have racked up millions of volunteer hours serving people in need.

Council received brochures to give them more information and outlines what they could do for Cambridge. There is a \$20,000 commitment required from the City as the co-sponsoring local agency. All that money goes toward building materials. They estimate they will work on 65 different houses.

A motion by Commissioner Sydnor to refer this project to the City Manager and the Department of Public Works to find a source of the funds was seconded by Commissioner Rideout and approved 5:0.

3. Bill Christopher, Dorchester Chamber of Commerce, to give an update on Dorchester Goes Purple

Mike Sterling gave Council an update. They had a very positive response from the community. Scores of businesses, public service agencies, and homes participated by shining purple lights throughout the month of September. These purple lights have prompted many important conversations, particularly with our youth about the risks and dangers of opioid abuse. The committee distributed over 600 purple tee-shirts, 3500 wrist bands, 3000 flyers, 1000 window stickers, 30 daily purple messages on WHCP and on Facebook and around the community through the purple banner initiative. Gerry Boyle and IronMan put out 1500 IronMan volunteer tee-shirts that supported the campaign logo. There was even a purple boat parade. September is National Recovery Month. He thanked Sheriff Phillips, Chief Mark Lewis, Chief Les Hutton, and States Attorney Bill Jones. Many other people were instrumental in this campaign. There is so much more to be done so the campaign will continue next year.

Consent Calendar

4. SUBJECT: Meeting Minutes from Council Meetings on October 22, 2018
Recommendation: That Council approve as submitted.
5. SUBJECT: Municipal Government Works Month Proclamation
Recommendation: That Council approve Mayor Stanley signing the proclamation and forwarding it to the Maryland Municipal League as a requirement for Cambridge continuing to be "A Banner City"
6. SUBJECT: Request from Pleasant Day Medical Adult Day Care for permission to have a banner hung across Race Street from Thursday, November 15th through December 6th advertising the Festival of Wreaths
Recommendation: That Council approve the request
7. SUBJECT: Request from Patrick Fanning, High Spot, for permission to hold their Crawfish Boil and Muskrat Stew Fest in the 300 block of High Street or Cannery Way, on Sunday, February 24, 2019 between the hours of 1:00 pm and 6:00 pm (Event pre-approved with ASOP 45)
Recommendation: That Council approve the event subject to:
 - A. Holding the event in Cannery Way (anticipating High Street will be undergoing renovations)
 - B. Submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to event and
 - C. Submission of Liquor Board Certificate prior to the event.

A motion by Commissioner Hanson to approve Consent Calendar Items 4, 5, and 6 was seconded by Commissioner Cannon and approved 5:0.

A motion by Commissioner Hanson to approve Consent Calendar Item 7 with the event being held in Cannery Way was seconded by Commissioner Foster and approved 5:0.

Ordinances for Introduction and First Reading

None

Ordinances for Second Reading, Public Hearing, and Adoption

8. SUBJECT: Ordinance 1135 -- An Ordinance of the Commissioners of Cambridge, Maryland amending § 5.1.4 of the City's Unified Development Code ("UDC") to provide that: 1) fences shall not extend at a height exceeding six feet forward of the primary rear building façade; 2) fences extending forward of the primary rear building façade shall not exceed four feet in height subject to certain conditions; and 3) fences that have a side with exposed framing or similar features shall orient that side internal to the site; providing that the title of this Ordinance shall be deemed a fair summary and generally relating to fences in the City of Cambridge.

Recommendation: That Council

- A. Give Ordinance No. 1135 a second reading by reading of title only;
- B. Open the public hearing, take public comment and close the public hearing; and
- C. Adopt Ordinance No. 1135

Chip MacLeod read the title of the ordinance.

Commissioner Sydnor asked what predicated this request to change the ordinance. Pat Escher responded that it was brought to her attention via a building permit. He asked what ward it was in. Ms. Escher was not sure what ward it was in. Commissioner Sydnor said he thinks the City is becoming very intrusive in other peoples' property. If this was precipitated by one individual, then it doesn't seem a problem exists. We are creating a problem because citizens have talked to him about why we are dictating what they can and cannot do on their property. They feel they should have some freedom. They are told where they can put a shed and they must get permission for exterior changes. These renovations are inspected. He thinks we are going too far. If there is not a problem, why create one? If this is for the Historic District, the City pays someone to work with that district and therefore they can come up with guidelines that they want to use but you don't have to intrude upon other areas just because one area or one person would like to have this.

A motion by Commissioner Hanson to hold a public hearing was seconded by Commissioner Cannon and approved 5:0.

Charles McFadden, President of CAN, said they think the fence looks better when it is facing out. It would make the City look better. They are in favor of the original proposal.

Portia Johnson-Ennels said there already is an ordinance on the books about a six-foot fence. She asked why the City needs this ordinance. There are landlords that install fences at many different heights and it makes the neighborhood look bad. She asked if this would be corrected or if this is just toward the homeowners.

A motion by Commissioner Hanson to close the public hearing was seconded by Commissioner Rideout and approved 5:0.

Mayor Stanley asked if current fences are grandfathered. Pat Escher said any fence that currently exists is grandfathered. The requirements are on maximum height. In your front yard, you have a maximum height of four feet. In the rear yard, you have a maximum height of six feet. The height determination is trying to allow people who have a different configuration of a building that have an addition in back, to still be able to construct a privacy fence of six feet as long as it is in the rear of the primary structure. Currently the way it is written, the rear of the house, which would be the addition, would not allow you to have a six-foot fence as is shown in the graphic between the addition and the primary building. You could only have a four-foot fence.

