

1. March 30, 2020 Agenda/CARS

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Roslyn Matthews

From: Jones, Sheila S [US] (ES) <sheila.woods@ngc.com>
Sent: Tuesday, March 10, 2020 4:04 PM
To: Roslyn Matthews
Cc: Veronica Taylor
Subject: Request for addition to the City of Cambridge business meeting agenda

Good Afternoon Ms Matthews,

Thank you for your time today. Please add Veronica Taylor and myself to the city business meeting agenda for Monday March 23, 2020. We would like to request annual funding from the city of Cambridge to support our annual Groove City Culture Fest. The city has ordained the 3rd Saturday in August to be dedicated for the Groove City Culture Fest in Cambridge. Thus this year's event will be celebrated August 15, 2020. We are planning to bring Cambridge another free festive event on historic Pine Street, and look forward to being great stewards for the thousands of citizens and visitors that support our annual event.

Regards,

Sheila Jones (formerly Woods), CISA
Certified Information Systems Auditor® (CISA)

1ERP Compliance Manager, NG- ES

1ERP Security & Compliance

1ERP ControlPanelGRC Support

NG Mobile 443-510-4264

Emergency & After Hours Support 443-205-3672

sheila.woods@ngc.com



AGENDA

**City of Cambridge
City Council Meeting
March 30, 2020
Council Chambers - 305 Gay Street
Cambridge, MD 21613**

Notice to Citizens: The public will not be allowed into the city commission meeting room because of the Governor's ban on meetings exceeding 10 people because of the virus threat. Citizens may observe the meeting by going on-line to townhallstreams.com. Citizens may call in their public comments by calling the Mayor during the meeting at 410-228-5808.

6:00 pm Mayor to Convene Council in Regular Session

Agenda

1. Council to approve or amend agenda as presented.

Public Comment

Citizens may call in public comment by dialing 410-228-5808.

Requests from the Public

Ms. Veronica Taylor and Ms. Sheila Jones are requesting annual funding for the Groove City Culture Fest that is held in August on Pine Street.

Consent Calendar

2. Meeting Minutes of March 9, 2020
3. The Girl Trekkers of Cambridge, MD are requesting to have March 28, 2020 as "We Are Harriet Day" throughout Cambridge, MD.
4. Dorchester Department of Social Services is requesting to have the corner of Race and Cedar Streets for "Family Fun Day", October 3, 2020 from 10:00am to 2:00pm.

Ordinances for Introduction and First Reading

Ordinances for Second Reading, Public Hearing, and Adoption

Old Business

5. Accounting Firm Proposal to serve as the city's Finance Director
6. Reorganization Plan Proposal
7. Public Works Superintendent Position Description
8. Resolution No. 20-02 Forging the Lien for Demolition Costs on 507 Race Street

New Business

9. Appropriation of K-9 Grant
Recommendation: Council appropriate \$10,000 to the K-9 Fund for the purchase of a dog.
10. Appropriation of Funds from Bike Sales
Recommendation: That Council appropriate \$327 to the Vehicle Account for purchases of supplies for the SWAT Van and \$327 of proceeds from bike sales.
11. Appointment to the Board of Appeals - Barbara Knepp (Resume included in the Commissioner packet)
12. Appropriation of insurance coverage for damage to Speed Camera
Recommendation: That Council appropriate \$13,841.93 to the Vehicle Account 201.300.860 to purchase a new speed camera/trailer.
13. Request for Forgiveness of Three (3) Months of Lease Payments from Tenants of Governors Hall
14. Resolution No. 20-03 Hours of Work

Meetings

Notices

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 public work session at 5:00 p.m., Monday, March 9, 2020 to discuss a proposal for accounting services from the accounting firm of TGM Group, the firm that has done the annual audit of the City the past few years. A quorum being present, Mayor Victoria Jackson-Stanley called the meeting to order at 5:00 p.m. Those Commissioners in attendance were Commissioners Rideout, Sydnor, and Hanson. Commissioners Cannon and Foster arrived shortly after the meeting started. The City Manager proposed hiring the firm to serve as the city's Finance Director. The purpose of the work session was to listen to the proposal by Roy Geiser of TGM Group. The work session ended at 5:35 p.m.

The City Council met in regular session on Monday, March 9, 2020 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, Cannon, and Hanson. Commissioner Foster arrived at the close of requests from the public. The city attorney, city manager, and police chief were also present. Mayor Victoria Jackson-Stanley asked for a moment of silence. Commissioner Hanson led in the Pledge of Allegiance.

Agenda

1. Council to approve or amend agenda as presented.

A motion to amend the agenda was made by Commissioner Rideout to remove the staff report item under Requests from the Public. There was no second, so the motion was not considered.

