

The City Council met in regular session on Monday, May 14, 2018 in Council Chambers. A quorum being present, Mayor Victoria Jackson-Stanley called the meeting to order. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster (6:00 pm), Cannon, and Hanson. Mayor Victoria Jackson-Stanley asked for a moment of silence. Commissioner Hanson led in the Pledge of Allegiance.

5:00 pm Mayor to Convene Council in Regular Session

A. SUBJECT: Closed Sessions:

Recommendation: That Council consider a motion to go into closed session pursuant to:

- (1) State Government Article, Section 10-508(a) exception 7: to consult with counsel to obtain legal advice, because public discussion would adversely impact counsel's ability to provide information which is confidential under attorney/client privilege, and
- (2) State Government Article, Section 10-508(a) exception 14: before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents or a bid or proposal, because public discussion would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

B. SUBJECT: End closed session

Recommendation that Council consider a motion to end the closed session and return to open session at 6:00 pm.

6:00 pm Mayor to Re-Convene Council in Regular Session

Report on Closed Executive Sessions

Sandra Tripp-Jones reported that Council met in closed session on Subject A(1) above. There is no action to report.

Agenda

1. Council to approve or amend agenda as presented.

Sandra Tripp-Jones noted that there are two Item 15s. The agenda numbers should be adjusted. She requested that Council add as Item 21 a request from Patti K. Willis, University of Maryland Shore Regional Health, for a letter to Priority Partners. She also suggested that Items 18 (Cannery Park Design) and 19 (Draft Historic District Guidelines) be taken immediately following the consent calendar.

A motion by Commissioner Rideout to approve the amended agenda was seconded by Commissioner Cannon and approved 5:0.

Public Comment

Frank Narr, a Board Member of Sailwinds Park, Inc. wanted to comment on Item 15 A.10 – Improvements to Gateway Park. The Board encourages the City to support the staff's recommendation to put forth the Community Legacy grant for the Gateway Project. It is to support some screening to continue the project that was started several years ago. He also encouraged them to support 15H (priorities). The Board looks forward to working with the City.

Mike Detmer was at the Cannery Park presentation and encouraged Council to support this project. It is an incremental kind of thing where you can capitalize on success and build on it. He encouraged the City to be proactive in figuring out how to make sure it is not a heavy burden on public safety.

Robert Aaron said the City adopted an ordinance about storage pods sitting around town. He knows of one that has not been moved in over six months. He was told there is an ordinance on the books about A-signs downtown on the sidewalks. They are supposed to be 4 feet. He said 90 percent of the signs downtown are not 4 feet. He measured them.

Tom Puglisi lives within the Historic Preservation District. He encouraged the Commissioners to endorse the revised HPC guidelines. The Commission worked very hard on these guidelines which are easily understandable. They are a big improvement on the previous guidelines.

Greg Boss spoke about the Preservation Guidelines. He was not here with the Historic District was put in place but he knows there is less than a uniform understanding on how to comply and why to comply. These guidelines will go a long way toward helping and how to comply. The streamlined administrative procedures will be a very important thing for a lot of people. They have done a good job on helping them understanding on what alternative materials might be available and looking into the new technologies that might be helpful for people to comply. They have also addressed rising sea level. This is also about maximizing the revenue potential of the historical character of Cambridge.

Chuck McFadden, President of CAN, said HPC made a presentation to the CAN committee meeting last week. It was very well received. There were very positive comments on the new HPC guidelines.

Chuck McFadden said he is a former budget officer for the Federal Government. He handled billions of dollars a year. He said the new budget presentation is wonderful and a big improvement.

Requests from the Public**2. SUBJECT: Donation from Elks Lodge #1272**

Recommendation: That Council:

- A. Accept a donation of \$3,500 for Police Department new officer equipment, and
- B. Increase the FY 2018 revenue and Police Department budget by \$3,500

Gage Thomas, Exalted Ruler for Cambridge Lodge #1272 said they have a very proud legacy and history of helping their youth, helping veterans, and helping the community. They are offering the City a donation of \$3,500. Past Exalted Ruler, Dan Kane, is now Chairman of the Elks National Foundation. Each lodge throughout the United States donates to the Foundation through their membership. The money is given back to the community via grants, scholarships for youth, and to aid programs to help out the communities and the less fortunate. This year they would like to give the Cambridge Police Department a grant for \$3,500 to go to law enforcement equipment to protect our police officers.