A motion by Commissioner Foster to reject this ordinance and keep the ordinance we have on the books was seconded by Commissioner Sydnor and approved 3:2.

Old Business

None

New Business

9. SUBJECT: Assignment to WBOC of MTS Broadcasting Lease Agreement with the City
Recommendation: The city manager recommends the city council assign to WBOC the MTS Broadcasting Lease Agreement with the City.

A motion by Commissioner Rideout to assign the MTS Broadcasting lease agreement to WBOC was seconded by Commissioner Hanson and approved 5:0.

10. SUBJECT: Bradford House
Recommendation: That Council review and accept Code Enforcement report for informational purposes.

Oden Wheeler reported that there have been numerous times when the elevator at the Bradford House got stuck. A community meeting was held with the residents of the Bradford House to listen to their concerns, and/or complaints. Commissioner Foster; Patrick Comiskey, City Manager; Oden Wheeler, Director of DPW; Susan Webb, Division Manager Building Services; Derick Johnson of DHCD; and representatives of the Bradford House Management attended the meeting. Our efforts in improving the living conditions for the residents of the Bradford House are long from being concluded. HUD and DHCD, who provide funding assistance to many residents, have been and will continue to be a major partner in this effort. Rescue Fire Company has been a valuable partner in our efforts in addressing the elevator and fire code violations within the facility. HUD reported that they will begin to hold funding if owners and/or management does not mitigate the violations to City standards and within our allotted time lines.

11. SUBJECT: Outstanding Invoices for Jess Jr.'s Body Shop

Recommendation: That Council appropriate \$17,131.94 from the unappropriated reserves and appropriate \$45,870.90 from Drug Forfeiture Fund to Cambridge Police Department Administration Vehicle Repairs and Maintenance account for the payment of \$63,002.84 to Jess Jr.'s Body Shop for prior years vehicle repair and maintenance work.

A motion by Commissioner Rideout that Council appropriate \$17,131.94 from the unappropriated reserves and appropriate \$45,870.90 from Drug Forfeiture Fund to Cambridge Police Department Administration Vehicle Repairs and Maintenance account for the payment of \$63,002.84 to Jess Jr.'s Body Shop for prior years vehicle repair and maintenance work was seconded by Commissioner Cannon and approved 5:0.

12. SUBJECT: Lease Agreement of Governors Hall with the American Legion

Recommendation: The city manager recommends the city council rent Governors Hall to the American Legion for free for the next year on the condition the legion continues to rent the facility to the public as they have done over the past two years. The lease includes the building, the parking lot, and the park grounds. The lease does not include the newly renovated wharf, the brick office building, or the property the city plans to lease to Cambridge Yacht Maintenance. The American Legion has the right to utilize the wharf; however, the City has first use of the wharf and the right to place conditions on the use by the American Legion.

Commissioner Hanson recused himself from the discussion as he is a member of the American Legion. He left to room.

A motion by Commissioner Sydnor that Council send out an RFP for a one-year renewable lease of Governors Hall (Sailwinds Park) for the area consisting of Governors Hall, the surrounding festival grounds and parking lot; excluding the area near Yacht Maintenance and the promenade; and with a notice to terminate in six months was seconded by Commissioner Foster and passed 3:1. Commissioner Hanson was out of the room. The RFP will come before Council prior to being released.

A motion by Commissioner Cannon that we not renew the lease with the American Legion and we return the equipment was seconded by Commissioner Foster and approved 4:0. Commissioner Hanson was out of the room.

Notices

Friday, November 16th at 11:00 am in Council Chambers – Work Session on Cambridge Neighborhood Revitalization Program Consultant RFP Review & Presentation.

Adjourn

A motion by Commissioner Sydnor to adjourn the meeting was seconded and approved unanimously.

With no further business, Mayor Victoria Jackson-Stanley adjourned the meeting at 8:10 p.m. I hereby certify that the foregoing is a true and accurate account of the Council meeting Tuesday, November 13, 2018, insofar as I personally am aware.

Victoria Jackson-Stanley
Mayor



City of Cambridge

City Hall

410 Academy Street - P O Box 255
Cambridge, Maryland 21613
Phone: 410-228-4020 Fax: 410-228-4554
MD Relay (V/TTY) 711 or 1-800-735-2258
E-Mail info@choosecambridge.com

Agenda Item No. 03

Date: 11/26/2018

OFFICIAL LIST OF LEGAL HOLIDAYS CALENDAR YEAR 2019

New Year's Day	Tuesday, January 1
Dr. Martin Luther King, Jr. Day	Monday, January 21
Presidents' Day	Monday, February 18
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans' Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving (American Indian Heritage Day)	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25



City of Cambridge

City Hall

410 Academy Street - P O Box 255

Cambridge, Maryland 21613

Phone: 410-228-1020 Fax: 410-228-4554

MD Relay (V/TTY) 711 or 1-800-735-2258

E-Mail info@choosccambridge.com

Agenda Item No. 03
(Alternate)