The mayor requested approval of the agenda and the commission approved the agenda unanimously.

Public Comment

Mr. Michael Foxwell of 413 Glenburn Avenue spoke to the City Commissioners on several topics including trash on the streets, the ducks and geese at the end of Oakley Street, and the newspapers coverage of the cruise ship docked in town, and the closing of the Banner Newspaper office on Cedar Street.

Charles McFadden, of the 200 block of Belvedere Avenue and President of CAN, came forward at the request of the CAN Board to thank Susan Webb for all the great work that she and the Code Enforcement staff are doing. He asked that as part of the reorganization of DPW that the Code Enforcement Office be placed directly under the City Manager and that the city consider adding staff to the Code Enforcement office.

Requests from the Public

Herve Hammond of the city planning staff presented a summary of events surrounding the structure behind the house at 207 High Street that is called the "Slave Cabin". Staff filed written reports and photographs regarding the matter and orally reported that the concerns raised by the neighbor at 205 High Street had been addressed by the owner of 207 High

Street and that the interior repairs to the cabin had been successfully completed and certified by the MDIA inspector.

Larry Mills, the owner of 205 High Street, then spoke on his concerns regarding the cabin that included it leaning, it having lead paint on it, his belief that it had structural problems, who would pay if the cabin fell on his property, some broken facia, and his refusal to have any work on the building be done from his side of the property line. The Mayor suggested that he meet with the City Manager to discuss his concerns. Commissioner Foster, who had been absent during this part of the meeting, returned and asked to be included in any meetings between Mr. Mills and city staff.

Consent Calendar

The consent calendar was approved on 5-0 vote on a motion from Commissioner Rideout and seconded by Commissioner Hanson. The city attorney presented a point of information that neither he nor the assistant city attorney were present at the February 24, 2020 meeting.

2. The February 24, 2020 Meeting Minutes.
3. The request of Chesapeake College to hold an event in the municipal parking lot behind the Cambridge Center on May 6th from 4-6 p.m.
4. The request of Paul Dendorfer of Blue Ruin to have a "Masters Goes Blue" event in the alleyway behind the Blue Ruin on April 10th from 5-9 p.m.

Ordinances for Introduction and First Reading

No proposed ordinances were introduced

Ordinances for Second Reading, Public Hearing, and Adoption

No proposed ordinances were presented.

Old Business

5. The Cambridge Police Department asked that the city accept the Federal Byrne Justice Grant in the amount of \$11,836 and that the police budget be increased by that amount with half of the monies going to the city police department and half going to the county sheriff's department. On a motion from Commissioner Rideout and seconded by Commissioner Hanson, this passed on a vote of 5-0.
6. Resolution No. 20-01 - Accepting the terms and conditions required to receive the \$510,000 CDBG grant from the state for the development of Cannery Park. On a motion from Commissioner Rideout and seconded by Commissioner Hanson, this was adopted on a vote of 5-0.

New Business

7. The Police Department asked that their Event Fund be reduced by \$1,000 and that the Police Patrol K-9 account be increased by that amount. On Commissioner Sydnor's motion and seconded by Commissioners Hanson and Cannon, that motion passed 5-0.
8. The request by city staff for permission to seek a \$50,000 grant from the Maryland Department of Natural Resources to help with the development of Cannery Park. A public hearing was held at which no citizen spoke, and on a motion by Commissioner Hanson and seconded by Commissioner Rideout, the request passed on a vote of 5-0. If the grant is awarded, the monies will be used to draft construction documents to guide the design implementation of the park, demolish and clear debris in the park, grade the land, and do other things to the great lawn area and the overlook improvements. This will only be a portion of the monies needed to construct the park area.

Commissioner Comments

The Mayor reported on two upcoming meetings of Eastern Shore Local Elected Officials both of which will be in Cambridge. Commissioner Sydnor asked that City Council have a work session on the preparations for the upcoming City election that is scheduled in October. The motion was seconded by Commissioner Foster and passed unanimously.

Commissioner Rideout also mentioned a work session regarding Code Enforcement. Commissioner Rideout also raised concern about the need to have a lien placed against the properties at 505 and 507 Race Street. Commissioner Rideout's motion was seconded by Commissioner Foster, the commissioners voted 5-0 to have the city attorney record the appropriate lien documents.

Public Comment

Mr. Foxwell of 413 Glenburn Avenue stated his concern for the condition of landscaping at Long Wharf.

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 6:45pm. I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, March 9, 2020.