A motion by Commissioner Sydnor to accept a donation of \$3,500 for CPD new officer equipment and increase the FY2018 revenue and Police Department budget by \$3,500 was seconded by Commissioner Hanson and approved 5:0.

Council thanked the Elks for their generous donation.

Consent Calendar

3. SUBJECT: Meeting Minutes from Council Meetings on April 23, 2018
Recommendation: That Council approve as submitted.
4. SUBJECT: Request from the Pine Street Committee for permission to close Pine Street from Cross Street to Cedar Street on Thursday, August 23, 2018 from 10:00 am until 4:00 pm for their Empowerment Center Summer Camp Block Party; permission to erect a tent; and a variance from the noise ordinance
Recommendation: That Council approve the request subject to submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to event
5. SUBJECT: Request from The Wine Bar for a variance from the noise ordinance and permission for outdoor alcohol sales at Governors Hall at Sailwinds Park on Friday, May 25, 2018 between the hours of 6:00 pm and 10:00 pm during their Chillin' on the Choptank Event
Recommendation: That Council approve the requests subject to submission of Liquor Board Certificate prior to the event.
6. SUBJECT: Request from Cambridge Main Street for permission to hold the Farmers' Market in the parking lot at Long Wharf on Thursdays (May 3 through October 25) between the hours of 3:00 pm and 6:00 pm; permission to erect tents; permission to serve food, use of City-owned trash cans; and a variance from the noise ordinance
Recommendation: That Council approve the request for the Thursdays except for September 27th (Ironman) and October 18th (Schooner Rendezvous) and submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to the start of the events
7. SUBJECT: Request from Cambridge Association of Neighborhoods for permission to use Long Wharf Park (and pavilion) on Sunday, August 26, 2018 from 11:00 am until

4:00 pm for a Cambridge Family Picnic; use of electricity; and a variance from the noise ordinance

Recommendation: That Council approve the request subject to submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to the event

8. SUBJECT: Request from the American Legion Dorchester Post No. 91 to hold a Memorial Day Service at Long Wharf Park on Monday, May 28th starting at 11:00 a.m. (until approximately 12:30 p.m.); traffic around the fountain circle be closed at 10:00 a.m.; parking be permitted on the Long Wharf parking lot; variance from the noise ordinance for PA system and cannon salute; police assistance for traffic control; no parking on the inner circle; and the Police Honor Guard.

Recommendation: That Council approve the request.

9. SUBJECT: Request from Relay for Life for a variance from the noise ordinance during their event at Sailwinds Park on Friday, May 18th between the hours of 4:00 pm and 10:00 pm

Recommendation: That Council approve the request including permission to use the walkway as specified by Public Works.

10. SUBJECT: Request from Beat the Rush Delivery for permission to use the Race and Cedar Streets lot for their Cambridge Community Supper event on Saturday, September 8th from noon until dusk; permission to erect a tent; permission to serve food; and a variance from the noise ordinance

Recommendation: That Council approve the request subject to:

- A. Submission of a certificate of property and liability insurance naming the City as additional insured, acceptable to the City prior to event
- B. Beat the Rush Delivery meet with DPW staff prior to the event to determine where the platform will be located to avoid underground electric wires

A motion by Commissioner Rideout to approve Consent Calendar Items 3 through 10 was seconded by Commissioner Hanson and approved 5:0.

18. SUBJECT: Cannery Park Design

Recommendation: That Council:

- A. Receive a presentation by Dennis Carmichael, Landscape Architect with Parker Rodriquez, Inc., regarding the master plan for Cannery Park Design.
- B. Approve the park design and direct staff to seek funding sources for its implementation.

The City of Cambridge, in a joint venture with Eastern Shore Land Conservancy and Dorchester County, acquired 6.6 acres of land for a park in 2014. The park property is located between Factory F building and the headwaters of Cambridge Creek. In addition to the property acquisition, the City acquired a long-term lease for the abandoned railroad rights of way that lies between the proposed park and Factory F, adding another 2+ acres to the park.