Date: 11/26/2018

OFFICIAL LIST OF LEGAL HOLIDAYS CALENDAR YEAR 2019

New Year's Day	Tuesday, January 1
Dr. Martin Luther King, Jr. Day	Monday, January 21
Presidents' Day	Monday, February 18
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Day after Independence Day	Friday, July 5
Labor Day	Monday, September 2
Columbus Day	Monday, October 14
Veterans' Day	Monday, November 11
Thanksgiving Day	Thursday, November 28
Day after Thanksgiving (American Indian Heritage Day)	Friday, November 29
Christmas Eve	Tuesday, December 24
Christmas Day	Wednesday, December 25



City of Cambridge

City Hall

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MD Relay (V/TTY) 711 or 1-800-735-2258
E-Mail info@choosecambridge.com

Agenda Item No. 04

Date: 11/26/2018

ml

OFFICIAL LIST OF CITY COUNCIL MEETING DATES CALENDAR YEAR 2019

Monday, January 14
Monday, January 28

Monday, July 08
Monday, July 23

Monday, February 11
Monday, February 25

Monday, August 13
Monday, August 22

Monday, March 11
Monday, March 25

Monday, September 09
Monday, September 23

Monday, April 08
Monday, April 22

See Footnote 3 below
Monday, October 28

Monday, May 13
Tuesday, May 28¹

Tuesday, November 12⁴
Monday, November 25

Monday, June 10
See Footnote 2 below

Monday, December 09
Monday, December 16⁴

City Council meetings begin at 6:00 pm unless otherwise noted on the agenda.

If work sessions are needed, they may be held on the third Monday of the month beginning at 6:00 pm or as otherwise scheduled.

Closed sessions may be scheduled to start at 5:00 pm, as needed.

¹Monday, May 27th is Memorial Day

²Monday June 24th is the MML Conference

³Monday, October 14th – Council hosting the MML Conference

⁴Monday, December 23rd is Christmas week

Council Agenda Report

Date: November 26, 2018
Submitted by: Odie Wheeler, Director of Public Works
Prepared by: Yvette Robinson
Subject: JP Morgan Chase Advancing Cities Grant

Recommendation: That Council approve staff request to apply for the JP Morgan Advancing Cities Grant in partnership with Habitat for Humanity Choptank and provide letter of support as requested.

DISCUSSION: As part of the continued partnership with Habitat for Humanity and the Cambridge Neighborhood Revitalization Plan, we are requesting a letter of support for the Advancing Cities Grant. If approved, the funding will be used to further the revitalization in Ward 3 and begin the process in Ward 3.

Fiscal Impact: The grant award is up to \$3 million for 3 years.

Approved by: Patrick Comiskey, City Manager

November 19, 2018

Re: JPMC Advancing Cities Challenge Summary

To Whom It May Concern:

This letter is written in support of an application for the JP Morgan Chase Advancing Cities Challenge grant. The application, submitted by Habitat for Humanity Choptank, represents our working coalition including local non-profits, community residents, local government at the City and County level, and local businesses.

This coalition has grown from the independent efforts of a few non-profits, to a working group focused on creating the Cambridge Neighborhood Revitalization Plan (The Plan). The Plan will be focused initially on the Third Ward of Cambridge, and will serve as a roadmap for revitalization that can be implemented city wide.

The Plan responds to priorities set by the City in a 2016 Economic Development Strategic Planning session, and in response to a 2017 Housing Study. The priorities for the City are to create transformative strategies to address housing needs, develop vibrant, connected downtown commercial areas, and to strengthen the identity and sense of community within neighborhoods.

The coalition has been successful in leveraging funding from the State of Maryland to begin creating The Plan, engaging residents, and start addressing housing repair. The coalition, working across sectors and government levels has created the potential to utilize tools that change systems, such as land banking and private sector incentives for homeownership programs. Funding from JPMC Advancing Cities would enable the plan to be implemented and demonstrate measurable change over the next 3 years.

This project addresses critical unmet needs, will help residents – especially low-income and vulnerable populations – with increased access to safe, affordable housing, innovative economic opportunities, and . increase the overall quality of life in the City of Cambridge.

Council Agenda Report

Date: November 26, 2018

Submitted by: Patrick Comiskey, City Manager

Prepared by: Patrick Thomas, Assistant City Attorney

Subject: A Resolution of the Commissioners of Cambridge, Maryland to adopt Administrative Standard Operating Procedure No. 46 entitled "City of Cambridge Citizens Advisory Committee for Persons with Disabilities."

Recommendation: That Council:

- A. Introduce Resolution No. 18-011 by reading of title only; and
- B. Adopt Resolution No. 18-011.

Discussion: On March 26, 2001, the City Council adopted Resolution No. 01-012 establishing a Citizens Advisory Committee for Persons with Disabilities (the "Committee") for the City. Since Resolution No. 01-012 was adopted, the policies and procedures set forth therein have not been changed. Commissioner Cannon, who currently serves on the Committee, and the Assistant City Attorney initially discussed amending certain policies and procedures for clarity and consistency and to allow the Committee to operate more effectively and efficiently. The City Manager and the Assistant City Attorney subsequently met with Commissioners Rideout and Cannon to review Commissioner Cannon's proposed revisions and identified additional revisions that should be made so that the policies and procedures conform to the Uniform Committee Rules of Procedure adopted by the City Council pursuant to Resolution No. 17-006 on September 11, 2017 and for clarity and consistency.