Victoria Jackson-Stanley
Mayor

Girl Trek Groove City Trekkers Proclamation
We Are Harriet Proclamation

WHEREAS, the mission of Girl Trek is to pioneer a health movement for African American women and girls grounded in civil rights history and principles through walking campaigns, community leadership, and health advocacy, and

WHEREAS, the Groove City Trekkers, is a local chapter of the Girl Trek movement and in fact is not a fitness organization, but a campaign for healing. This is not recreation. This is a lifestyle. We walk to heal our bodies, inspire our families, and to reclaim the streets of our neighborhoods. We believe in the discipline and power of walking to transform our lives, enliven our communities, and restore our humanity, and

WHEREAS, the Girl Trek movement is inspired by Harriet Tubman, who lead hundreds to freedom along with other women civil rights leaders who marched for change. Girl Trek is an army of street soldiers who are committed to honoring the sacrifices of the women who came before. The Groove City Trekkers do this by living our healthiest, most fulfilled lives, and

WHEREAS, the Groove City Trekkers proclaim #WeAreHarriet by tirelessly promoting various opportunities for women to gather to walk in an effort to combat trauma, and stress and emphasize the importance of self-care, healthier lifestyles, and living our most fulfilled lives for those in Cambridge, MD.

NOW THEREFORE, be it resolved that in honor of Women's History Month and Harriet Tubman's birthday on March 10th, *I Mayor Victoria Jackson-Stanley*, do hereby proclaim March 28, 2020, We Are Harriet Day throughout Cambridge, MD.

The Groove City Trekkers encourages all women in the community to make themselves a priority, take at least 30 minutes of your day to take a walk and become a better you.

Mayor's Citation for Excellence
To Groove City Trekkers

Given Under My Hand and the Seal of the City of Cambridge, Maryland

This 30th day of March, Two Thousand Twenty

Mayor _____



PATRICK COMISKEY
City Manager

APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: March 06, 2020

Event Title or Type: Family Fun Fest

Location of Event: Empty Lot on the corner of Cedar and Race Street

Date(s) of Event: October 03, 2020 10:00am until 2:00pm

Hours of Event (Actual): 4hrs

Name of Applicant: Lisa Hartman Title: Director

Dorchester County Department of Social Services (Clara Savage)

If representing an organization or company, name(s): Contact Person for the Event. 410-901-4197

Signature of Applicant: *Lisa Hartman*

If application is presented on or behalf of 1 or 2 businesses only, list names of business(es):

Address of Applicant: 627 Race Street, Cambridge, Maryland 21613

Telephone: 410-901-4197 Email: clara.savage1@maryland.gov

Expected attendance: 300-400

Is a street closing being requested? Yes (show on map) No

If yes, what street(s) _____

If yes, indicate street closure & reopen times
(include set up and breakdown time): _____

Is staging or a platform required? Yes (show on map) No Amplification: Yes No

If event is on private property, name of Property Owner: City Of Cambridge

Will trash barrels & pick-up be provided by event holder? Yes No

Will portable toilets be provided? Yes (show on map) No

Will Tent be erected? Yes (show on map) No

Will food be prepared on the premises? Yes No

Will alcohol be served? Yes No



PATRICK COMISKEY
City Manager

APPLICATION FOR A SPECIAL EVENT PERMIT

ROAD RACE, WALK-A-THON, ETC.

On Roadway? Yes No

On Sidewalk? Yes No

Will temporary signs be posted? Yes No

Signs must be removed by the following business day; no paint is allowed on streets or sidewalks.

Specific Route:

- I attached a map showing locations of street closures, vehicles and temporary structures.
- For new events, I have attached documentation of notification of the application to all affected businesses and residents, and attest that a majority have supported and/or not objected to this event.
- I have read & agree to the City's Street Closures Policy.

FOR OFFICE USE ONLY

Conditions of Special Event Permission: _____

Police Costs: \$ _____ DPW Costs: \$ _____ Other Costs: \$ _____

TOTAL COSTS REQUIRED BY CITY COUNCIL: \$ _____

Recommendations:

Cambridge Police Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Rescue Fire Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature
Public Works Department	Approval <input type="checkbox"/>	Denial <input type="checkbox"/>	_____
			Signature

Patrick Comiskey

From: Roy J. Geiser <rgeiser@tgmgroupllc.com>
Sent: Tuesday, March 17, 2020 12:23 PM
To: Patrick Comiskey
Subject: RE: Breakdown of Fees

That may be ok anyway...with everything going on and shut down I honestly don't see this getting off the ground until May ish.

Internally we have frozen our staff from meeting face-to-face with clients and visiting client sites.

To help you figure cost...I would think that the following approximate fees.