Dennis Carmichael made a presentation on the plans for the park. The historical context is very important. His company held a four-day Charette after walking the site. They looked at natural factors and man-made factors. The two things that meant the most to them were the existing trees that were worth savings and the stream restoration project. This will create a very strong natural habitat on the west side of the park. The subject they heard the most about from the folks who participated was that the park is kind of invisible. They will make it as visible and connected as they can with as many entrances as possible for pedestrians and cyclists. They are proposing a new parking facility on the south side. The number one request was a place for events and festivals. They came up with three plans: the historic plan, the recreation scheme, and the natural plan. The folks asked them to combine the historical plan and the natural plan. The ultimate plan is a combination of those two schemes. A skate park was included. The park will be visible from Cedar Street. The cost for developing the park will be around \$3.5 million. Pat Escher and Katie Parks will be working on grant sources. It will be built in phases as funding becomes available.

A motion by Commissioner Rideout to approve the park design and direct staff to seek funding sources for its implementation was seconded by Commissioner Cannon and approved 5:0.

19. SUBJECT: Draft of Historic District Design Guidelines

Recommendation that Council:

- A. Take public comment on the proposed Draft of the Cambridge Historic District Design Guidelines
- B. Approve the Draft of the Guidelines to be submitted to Maryland Historic Trust for review

Herve Hamon, George Vojtech, and Sharon Smith discussed what the community has expressed through the survey and how the revised guidelines have addressed the Historic District neighborhood vision. The consultant, Richard Wagner, went into further details about his expertise and contribution to the guidelines. The HPC conducted three public work sessions establishing timelines, topics, and areas of discussion and then created a neighborhood survey to get the most important aspects of the Historic District and about what the HPC process was and was perceived to be and the opinions about current design guidelines. The survey received 157 responses from local residents and/or people who have been involved with the Historic Preservation District. The results, which were predicated the topics of the guidelines, were posted on the City's website. Community meetings were held to discuss the draft of the guidelines.

In general, the new Cambridge Historic District Design Guidelines can be summed up as follows: preserve and maintain historic elements when possible; if they need repair, use appropriate in-kind materials; if they need replacement, use appropriate materials if possible or substitute /synthetic if in-kind materials are not available or prohibitively expensive.

The streamlining of the process, with increased administrative reviews, (reviews done by staff and not presented to the HPC) facilitate project coordination between

staff and contractors, provides better direction in the process, should allow the HPC approval process to become more efficient and be regarded as an asset to investing in the Historic District.

A motion by Commissioner Rideout to approve the Draft of the Guidelines to be submitted to Maryland Historic Trust for their review and approval was seconded by Commissioner Hanson and approved 5:0.

Budget

11. SUBJECT: Hearing on Constant Yield

Recommendation: That Council open the public hearing on constant yield, take public comment and close the public hearing.

The date in the newspaper notice was incorrect the first time this was advertised. Staff and the Finance Committee are recommending to Council that the Council not revise our real estate tax rate but to maintain the current rate. If we were to maintain constant yield from our real estate taxes, it would require lowering that rate. The reason the staff and Finance Committee have recommended not changing the real estate tax rate is because we are beginning to see very modestly, some growth in our revenues from real estate taxes based on the growth in the tax base.

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

Gage Thomas asked about the current tax rate and the constant yield that projected by the State. Ginger Jenkins reported that the current tax is \$0.8179. It would be a decrease of less than 0.02% which would amount to an approximately \$64,000 increase. The increase is coming from growth in the base. Commissioner Sydnor said it will be less than a penny.

Robert Aaron said he doesn't understand this budget but people have been talking that this year's taxes are going to be higher than they have ever been. He doesn't know if it is because they are appraising our houses higher or what they are doing. Mayor Victoria Jackson-Stanley asked Mr. Aaron to inform the people and tell them that it will be less than a penny. Sandra Tripp-Jones said individuals will not pay any more taxes to the City than they are paying right now. There has been no change in assessment. That won't happen for another two years. There will be no change in the bills coming from the City. Commissioner Hanson said there is another tax entity that the resident deal with and that is Dorchester County. He has these questions should go to the County.