Fiscal Impact: N/A

Enforcement: City Council

Approved by: Patrick Comiskey, City Manager

RESOLUTION NO. 18-011

A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND TO ADOPT ADMINISTRATIVE STANDARD OPERATING PROCEDURE NO. 46 ENTITLED "CITY OF CAMBRIDGE CITIZENS ADVISORY COMMITTEE FOR PERSONS WITH DISABILITIES."

WHEREAS, pursuant to Resolution No. 01-012, approved and adopted on March 26, 2001, the Commissioners of Cambridge established a Citizens Advisory Committee for Persons with Disabilities (the "Committee") for the City of Cambridge (the "City") and promulgated certain policies and procedures to be followed by the Committee to identify, analyze, and evaluate programs and services in the City related specifically to the needs of persons with disabilities in accordance with the Americans with Disabilities Act (the "ADA") for the purpose of reporting and making recommendations to the City Council; and

WHEREAS, pursuant to § 2-9 of the City Code, the Commissioners of Cambridge shall establish and maintain a compilation of policies established by the Commissioners of Cambridge which are not otherwise included in the City Code and affect the administration of the City, known as the Administrative Practices and Procedures Manual, which may be changed from time to time by resolution of the Commissioners of Cambridge; and

WHEREAS, the Commissioners of Cambridge are desirous of repealing the Committee's policies and procedures set forth Resolution No. 01-012 and reenacting the same, with certain amendments, in the form of an Administrative Standard Operating Procedure.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF CAMBRIDGE that the policies and procedures set forth in Resolution No. 01-012 be and they are hereby repealed and reenacted and adopted in Administrative Standard Operating Procedure No. 46, entitled "City of Cambridge Citizens Advisory Committee for Persons with Disabilities," attached hereto and incorporated by reference as if fully set forth herein, is hereby adopted.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Patrick C. Comiskey, City Manager

By: _____
Victoria Jackson-Stanley, Mayor

Introduced the __ day of _____, **2018**
Adopted the __ day of _____, **2018**
Effective the __ day of _____, **2018**

ADMINISTRATIVE STANDARD OPERATING PROCEDURE NO. 46

**CITY OF CAMBRIDGE CITIZENS ADVISORY COMMITTEE
FOR PERSONS WITH DISABILITIES**

I. PURPOSE AND DUTIES:

- A. The purposes and duties of the City of Cambridge Citizens Advisory Committee for Persons with Disabilities (the "Committee") are as follows:
 - 1. To identify, analyze, and evaluate programs and services in the City of Cambridge (the "City") related specifically to the needs of persons with disabilities for the purpose of reporting and making recommendations to the City Council;
 - 2. To generally review and make recommendations to the Mayor, the Commissioners, and appropriate City departments and agencies regarding needs of persons with disabilities;
 - 3. To advise and assist the City in cooperating with other groups and agencies serving persons with disabilities; and
 - 4. To send inquiries, complaints, and recommendations, in writing, to any appropriate City department in regard to or on behalf of persons with disabilities.
- B. The Committee shall act in an advisory capacity only and shall have no adjudicatory or other independent authority.
- C. The Committee shall have no authority to expend funds or to legally commit the City to any contractual or other legal obligations without the expressed written authorization of the City Council.
- D. Except as otherwise provided herein, the Committee is subject to the Uniform Committee Rules of Procedure adopted by the City Council pursuant to Resolution No. 17-006 on September 11, 2017 and any subsequent amendments thereto (the "Uniform Rules").

II. MEMBERSHIP; TERM: The Committee shall consist of up to eleven (11) members as follows:

- A. A maximum of seven (7) voting members shall be members of the general public, at least two (2) of whom shall be persons with disabilities.
- B. One (1) voting member shall represent either a public or private agency which serves persons with disabilities in the City. Such member need not be a City resident.
- C. One (1) voting member shall be a member of the City Council. One (1) other member of the City Council shall be appointed as an alternate to that regular City Council member.

The alternate City Council member shall only attend Committee meetings in the absence of the regular City Council member, and when so attending such meetings, shall have the same authority as the regular City Council member, including the authority to vote.

- D. The Director of the Department of Public Works, or his or her designee, shall serve as an ex officio, non-voting member except to break a tie vote, and need not be a City resident.
- E. The Americans with Disabilities Act Coordinator, or his or her designee, shall serve as an ex officio, non-voting member, and need not be a City resident. In the event of a vacancy in the position of Americans with Disabilities Act Coordinator, the Director of the Department of Public Works shall assume such position for purposes of this subsection only and shall name a designee as set forth in subsection D herein.
- F. The Mayor, subject to confirmation by the Commissioners, shall appoint members.
- G. The term of office of each member shall be for three (3) years and until such member successor is appointed and confirmed.
- H. The Mayor shall have the authority to remove any member who has had more than three (3) consecutive absences in any twelve (12)-month period, and the Mayor may remove any member, with concurrence of the City Council, for other good cause.
- I. The members shall serve without compensation but may be reimbursed for expenses incurred in the performance of their duties as approved by the City Council and as set forth in applicable local law.
- J. All members shall be City residents except as otherwise provided herein.