1. Month 1 after start date - \$10-12k
2. Month 2 after start date - \$8-10k
3. Month 3 and thereafter - \$6-8k.

NOTE: In August and September fees will jump probably \$10k in total for the GASB FS prep work.

Hope this helps and stay safe.

From: Patrick Comiskey [mailto:pcomiskey@choosecambridge.com]
Sent: Monday, March 16, 2020 5:20 PM
To: Roy J. Geiser <rgeiser@tgmgroupllc.com>
Subject: Breakdown of Fees

Roy,

The mayor asked me today about canceling the city commission meeting for Monday night. I told her I could have you guys start on April first, then have the agreement approved by council at the first meeting in April. I could hire you for 3 months; and if, theoretically, they did not approve, we could give you the 30 day notice. I think commissioners will be fine with it; but just to answer questions, what if I asked you guys to work until June 30th, what would you estimate your cost would be?

-Patrick

Herbert J. Geary III
Carey N. Duncan
Roy J. Geiser
Chris A. Hall
Ronald W. Hickman
Charles M. Meenehan
Craig A. Walter
Mark A. Welsh



February 24, 2020

The Honorable Mayor and Council
City of Cambridge, Maryland
Cambridge, Maryland

The purpose of this letter is to set forth the understanding of our engagement to provide Finance Director Services to the City of Cambridge, Maryland (the "City").

We will:

- **Start-up:**
 - Review organizational chart and other key policies and procedures.
 - Interview and assess current employees
 - Review and assess current accounting procedures, which include cash receipts, disbursements and various reconciliation processes.
 - Provide recommendations for efficient and effective internal controls and financial reporting
- **Weekly consulting (on site one day per week):**
 - Assist in the development and implementation of efficient and effective internal controls, policies and procedures.
 - Assist in the development of a monthly closing calendar.
 - Preparation of monthly financial reports.
 - Provide analysis of the monthly financial reports
- **GASB Financial Statements:**
 - Aid in year-end reconciliations and closing of the fiscal year.
 - Prepare key work-papers in preparation for the annual audit.
 - Prepare financial reports in compliance with GASB standards.
 - Prepare the UFR as required by the State of Maryland.

You agree to:

- Devote uninterrupted time to working with us as needed.
- Make candid representations about your plans and expectations.
- Process monthly transactions expeditiously in accordance with the work schedule we provide.
- Prioritize the sequence of projects that we will pursue.

All services will be under the direction of Roy J. Geiser, CPA. We anticipate starting this engagement in April 2020. Either party may terminate this agreement upon sixty days written notice.

Our fees for these services are based upon the time required by the individuals assigned to the engagement, plus direct expenses. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate our fees for the services listed above to be approximately as follows:

	4/1/20 - 6/30/20		7/1/20 - 6/30/21		7/1/21 - 6/30/22	
	Hours	Fee	Hours	Fee	Hours	Fee
Start-up costs	56	\$ 10,000	32	\$ 5,700	-	\$ -
Weekly consulting	112	20,000	400	67,700	400	70,800
Preparation of GASB financial statements	-	-	60	18,600	52	9,200
Estimated fee	168	\$ 30,000	492	\$ 87,000	452	\$ 80,000

As shown in the above schedule, the estimated fee should decrease after the first full year.

We sincerely appreciate this opportunity to be of service to you. If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return the signed letter to us.

Very truly yours,



Roy J. Geiser, CPA
Member

RESPONSE:

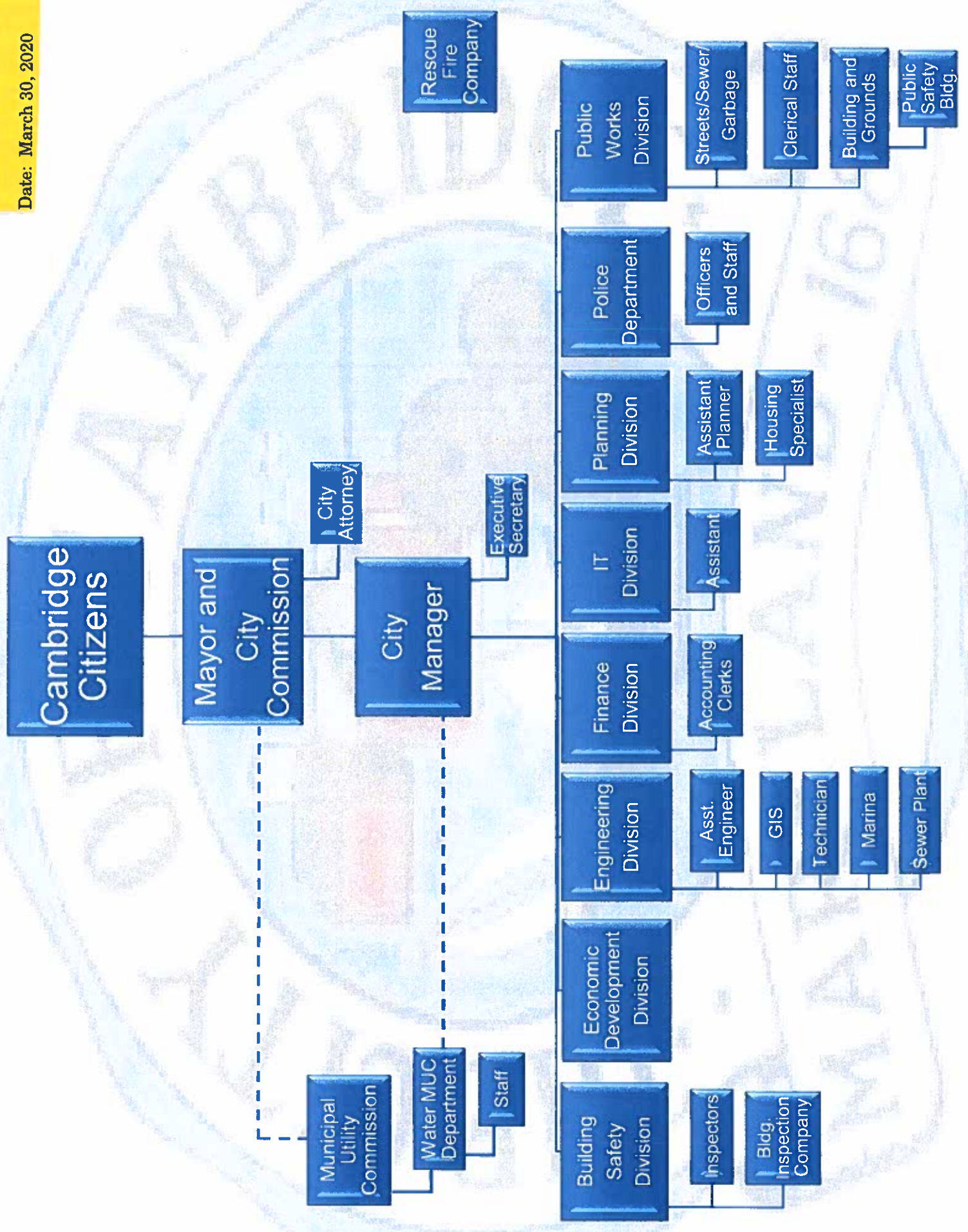
This letter correctly sets forth the understanding of the City of Cambridge, Maryland.

Accepted by:

Management signature: _____

Title: _____

Date: _____



Organization Chart

March 27, 2020

Narrative

The proposed changes to the organization chart are occurring because of the retirement of the city public works director at the end of December. The plan is to break up the department into five (5) divisions. Each division head will report directly to the city manager. An additional change is to split Finance and IT. The IT division head will report to the city manager. The city will hire an accounting firm to serve as the city's finance director. The accounting firm representative will report to the city manager. The Police Department and MUC will continue as departments.

The Code Enforcement Division title will be changed to the Building Safety Division. The division staff of three people will be relocated from the former DPW building to City Hall.

The City's Washington Street/Leonards Lane Office has two clerical workers. The workers will be able to assist both the planning division director and the economic development director since they will no longer be assisting the code enforcement staff. The two clerks will report to the Public Works Superintendent.

Pay Rate Changes

Along with the organizational chart changes include proposed pay rate changes.

1. Increasing the two clerical position pay rates to Grade 5, Step 3.
2. Setting the following positions at the same Pay Rate of Grade 16, Step 9.
 - City Planner
 - Public Works Superintendent
 - Water Resource Administrator
3. Increase the Code Enforcement Supervisor to Grade 11 Step 14.
4. Set both current, full-time, finance clerical staff at Grade 8, Step 9.
5. Create an additional finance clerk position of Grade 7, Step 6.
6. Change the Planner 1 Position Title to Assistant Planner, no change in duties or compensation, just a title change

Code No.:

Pay Grade: 16

Pay Range: *Dependent on Qualifications and Experience*

City of Cambridge, Maryland

CLASS SPECIFICATION

SUPERINTENDENT OF PUBLIC WORKS

DEFINITION OF CLASS: *This is a highly responsible position with supervisory and technical work involving overall responsibility for planning, coordinating and directing diversified public works efforts and related projects such as Street Maintenance and repair, Sanitation Collection, Equipment Maintenance, Municipal Property Management and Maintenance, and Park Management and Maintenance. Employee provides administrative support in the areas of budget, personnel, purchasing, contract preparation, customer service, production control, and safety. The employee is subject to being called back outside normal working hours. Work is performed with latitude for independent judgement and action within the scope of established policies and procedures. Work is performed under the general direction and guidance of the City Manager, and is reviewed through conferences, reports and observation of effectiveness of operational functions. This is a "Classified, Exempt, Safety-Sensitive" position.*

EXAMPLES OF DUTIES (Includes, but is not limited to):

Public Works

Supervises Assistant Superintendents of Public Works for Sanitation, Streets and Utilities and Municipal Properties Management.

Assigns and directs personnel in emergency situations, i.e. snow and ice removal, flooding, hurricanes, etc.

Ensures that all equipment is properly repaired and maintained by mechanic and equipment operators.

Performs personnel-related work for division including but not limited to, maintaining personnel files, maintaining time and attendance records.

Prepares time and attendance reports to be submitted to payroll department bi-weekly.

Responsible for the preparation of contracts for the purchase of equipment, municipal services, supplies, etc. for division.

Responsible for preparation of the annual operating budget including researching, compiling, and projecting fiscal requirement and preparing budget document for division to be submitted to the city manager.

Attempts to resolve subordinate personnel problems; but may consult with city manager in solving more difficult problems.

Responsible for purchasing, inventory control, equipment, and supplies.

May receive, investigate and resolve complaints and inquiries from employees and public concerning public works division functions and operations.

Responsible to be the liaison between the division and other branches of the municipal government, and the general public in administrative matters.

Coordinates regular division safety committee meetings.

Responsible for filing and overseeing workers compensation claims in the division.

Coordinates with police department staff the filing and follow-up of public works vehicle accident claims.

Files and oversees damage claims as directed.

Coordinates city participation in Ironman, Eagleman, and other community events and uses of city public spaces.

Personnel

Assists the city manager with oversight of liability claims

Assists the city manager in oversight of city health insurance plan

Provides leadership to employee wellness programs as directed

Coordinates job announcements and candidate selection process as directed

Performs other duties as required.

MINIMUM QUALIFICATIONS:

Completion of high school or G.E.D. and a minimum of 10 years experience in the field of public works or comparable experience and education with at least five (5) years experience in supervisory or administrative capacity.

Possess positive public relations skills in working with: employees under his/her supervision; contractors; other city personnel; general public.

Knowledge in budget preparation and management.

Ability to compile and interpret information for internal report preparation.

Knowledge in personnel and purchasing management functions.

Knowledge and ability to enforce safety precautions with respect to work methods and equipment operations.

Ability to communicate effectively orally and in writing.

LICENSE:

Possession of a valid Maryland Driver's License. License to be in good standing and acceptable by the City of Cambridge's insurance company.

PHYSICAL ABILITIES:

Requires the ability to function both indoors in an office environment (approx. 60%) and outdoors (approx. 40%) often under adverse weather conditions.

Requires cardiovascular fitness to walk 400 yards over varying terrain.

Requires sufficient ambulatory ability to move about the office and outdoor field

locations and to bend, stoop, reach, and climb.

Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.

Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

OTHER:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Classification Established: November 25 1996

Revised: April 14, 2008

Revised: July 11, 2011

Revised: January 2020

Council Agenda Report

Date: March 23, 2020

Prepared by: Lisa Jones, Executive Assistant

Submitted by: Chief Mark Lewis 

SUBJECT: Appropriation of K-9 Grant

Recommendation: That Council appropriate \$10,000.00 to the K-9 Fund for the purchase of a new K-9 dog.

Discussion: The Police Department received Grant from Crescent Cities Charities, Inc. in the amount of \$10,000.00 for the purchase of a new K-9 dog.

Fiscal Impact: \$10,000.00 will defray expenses for a new K-9.

Council Agenda Report

Date: March 23, 2020

Prepared by: Lisa Jones, Executive Assistant

Submitted by: Chief Mark Lewis 

SUBJECT: Appropriation of funds from bike sales

Recommendation: That Council appropriate \$326.50 to the Vehicle Account for future expenses.

Discussion: The Police Department sold old bicycles from evidence at Foxwells Auction. The profits from the sale was \$326.50. The money will be used to cover expenses from the new SWAT van.

Fiscal Impact: Increase the 201.300.360 Vehicle Account by \$326.50

Board of Appeals

Meeting Date – On Demand in City Council Chambers (4th Tuesday at 6:00 pm)

Terms of Office – 5-member Board, each member to serve a 3-year term.