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

12. SUBJECT: Ordinance 1124 - An Ordinance of the Commissioners of Cambridge, Maryland, for the Purpose of Adopting and Approving the Levy for Real Property

Taxes and Personal Property Taxes, for the 2019 Fiscal Year Beginning July 1, 2018 and Ending June 30, 2019.

Recommendation: That Council

- A. Introduce Ordinance No. 1124 by reading of title only and
- B. Schedule May 29, 2018 for second reading, public hearing and adoption.

Chip MacLeod read the title of the ordinance. A seconded reading, public hearing, and adoption will be held on Tuesday, May 29, 2018.

13. SUBJECT: Ordinance 1125 - An Ordinance of the Commissioners of Cambridge, Maryland, to Adopt and Approve the Budget for Fiscal Year 2019 Which Appropriates the Necessary Funds for the Operation of the Government and Administration of the City of Cambridge, Maryland, for the Period July 1, 2018 to June 30, 2019.

Recommendation: That Council:

1. Introduce Ordinance No. 1125 by reading of title only and
2. Schedule May 29, 2018 for second reading, public hearing and adoption.

Ginger Jenkins gave a brief summary of the changes proposed by Council.

Chip MacLeod read the title of the ordinance. A seconded reading, public hearing, and adoption will be held on Tuesday, May 29, 2018.

14. SUBJECT: Third Quarter Financial Report

Recommendation: That Council receive the third quarter financial report.

Ginger Jenkins gave a summary of the report. A copy is attached at the end of these minutes.

15. SUBJECT: Authorization to submit grant applications and letters of support

Recommendations:

A. That Council authorize staff to prepare and submit the following grant applications:

1. Community Legacy for Community Green space and park located at the corner of Muir and High Street: \$100,000.

A motion by Commissioner Rideout to authorize staff to prepare and submit and grant application for the Community Legacy for Community Green space and park located at the corner of Muir and High Street in the amount of \$100,000 and direct staff to look at the housing issue Commissioner Sydnor raised in order to be prepared for the next round of grants so we can seek an appropriate grant to address the housing that apparently exists there that needs to be addressed was seconded by Commissioner Hanson and failed 3:2.

2. Community Legacy for Pine Street sidewalks and streetscape: \$116,000

A motion by Commissioner Foster made a motion to approve the Community Legacy grant application for \$116,000 contingent upon the response that we receive from the Pine Street residents and community was seconded by

Commissioner Sydnor and approved 3:2.

3. Maryland Dept. of Natural Resources for Cannery Park Improvements: \$830,000

A motion by Commissioner Hanson to approve submitting the grant application for Cannery Park Improvements was seconded by Commissioner Cannon and approved 5:0.

4. Maryland Dept. of Natural Resources for Great Marsh Restrooms: \$225,000

A motion by Commissioner Rideout to approve submitting the grant application for Great Marsh Park restrooms from the Maryland Department of Natural Resources in the amount of \$225,000 was seconded by Commissioner Cannon and approved 5:0.

5. Maryland Dept. of Natural Resources for annual Marina maintenance program: \$5,000

A motion by Commissioner Rideout to approve submitting the grant application for annual marina maintenance program from the Department of Natural Resources in the amount of \$5,000 was seconded by Commissioner Hanson and approved 3:1. Commissioner Sydnor did not vote.

6. Maryland Safe Routes to School: Leonard Lane Sidewalks: \$350,000

A motion by Commissioner Cannon to approve submitting a grant to Maryland Safe Routes to School for Leonard Lane sidewalks in the amount of \$350,000 was seconded by Commissioner Hanson and approved 5:0.

7. Maryland Department of Housing and Community Development for a Technical Assistance Grant (TAG): \$25,000

A motion by Commissioner Rideout to approve submitting a grant to the Maryland Department of Housing and Community Development for a Technical Assistance Grant in the amount of \$25,000 was seconded by Commissioner Cannon and approved 4:0. Commissioner Sydnor did not vote.