III. MEETINGS:


- A. Except as otherwise provided herein, all meetings of the Committee and any subcommittees shall be scheduled and conducted in accordance with the Uniform Rules.
- B. The Mayor is authorized to assign clerical staff and staff support services to the Committee from the staff, primarily for attendance at meetings, the keeping of minutes, and for any such other reasonably related staff support.

IV. OFFICERS; SUBCOMMITTEES; RULES; REPORTS:

- A. A chairperson, a vice chairperson, a secretary, and such other officers as the Committee deems necessary, shall be elected by the Committee from among its voting members by a majority vote. Except as otherwise provided herein, the Committee's officers shall have the powers and duties set forth in the Uniform Rules.

- B. The Committee may establish such subcommittees, by a vote of the majority of the voting members of the Committee, as it deems necessary and appropriate to carry out its duties. However, any recommendations or reports or other official actions pursuant to these guidelines shall be made only by a vote of the majority of the voting members of the Committee.
- C. The Committee may adopt such rules in addition to the Uniform Rules as it believes are necessary for its effective operation; provided, however, that such additional rules shall not conflict with the Uniform Rules, the Charter of the City of Cambridge, the Code of the City of Cambridge, or any other local law, ordinance, or resolution of the City Council. The Secretary shall provide a copy of any such additional rules to the City Manager promptly upon adoption.
- D. The Committee may submit its recommendations to the City Council on an ongoing basis; provided, however, that any recommendations related to the City Budget must be submitted no later than the 15th day of January of each year and shall be submitted as a transition plan for the next fiscal year from July 1st through June 30th and broken down as to what projects should be completed within each of the four quarters. All associated costs and rationalizations for recommendations shall be included in the transition plan. The Americans with Disabilities Act Coordinator shall assist in the preparing and submission of all recommendations to the City Council.
- E. The Committee may meet jointly with other committees of the City from time to time.

Council Agenda Report

Date: November 9, 2018
Prepared by: Lisa Jones, Executive Assistant
Submitted by: Chief Mark K. Lewis, N.A. 
SUBJECT: Proceeds from Auction and Cash


Recommendation: That Council allocate \$274.00 to the 2019 Equipment Account (200-370).

Discussion: Cambridge Police Department received a check (#30156) for \$254.00 for the sale of old evidence. Twenty dollars cash was also received from Glen Biddle, manager of the CPD range which he collected for damage to CPD property at the range. Since the money came from the sale of old evidence collected by police, and damaged police property, CPD would like to put the money into the equipment account for any addition equipment cost that may arise.

Fiscal Impact: Increase the Police Department FY19 Equipment Account budget by \$274.00.

Approved:

Council Agenda Report

Date: November 14, 2018
Prepared by: Lisa Jones, Executive Assistant
Submitted by: Chief Mark Lewis 
SUBJECT: Appropriation of LGIT Donation

Recommendation: That Council appropriate \$7,000 to the FY19 Employee Training Budget to increase the budget by \$7,000 for Fair and Impartial Police Training.

Discussion: LGIT has awarded the Cambridge Police Department \$7,000.00 to cover the cost of Fair and Impartial Police Training for all officers. This is the second phase of the Cultural Diversity Training which the department received last year.

Fiscal Impact: Increase the FY19 Cambridge Police Department Employee Training by \$7,000.00

Approved by:

Council Agenda Report

Date: November 26, 2018
Submitted by: Odie Wheeler, Director of Public Works
Prepared by: Yvette Robinson
Subject: Award DHCD Grant to Lisa Sturtevant & Associates

Recommendation: That Council approve staff's recommendation to award the DHCD Operating Assistance Grant FY18 Application to Lisa Sturtevant & Associates (LSA)

DISCUSSION: In June of last year, the City applied for an operating assistance grant to compliment the housing revitalization work that is being done in Pine Street Historic Neighborhood. Upon being granted the award, the City sent out an Request for Proposals. The proposal is seeking supportive services for the newly formed Cambridge Neighborhood Revitalization Program. Key scopes of services included, housing market analysis, community engagement and neighborhood revitalization strategic plan which can be transferable to surrounding communities. Specifically, the department is seeking a firm that has a long history and proven experience analyzing, working with and providing an effective plan for communities similar to Cambridge.

On August 9, 2018 we received and publically opened two proposals. One from Valbridge Property Advisors (\$23,000.00) and a second from Lisa Sturtevant & Associates. (\$37,236.00) After review of each proposal, we scheduled individual interviews with each firm on September 10, 2018.

The interviewers were:

- Yvette L. Robinson – Cambridge Housing Specialist
- Cindy Smith – Dorchester County Grants & Housing Administrator
- Rhoda Fields – Habitat for Humanity Choptank Project Manager
- Herve Hamon – Cambridge Assistant City Planner
- Susan Webb – Code Enforcement Manager

After review and interviews the interviewers concluded that Lisa Sturtevant & Associates (LSA) is the highest qualified respondent based upon the following key items:

- LSA provided a **full scope** of services by responding in full to the RFP scope. Valbridge did not supply a full scope as required in the RFP.