Appointments – The members are appointed by the Mayor, confirmed by the Commissioners. The Commissioners shall designate the alternate member; such member is empowered to sit on the Board in the absence of any member, the Commissioners may designate a temporary alternate.

Name / Address	Phone	Term Expires	Ward
William Clyde 114 Somerset Avenue Cambridge, MD 21613 wwc44x@gmail.com		04/30/2022	1
Barbara Knepp 325 West End Avenue Cambridge, MD 21613 blknepp@gmail.com	412 208-5311	04/30/2023	3
Robin M. Sample 927 Phillips Street Cambridge MD 21613 dreamchaser_507@yahoo.com	443-521-2760	04/30/2021	4
Gaver Nichols PO Box 2921 (use for mail) Alexandria VA 22301 gnarchitec@aol.com 210 Maryland Avenue	703-836-5209 703-362-8482	04/30/2023	5
Dormaim Green 811 Bayly Road Cambridge MD 21613 dormaimsellsrealestate@mris.com	443-225-9975	04/30/2023	4
Alternate William Bishop 310 Mill Street Cambridge MD 21613 novawjb@gmail.com	410-221-6406 703-789-1249 (c)	04/30/2023	3

Council Agenda Report

Date:

Prepared by: Lisa Jones, Executive Assistant

Submitted by: Chief Mark Lewis 

SUBJECT: Appropriation of insurance coverage for damage to Speed Camera

Recommendation: That Council appropriate \$13,841.93 to the Vehicle account 201.300.860 to purchase a new speed camera/trailer

Discussion: The Cambridge Police Department received a check in the amount of \$13,841.93 from Nationwide Property & Casualty Insurance Company for the total loss of the department's Speed Camera/Trailer. We are requesting this payment be put in the 201.860 account to cover the cost of a new speed camera/trailer and 2 years of internet operation.

Fiscal Impact: None

Approved by:

Patrick Comiskey

From: Grady Wilson <gradyawilson@gmail.com>
Sent: Thursday, March 19, 2020 9:10 AM
To: Patrick Comiskey
Cc: Troy D. Hill
Subject: Rent for Governor's Hall Sailwinds West

Mr. Patrick

Could you please look into the rent that we pay the City and see if we could get some type of relief from the Monthly payments.

As you know we had to close the doors Tuesday as per the Governor's ban on meetings and so far we have had 4 cancellation's.

It would be great if you would get back to me with an answer soon.

Thank you for your consideration.

Grady Wilson

RESOLUTION NO. 20-03

A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND TO AMEND CERTAIN HOURS OF WORK POLICIES FOR CITY EMPLOYEES

WHEREAS, pursuant to the City of Cambridge Employee Manual of April 1995 (the "Employee Manual"), the Commissioners of Cambridge have established hours of work for City employees as set forth on page 2-13 therein; and

WHEREAS, the Commissioners of Cambridge are desirous of amending the hours of work for City employees to conform with current administrative practice and to allow supervisors greater flexibility in scheduling.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF CAMBRIDGE, that the Employee Manual page 2-13 be and it is hereby amended as shown on Page 2-13 attached hereto and incorporated by reference herein as if fully set forth.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Patrick C. Comiskey
City Manager

BY: _____
Victoria Jackson-Stanley
Mayor

Adopted the 30th day of March, 2020
Effective with the first payroll period ending after the 30th day of March, 2020

Hours of Work

It is the policy of the City to establish the time and duration of working hours as required by workload, citizen service needs, the efficient management of personnel resources, and any applicable law.

1. The normal workweek is Wednesday through Tuesday, beginning and ending at 6:00 a.m. Wednesday and consisting of thirty-seven and one-half (37.5) hours, except for uniformed members of the Cambridge Police Department, who shall work a fourteen (14) day schedule beginning and ending at 8:00 a.m. every other Wednesday and consisting of seventy-five (75) hours.
2. The schedule of hours for employees will be determined by each Department or Division Head, Police Chief, or by the City Manager. The Department or Division Head, Police Chief, or City Manager, as applicable, will inform employees of their daily schedule of hours of work, including meal periods and breaks, and of any changes deemed necessary or desirable by the city.
3. Department or Division Heads, the Police Chief, or the City Manager, as applicable, may schedule overtime or extra shifts when it is deemed necessary. Employees are not permitted to work overtime without the prior approval of the Division or Department Head, Police Chief, or City Manager, as applicable. Employees will be scheduled as to limit overtime work, and the City shall follow State and federal laws regarding overtime compensation, including the Fair Labor Standards Act. Non-exempt employees who are called back to work will be guaranteed a minimum of two (2) hours of time with the exception of Municipal Utilities Commission employees who are called back to work for emergency water shut-offs and uniformed members of the Cambridge Police Department who are required to attend court on their scheduled day off, who will be compensated a minimum of one (1) hour of time. Law enforcement officers that are required to attend court on their scheduled day off will be guaranteed a minimum of one (1) hour of time.