8. Maryland Department of Housing and Community Development for a Strategic Demolition Grant for downtown parking and event space: \$250,000

A motion by Commissioner Rideout to approve submitting a grant to the Maryland Department of Housing and Community Development for a Strategic Demolition Grant for downtown parking and event space in the amount of \$250,000 was seconded by Commissioner Hanson and approved 5:0.

9. Department of Natural Resources for Marina Lights: \$55,000

A motion by Commissioner Rideout to approve submitting a grant application to the Department of Natural Resources for marina lights in the amount of \$55,000 was seconded by Commissioner Cannon and approved 4:1.

10. Community Legacy for improvements to Gateway Park: \$150,000.

A motion by Commissioner Rideout to approve submitting a Community Legacy grant for improvements to Gateway Park in the amount of \$150,000 was seconded by Commissioner Hanson and approved 3:2. Commissioner Cannon abstained. Mayor Victoria Jackson-Stanley voted yes.

- B. That Council authorize the Mayor to sign a Letter of Support for Eastern Shore Land Conservancy's Community Legacy grant application for Factory F (Phillips Packing House): \$400,000.

A motion by Commissioner Hanson to approve submitting a letter of support for Eastern Shore Land Conservancy's Community Legacy grant application for Factory F (Phillips Packing House) in the amount of \$400,000 was seconded by Commissioner Sydnor and approved 5:0.

- C. That Council authorize the Mayor to sign a Letter of Support for Eastern Shore Land Conservancy's Community Legacy/Strategic Demolition grant application for properties located at 505 and 507 Race Street: \$200,000.

A motion by Commissioner Sydnor to approve submitting a letter of support for Eastern Shore Land Conservancy's Community Legacy/Strategic Demolition grant application for properties located at 505 and 507 Race Street in the amount of \$200,000 was seconded by Commissioner Hanson and approved 5:0.

- D. That Council authorize the Mayor to sign a Letter of Support for the Dorchester County application to construct a Rails to Trails from Cedar to Washington Street. \$220,700.

A motion by Commissioner Sydnor to approve submitting a letter of support for the Dorchester County application to construct a Rails to Trails from Cedar to Washington Street in the amount of \$220,700 was seconded by Commissioner Rideout and approved 5:0.

- E. That Council authorize the Mayor to sign a Letter of Support for Maces Lane Community Center.

A motion by Commissioner Sydnor to approve submitting a letter of support for Maces Lane Community Center was seconded by Commissioner Rideout and approved 5:0.

- F. That Council authorize the Mayor to sign Letter of Support for Downtown Cambridge application for Strategic Demolition Fund to support predevelopment of 444-448 Race Street (\$218,000) for architectural and engineering costs to begin the redevelopment of these fire-damaged facades.

A motion by Commissioner Cannon to approve submitting a letter of support for Downtown Cambridge application for Strategic Demolition Fund to support predevelopment of 444-448 Race Street (\$218,000) for architectural and engineering costs to begin the redevelopment of these fire-damaged façades was seconded by Commissioner Hanson and approved 5:0.

- G. That Council authorize the Mayor to sign Letter of Support for Downtown Cambridge application for Community Legacy to support building improvements for 421 Race Street (\$58,850), 440 and 442 Race Street (\$48,500 and \$90,000, respectively), 444 Race Street (\$70,550), 446-448 Race Street (\$85,000), and administrative support (\$5,000).

A motion by Commissioner Rideout to approve submitting a letter of support for Community Legacy to support building improvements for 421 Race Street (\$58,850), 440 and 442 Race Street (\$48,500 and \$90,000, respectively), 444 Race Street (\$70,550), 446-448 Race Street (\$85,000), and administrative support (\$5,000) was seconded by Commissioner Cannon and approved 4:1.

- H. That Council approve Community Legacy Funding application priorities as follows:
1. Pine Street Area Park and Sidewalks and Streetscape applications
 2. Gateway Park Improvements
 3. Remaining applications from community stakeholders.

The Pine Street Area Park was not approved by a previous motion of Council (15A 1).