- LSA has **proven experience** in neighborhood revitalization process, planning and implementation.
- LSA **specialization** is in housing market analysis, community engagement and revitalization plan in neighborhoods similar to the Pine Street Historic District. Valbridge specializes mostly in real estate development and not so much in community neighborhood revitalization plans.
- LSA impressed the interviewers as they would be able to take the work that the City has already done in conjunction with the County and Habitat for Humanity and move it into the future.
- LSA will provide an **implementation plan** and resource guide, with specific deliverables at specific time intervals, to be used by Council and communicated to the community. This will include a tool kit which will carry us into the future. These items were not included in the Valbridge's response who would only provide a final report.
- LSA additionally conveyed that they would be looking at the surrounding context of adjacent neighborhoods ~~and~~, the interrelationship between communities that exist, and ways to improve them.
- LSA's fee proposal reflects the full scope services requested and committed. Valbridge's fee and scope (again) does not reflect the full scope of services required in the RFP.

After further discussion and negotiations, we received a revised proposal from LSA on October 31, 2018. The revised proposal reflects a reduced fee of \$24,948. The reduction in fee is a result of an agreement for a shared scope of work between City staff and Salisbury University Urban Planning department.

Fiscal Impact: Within the grant application, the State awarded the City a TAG for \$25,000.00 for the Revitalization Plan. The proposal is for \$24,948, which is alignment with the grant.

Approved by: Patrick Comiskey, City Manager

ADA Committee

These members of the ADA Committee should be removed as they have requested to end their term:
Anne Whaples and Louise White.

With their resignation I'm also requesting to add the following volunteers:

Mr. Jerry Burroughs; Planning and Zoning Chairman
Ms. Patty Kaczmareck (resume attached)
Mr. Tom Puglisi (resume attached).

After confirmation of the above, the members list should be:

- Dave Cannon - Council Member
- Odie Wheeler - ADA Coordinator
- Herve Hamon - Dept. of Public Works Assignee
- Mary Handley
- Jerry Burroughs
- Portia Johnson-Ennels
- Robert Aaron
- Tom Puglisi
- Patty Kaczmareck

Dave Cannon
Commissioner 4th Ward
City of Cambridge

From Patty Kaczmareck,

I would like to be a member of the Cambridge ADA committee and help address ways to improve access for the disabled citizens of Cambridge and visitors to our town. In 2011, my son was injured in a car accident and is now permanently disabled and confined to a wheel chair and lives in a nursing home. As a result I have personal experience with issues that disabled people experience in everyday life. I have had to learn about rights that disabled people currently have and need. As a result of her brother's accident my daughter is an attorney in Chicago and works for a non-profit organization (CDEL) that provides pro bono legal services to disabled and elder people. So I would like to work on the committee to provide improvements for all people with physical limitations, which includes our aging population. Until I had to actually push a person in a wheelchair, I did not pay attention to how to get from point A to point B. For example when my son is home for visits and we walk around the town, we usually have to either walk in the street or use driveways to access the sidewalk. I have seen numerous folks in wheelchairs that have to travel on the street since the sidewalks are impassible. This poses a danger to them and vehicles on the streets trying to avoid them. I think that increasing the number of wheelchair sloped access ways to sidewalks and improvements to sidewalks throughout Cambridge would be a benefit. Other issues to address would be better access to buildings. From personal experience I know it is extremely difficult (impossible) to hold a door open and push a wheelchair through at the same time. What happens if there is no one to hold a door open for a person in a wheelchair or someone using a walker? I would like to help come up with solutions to these problems. I realize that addressing some of these issues will include some cost, but I think it is important that the expense be weighed against the quality of life for disabled residents and visitors to Cambridge, Md.

John Thomas Puglisi, PhD



Tom Puglisi

Tom Puglisi served as Executive Director and Chief Officer of the Office of Research Oversight (ORO) in the Department of Veterans Affairs (VA) Veterans Health Administration (VHA) from April 30, 2006 to October 31, 2016. As Executive Director, Tom served as the principal advisor to the Under Secretary for Health for, and ensured regulatory compliance related to, the protection of human subjects, laboratory animal welfare, research safety, research laboratory security, research information protection, research misconduct, and government-wide debarment for impropriety in VA research. He was also responsible for education of VA's facility-based Research Compliance Officers.

Prior to joining VA, Tom was employed for five years as a Senior Consultant/Manager in the Global Pharmaceutical and Health Sciences Practice at PricewaterhouseCoopers.

Tom previously served as the Director of Human Subject Protections in the Department of Health and Human Services (HHS) Office for Human Research Protections (OHRP), where he was responsible for the protection of human subjects in all research covered under Federalwide Assurances (FWAs). While in OHRP, Tom directed hundreds of compliance oversight investigations and contributed to much of OHRP's current guidance. Tom has worked extensively with both public and private organizations on human subject protection issues.

Prior to his service in HHS, Tom was a tenured Associate Professor of Psychology at the University of North Carolina at Charlotte (UNCC), where he conducted research in Experimental and Developmental Psychology and Human Aging, coordinated the Interdisciplinary Program in Gerontology, and chaired the Human Subjects Institutional Review Board (IRB). He received research grants from the National Institute on Aging (NIA), the Administration on Aging (AoA), and the HHS Office of Human Development Services (OHDS). From 1986 to 1987, Tom was a Congressional Science Fellow with the Select Committee on Aging in the US House of Representatives.

Tom has testified before various Congressional oversight committees on behalf of VA and HHS, a number of Institute of Medicine (IOM) panels, and the National Bioethics Advisory Commission (NBAC). He has also served as a subcommittee advisor to the HHS Secretary's Advisory Committee on Human Research Protections (SACHRP) and was an original member of the Accreditation Council of the Association for Accreditation of Human Research Protection Programs (AAHRPP).