HOURS OF WORK

(2001)

It is the policy of the City to establish the time and duration of working hours as required by work load, citizen service needs, the efficient management of personnel resources, and any applicable law.

1. The normal workweek is Monday through Sunday, beginning and ending at midnight on Sunday, and consisting of thirty seven and one-half (37.5) hours, except for the members of the Cambridge Emergency Medical Service, and uniformed members of the Cambridge Police Department whose normal workweek shall consist of forty (40) hours. The normal workday will consist of seven and one-half (7.5) hours of work plus an unpaid meal period, except for the following: Uniformed members of the Cambridge Police Department whose normal workday shall consist of an eight (8) hour shift with sworn officers shift consisting of nine (9). Full time Advanced Life Support and Emergency Vehicle Operators/ Emergency Medical Technicians (EVO/EMT) employees' workday shall consist of shift rotations of 24 hours on duty, with 72 hours off duty. Permanent Part-Time EVO/EMT employees' workday shall consist of shift rotations of 24 hours on duty. Rest or breaks are considered as time worked.

2. The schedule of hours for employees will be determined by each Department Head. The Department Head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes deemed necessary or desirable by the City.

3. Department Heads may schedule overtime or extra shifts when it is deemed necessary. Supervisors will assign overtime to non-exempt employees (those employees subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) in the particular job for which overtime is required. Employees are not permitted to work overtime without the prior approval of their supervisor or Department Head. For the purposes of overtime compensation, the City will pay non-exempt employees time and one-half for hours worked in excess of the normal workday. In the event the City declares an emergency closing, essential non-exempt employees shall be compensated at time and one-half for all hours worked outside of the normal workday. Employees may request Compensatory Overtime Leave in lieu of overtime pay as provided in section "Compensatory Overtime Leave". Non-exempt employees who are called back to work will be guaranteed a minimum of two (2) hours overtime, except for Municipal Utilities Commission employees who are called back to work for emergency water shut-offs, who will be guaranteed a minimum of one (1) hour overtime. Law enforcement Officers that are required to attend court on their scheduled day off will be guaranteed a minimum of one (1) hour overtime.

RESOLUTION NO. 20-02

A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND TO WITHDRAW THE LIEN ACTION ON THE PROPERTY THE CITY DEMOLISHED AT 507 RACE STREET.

Whereas, the Commissioners of Cambridge want to promote the development of the 500 block of Race Street; and,

Whereas, Race Street is in the heart of historic downtown Cambridge; and,

Whereas, the Commissioners of Cambridge support and encourage the efforts of property owners to develop their properties along the street; and,

Whereas, the State of Maryland has been a strategic supporter in the development of Cambridge's historic neighborhoods and downtown; and,

Whereas, the Maryland Department of Community Development has invested over a million dollars in the development of the Hearn Building; and

Whereas, the Maryland Department of Community Development plans to invest another half a million dollars into the site to have a roof placed on the structure; and,

Whereas, the financiers of the former owner of the building are investing in the stabilization of the multi-story structure; and,

Whereas, the financiers of the building have recently acquired the building from the former owner; and,

Whereas, the financiers want to acquire the two parcels adjacent to the Hearn building to make the redevelopment project more viable to a private contractor; and,

Whereas, one of the parcels had a building that was demolished at an expense of the taxpayers of Cambridge in excess of \$116,713; and,

Whereas, the Commissioners of Cambridge have taken steps to exercise a lien on the property for the total amount expended to raise the building and backfill the property; and,

Whereas, the Maryland Department of Community Development has requested that the city withdraw its lien action in consideration of the million dollars previously invested in the Hearn Building and the half a million dollars the state is willing to commit to having a roof placed on the structure; and,

Now, Therefore; Be It Resolved that the Commissioners of Cambridge agree, in consideration for the million dollars the state has invested in the Hearn Building to date and the half a million dollars the state is offering to provide for the construction of a roof on the structure, to withdraw the lien action on the adjacent parcel of 505 Race Street so the state will acquire the vacant parcel and include it and the building on 505 Race Street in the development project.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Patrick C. Comiskey
City Manager

BY: _____

Victoria Jackson-Stanley
Mayor

Adopted the 30th day of March 2020

Effective the 30th day of March 2020