A motion by Commissioner Cannon to approve applications priorities as follows: (1) Pine Street sidewalks and streetscape; (2) Gateway Park improvements; and (3) remaining applications from community stakeholders was seconded by Commissioner Sydnor and approved 5:0.

Old Business

16. SUBJECT: Amendment to FY 2018 Position and Salary Control Resolution No. 18-003

Recommendation: That Council:

- A. Adopt Resolution 18-006 A Resolution of the Commissioners of Cambridge, Maryland to Amend Resolution No. 18-003 Which Adopted Positions and Salary Controls and Schedules of Salary Grades and Steps for General Employees and Sworn Police Officers for Fiscal Year 2018.
- B. Approve the Job Classification for the Division Manager Building Safety Services.

A motion by Commissioner Sydnor to adopt Resolution 18-006 to amend Resolution No. 18-003 which adopted positions and salary controls and schedules of salary grades and steps for general employees and sworn police officers for Fiscal Year 2018 and approve the job classification for the Division Manager Building Safety Services at Pay Grade 11 was seconded by Commissioner Cannon and approved 5:0.

17. SUBJECT: Cambridge Waterfront Development, Inc.(proposed)

Recommendation: That Council:

- A. Authorize the Mayor to execute an Amendment to the Memorandum of Understanding with Dorchester County setting forth a) a proposed one-year budget and loans from the City and the County to launch the proposed not-for-profit development corporation tentatively named Cambridge Waterfront Development, Inc. (CWDI) and b) mutual obligations and responsibilities for launching the not-for-profit and supporting it in developing the waterfront properties;
- B. Authorize the City, together with Dorchester County, to submit a TAG grant application to the Department of Housing and Community Development for predevelopment studies, in the amount of \$25,000 to be matched by the City and County through the CWDI;
- C. Approve selection criteria for board membership;
- D. Appoint Sailwinds Committee Members Mayor Victoria Jackson-Stanley, Commissioner Donald Sydnor and Commissioner Robert Hanson to interview prospective Council appointees to the board and make recommendations to City Council for appointment;
- E. Authorize the Mayor to send a letter to Sailwinds Park, Inc. requesting a recommended appointee to the proposed board subject to City Council and County Council approval;
- F. Authorize the Mayor to send a letter to Governor Hogan requesting an appointee to the proposed board;
- G. Direct the City Attorney and City Manager and request the County Manager to assist in developing proposed articles of incorporation for Waterfront Development, Inc. and applications for tax exempt status

A motion by Commissioner Sydnor that Council authorize the Mayor to execute an Amendment to the Memorandum of Understanding with Dorchester County setting forth a) a proposed one-year budget and loans from the City and the County to launch the proposed not-for-profit development corporation tentatively named Cambridge Waterfront Development, Inc. (CWDI) and b) mutual obligations and responsibilities for launching the not-for-profit and supporting it in developing the waterfront properties; authorize the City, together with Dorchester County, to submit a TAG grant application to the Department of Housing and Community Development for predevelopment studies, in the amount of \$25,000 to be matched by the City and County through the CWDI; approve selection criteria for board membership; appoint Sailwinds Committee Members Mayor Victoria Jackson-Stanley, Commissioner Donald Sydnor and Commissioner Robert Hanson to interview prospective Council appointees to the board and make recommendations to City Council for appointment (by June 25, 2018); authorize the Mayor to send a letter to Sailwinds Park, Inc. requesting a recommended appointee to the proposed board subject to City Council and County Council approval; authorize the Mayor to send a letter to Governor Hogan requesting an appointee to the proposed board; and direct the City Attorney and City Manager and request the County Manager to assist in developing proposed articles of

incorporation for Waterfront Development, Inc. and applications for tax exempt status was seconded by Commissioner Cannon and approved 5:0.

New Business

20. SUBJECT: Maryland Department of Housing and Community Development request for Council support of an application to HUD for an Envision Center in Cambridge
Recommendation: That Council support the Maryland Department of Housing and Community Development's application to HUD for an Envision Center in Cambridge.

A motion by Commissioner Rideout that Council support the Maryland Department of Housing and Community Development's application to HUD for an Envision Center in Cambridge (Resolution 18-007) was seconded by Commissioner Hanson and approved 5:0.