Tom received his PhD in the Psychology of Aging and Life Span Development from the Ohio State University in 1978. He is a fellow of the American Psychological Association.

J. Thomas Puglisi, PhD

104 Willis St.
Cambridge MD 21613

240.418.2827 - tom.puglisi@comcast.net

Department of Veterans Affairs (VA)
Office of Research Oversight (ORO)
ORO Deputy Chief Officer
ORO Chief Officer / Executive Director

May 2005 to April 2006
April 2006 to October 2016

As Executive Director, served as principal advisor to the Under Secretary for Health on compliance with Federal and VA requirements for the protection of human research subjects, laboratory animal welfare, research safety, research laboratory security, research information security, research misconduct, Federalwide debarment for research impropriety, and education of VHA research compliance officers.

Developed, implemented, and evaluated operational policies and procedures to assess and improve compliance in VA research facilities; investigated and ensured remediation of noncompliance; managed and coordinated ORO regional offices; drafted and presented Congressional testimony and briefed Congressional staff; served as liaison for VA research compliance with other government offices and agencies, health professional organizations, and affiliate academic medical centers; developed ORO strategic plans, goals, and objectives; formulated and executed ORO budget of \$11.4 million annually; and recruited and was responsible for 52 ORO staff .

Significant accomplishments: developed strong working relationships with the VHA Office of Research and Development (ORD) and the VA Office of Inspector General (OIG); secured increase in ORO FTEs from 31 to 53; recruited strong expertise in animal welfare, research safety, and research information security; increased ORO's annual on-site compliance program reviews from 33 to well over 100; launched requirement for Research Compliance Officer (RCO) at every VHA research facility to conduct mandatory annual informed consent audits and triennial regulatory audits; developed and implemented RCO training and audit standards; fostered culture of local accountability as evidenced by dramatically increased facility self-reporting and remediation of noncompliance; VA representative to Office of Science and Technology Policy (OSTP) / Office of Management and Budget (OMB) Interagency Workgroup on Revising the Federal Policy (Common Rule) for the Protection of Human Subjects (2014–2015).

PricewaterhouseCoopers LLP
Global Pharmaceutical & Health Sciences Group
Senior Consultant / Manager

January 2001 to May 2005

Developed and managed projects to assist clients in evaluating and strengthening their systems for protecting human subjects, ensuring compliance with HIPAA research privacy requirements, managing conflicts of interest, and fostering the responsible conduct of research. Clients included major research Universities, Academic Medical Centers, Health Systems, Government Agencies, and Industry.

Department of Health and Human Services
 Office for Protection from Research Risks (OPRR)
 Office for Human Research Protections (OHRP)
 Health Scientist Administrator
 Acting Chief / Chief, Compliance Oversight
 Director of Human Subject Protections

August 1989 to August 1991
 August 1991 to November 1996
 November 1996 to December 2000

As Director of Human Subject Protections, implemented all regulations and policies for the protection of human subjects in research supported by the Department of Health and Human Services (HHS) and other Common Rule Agencies; conducted or supervised over 350 compliance investigations; developed streamlined IRB Registration and Institutional Assurance processes; authored substantive guidance documents still in use; represented OHRP and HHS to government agencies, awardee institutions, and professional groups; recruited and supervised 15-18 staff.

University of North Carolina at Charlotte (UNCC)
 Lecturer to Tenured Associate Professor
 Department of Psychology
 Chair, Institutional Review Board (IRB)
 Director, Interdisciplinary Gerontology Program

August 1978 to July 1989
 January 1980 to April 1986
 1985-1986 & 1987-1989

Taught and conducted research in Experimental Psychology and Human Aging; coordinated the Interdisciplinary Program in Gerontology; chaired the Human Subjects Institutional Review Board (IRB); received research grants from the National Institute on Aging, the Administration on Aging, and the HHS Office of Human Development Services.

American Association for the Advancement of Science (AAAS) &
 American Psychological Association (APA)
 Congressional Science Fellow
 United States House of Representatives

August 1986 to August 1987

Full-time member of professional staff of Select Committee on Aging; tracked legislation; monitored budget and appropriations issues related to Department of Health and Human Services, including National Institutions of Health, Social Security, Medicare, and Medicaid; developed issue briefs and press releases related to health policy, science, and research; developed mental health amendments adopted in reauthorization of Older Americans Act.

Education & Professional Development

The Ohio State University (University Fellow)
Doctor of Philosophy (1978), Master of Arts (1975)
Psychology of Aging & Lifespan Development

Catholic University of America
Bachelor of Arts (1972), Psychology
Magna Cum Laude, Phi Beta Kappa, Psi Chi

American Psychological Association
Fellow, Division 20, Adult Development and Aging, elected 1990
Division 20 Executive Committee and Chair, Public Policy Committee, 1987-1989

Association for the Accreditation of Human Research Protection Programs (AAHRPP)
Member, Council on Accreditation, 2002 – 2005.

Selected Consultation and Testimony

American Association for the Advancement of Science. Consultation to Scientific Freedom, Responsibility, and Law Program of the Directorate of Science and Policy Programs concerning ethical and legal aspects of human subject research on the internet, 1999.