21. SUBJECT: Request from Patti K. Willis, University of Maryland Shore Regional Health for a letter to Priority Partners.
Recommendation: That Council authorize the Mayor to sign a letter to Priority Partners encouraging them to provide outpatient imaging services in Dorchester County.

A motion by Commissioner Sydnor that Council authorize the Mayor to sign a letter to Priority Partners encouraging them to provide outpatient imaging services in Dorchester County was seconded by Commissioner Rideout and approved 5:0.

Meetings

- Finance Committee: April 19, 2018

No action was taken.

Notices

- Special Regular Session for the purpose of holding a Closed Executive Session pursuant to State Government Article, Section 10-508(a) exception 1: to discuss (i) the appointment, employment, assignment, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction: or (ii) any other personnel matter that affects one or more specific individuals, because public discussion would adversely impact one or more individual's right to confidentiality on Monday, May 21, 2018 starting at 12:30 pm

A motion by Commissioner Sydnor to hold the above-mentioned Special Regular Session for the purpose of holding a Closed Executive Session was seconded by Commissioner Hanson and approved 5:0.

- The next regular Council meeting will be Tuesday May 29, 2018 due to Memorial Day Holiday on May 28th.

- There will be no Council meeting on June 11, 2018 as City Council will be attending the Maryland Municipal League Conference in Ocean City from June 10 through June 13, 2018.

Mayor and Council


A motion by Commissioner Foster that Council direct the City Manager to prepare a short statement with design draft (if available) informing the residents of Pine Street of the pending Pine Street Streetscape and Sidewalk Improvement Project including a statement that if there are any objections or questions, to contact Pat Escher at DPW by 12:00 pm on May 16, 2018 and that the document be ready by 11:00 am on Tuesday, May 15, 2018 was seconded by Commissioner Sydnor and approved 5:0.

Commissioner Cannon asked staff to bring back on May 29, 2018, authorization for a Maryland Safe Routes to School grant for the extension of Bayly Road.

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 9:00 p.m. I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, May 14, 2018, insofar as I personally am aware.


Victoria Jackson-Stanley
Mayor

City of Cambridge, Maryland
General Fund Summary as of March 31, 2018

General Fund Revenues Budget to Actual

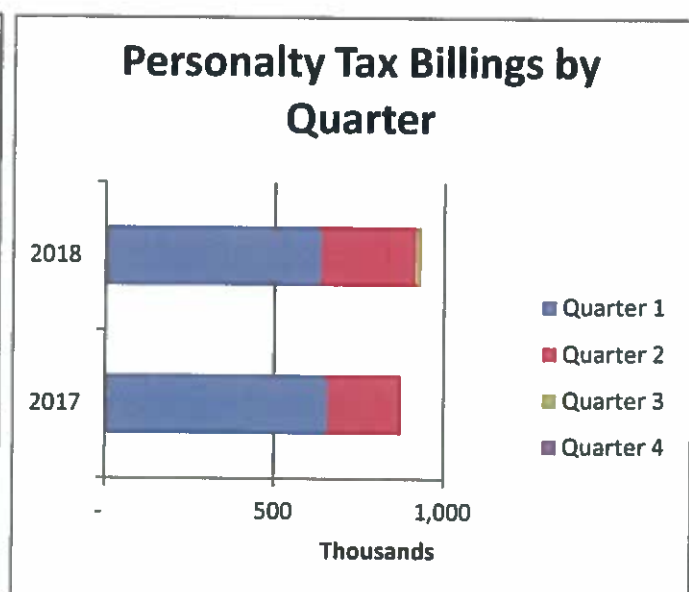
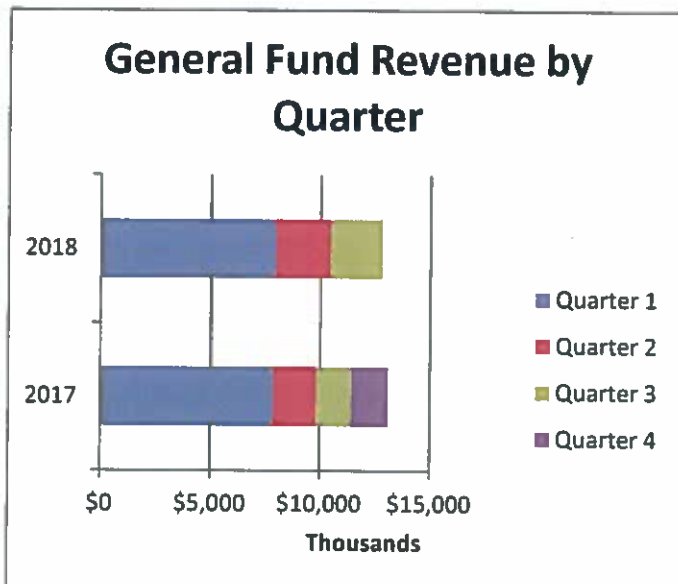
Current Fiscal Year				
Revenue Category	FY18 Adopted	FY18 Amended	Actual 3/31	% Amend. Received
Taxes	8,637,290	9,168,290	8,428,957	91.94%
Licenses and Permits	471,500	471,500	394,829	83.74%
Grants	759,535	3,354,469	743,731	22.17%
Service charges	942,500	942,500	683,995	72.57%
Fines and forfeitures	54,248	54,248	22,337	41.18%
Miscellaneous revenue	116,180	169,774	183,144	107.88%
Overhead allocation	1,515,030	1,515,030	1,101,529	72.71%
* Other financing sources	194,000	2,431,100	1,237,511	50.90%
Total	12,690,283	18,106,911	12,796,033	70.67%