Committee on Government Operations, United States House of Representatives. Oral and written testimony on behalf of OPRR/HHS to Subcommittee on Health and the Environment concerning protections for human subjects in the National Cancer Institute's Breast Cancer Prevention Trial, 1993.

Committee on Veterans' Affairs, United States House of Representatives. Oral and written testimony on behalf of OPRR/DHHS to Subcommittee on Health and Subcommittee on Oversight and Investigations concerning noncompliance with human subject regulations by the Department of Veterans Affairs Greater Los Angeles Healthcare System, 1999.

Committee on Veterans' Affairs, United States House of Representatives. Oral and written testimony on behalf of VA concerning VHA Cooperative Studies Protocol #519, "Integrating Clinical Practice Guidelines for Smoking Cessation into Mental Health Care for Veterans with Post-traumatic Stress Disorder (PTSD)," July 2008.

Institute of Medicine. Planning panel, *Ethical issues in the conduct of clinical trials relating to neurological, psychiatric, and addictive disorders*, 1995. Editorial reviewer, *Preserving the public trust: Accreditation and research protection programs*, 2001. Invited testimony, *Responsible research: A systems approach to protecting research participants*, 2003.

National Bioethics Advisory Commission. Oral and written testimony on human subject protections in international research, 1998; numerous staff consultations on human research issues, 1998 - 2000.

National Research Council. Oral and written testimony concerning the confidentiality of research data and data repositories to the Committee on National Statistics of the Commission on Behavioral and Social Sciences and, 1999.

New York State Department of Health. Advisor to Workgroup on Safeguarding Healthy Research Subjects and Protecting Volunteers from Harm, which developed guidelines for institutions, Institutional Review Boards, and researchers on biomedical research with normal healthy subjects, 1997 - 1998.

Secretary's Advisory Committee on Human Research Protections (SACHRP). Member, Subpart A Subcommittee, 2004 – 2005. Invited testimony on current compliance issues, February, 2005.

Selected Publications

Puglisi, J.T. (1980). Semantic encoding in older adults as evidenced by release from proactive inhibition. *Journal of Gerontology*, 35, 743-745.

Puglisi, J.T. & Jackson, D.W. (1980-1981). Sex role identity and self esteem through adulthood. *International Journal of Aging and Human Development*, 12, 129-138.

Puglisi, J.T. (1983). Self-perceived age changes in sex role self concepts. *International Journal of Aging and Human Development*, 16, 183-191.

Puglisi, J.T. & Morrell, R. (1986). Age related slowing in mental rotation of three dimensional objects. *Experimental Aging Research*, 12, 217-220.

Puglisi, J.T. & Park, D.C. (1987). Perceptual elaboration and memory in older adults. *Journal of Gerontology*, 42, 423-425.

Puglisi, J.T., Park, D.C., & Smith, A.D. (1987). Picture associations among old and young adults. *Experimental Aging Research*, 13, 115-116.

Puglisi, J.T., Park, D.C., Smith, A.D., & Dudley, W.N. (1988). Age differences in encoding specificity. *Journal of Gerontology: Psychological Sciences*, 43, 145-150.

Puglisi, J.T. & Rickards, L.D. (1989). Aging and public policy: Psychological perspectives. In S. Spacapan & S. Oskamp (Eds.), *The social psychology of aging*, pp 197-224. Newbury Park, CA: SAGE.

- Puglisi, J.T. & Blum, J.E. (1990). Competency determination in the elderly: Psychological and legal issues. *Forensic Reports*, 3, 77-79.
- Puglisi, J.T., & Ellis, G.B. (1996). Neurobiological research involving human subjects: Perspectives from the Office for Protection from Research Risks. *Accountability in Research*, 4, 261-265.
- Puglisi, J.T. (2000). Protecting human research subjects: Ten common problems. *Health Law News*, 13(3), 8-15.
- Puglisi, T. (2001) IRB review: It helps to know the regulatory framework. (2001). *American Psychological Society Observer*, 14(5), 1, 34-35.
- Puglisi, T. & Russell-Einhorn, M. (2006). Preparing for an OHRP site visit. In R. Amdur & E. Bankert (Eds.), *Institutional Review Board Management and Function*, Jones and Bartlett Publishers, Sudbury, MA, 365-369.
- Puglisi, T. (2013) Reform within the Common Rule? *Ethical Oversight of Learning Health Care Systems, Hastings Center Report Special Report 43(1)*, S40-S42.
- Tsan, M-F. & Puglisi, T. (2014). Health Care Operations Activities That May Constitute Research: The Department of Veterans Affairs Perspective. *IRB: Ethics & Human Research*, January-February, 2014.
- Puglisi, T. (1989 – 2016). Presentations at various National Meetings, including Public Responsibility in Medicine & Research (PRIM&R); Applied Research Ethics National Association (ARENA); and the Association for the Accreditation of Human Research Protection Programs (AAHRPP). Topics: Central IRB review in multi-site trials; Compliance oversight; Confidentiality risks; Data and tissue repositories; Effective institutional oversight; Ethical principles for research; Expedited review; Exempt research; Federalwide Assurances; Health services research; Institutional responsibilities; IRB accreditation and administrator certification; IRB knowledge of local context; Paperless IRBs; Social science research; VA accreditation issues; VA IRB documentation issues; Regulatory Simplification and Reform of the Common Rule.