Previous Year		
FY17 Amended	Actual 3/31	% Act Rec/Spent
8,541,871	8,156,731	95.49%
490,100	372,054	75.91%
3,507,005	1,164,153	33.20%
778,400	560,680	72.03%
55,000	49,154	89.37%
114,039	87,361	76.61%
1,510,926	1,041,034	68.90%
11,500		0.00%
15,008,841	11,431,167	76.16%

* Loans, transfers, reserves

Current Fiscal Year			
Top Ten Revenues	FY18 Amended	YTD Actual	% Received
Real estate taxes	5,710,900	5,732,051	100.37%
Personalty taxes	915,000	931,495	101.80%
Refuse (sanitation) fees	650,000	617,130	94.94%
Room tax	750,000	477,052	63.61%
Income taxes	600,000	413,323	68.89%
State Highway Grant	310,853	310,853	100.00%
Rental registration	136,600	139,080	101.82%
Police protection grant	201,337	154,956	76.96%
Buildings & Equipment	75,000	59,430	79.24%
Highway user revenue	113,037	49,638	43.91%
Total	9,462,727	8,885,008	93.89%

Previous Year		
FY17 Amended	Actual 3/31	% Act Rec/Spent
5,710,900	5,713,210	100.04%
915,000	875,376	95.67%
650,000	497,795	76.58%
750,000	500,558	66.74%
500,000	586,067	117.21%
319,015	298,166	93.46%
136,600	134,980	98.81%
201,337	151,003	75.00%
75,000	152,291	203.05%
112,456	138,710	123.35%
9,370,308	9,048,156	96.56%



**City of Cambridge, Maryland
General Fund Summary as of March 31, 2018**

Revenue Highlights

Looking at the budget, significant amendments have been made for grants that are ongoing such as Cannery Park Stream Restoration and other items such as \$400,000 for Beazer tax sale revenue which will be used to pay for High Street and \$1,800,000 for the draw being made on the line of credit for the Sailwinds bulkhead repairs.

Looking at actual revenue to date, most revenue fluctuates based on when it is received so comparisons are hard to make when comparing to last year. Room tax is less than last year and a cause for concern. Close attention needs to be paid to room tax. Overall revenue is within expectations. Disposal revenue is up 30% due to the rate increase.

General Fund Expenses Budget to Actual

Expenditure Category	Current Fiscal Year				Previous Year		
	FY18 Adopted	FY18 Amended	Actual 3/31	% Amend. Spent	FY17 Amended	Actual 3/31	% Act Rec/Spent
Personnel							
Salaries	5,230,952	5,071,435	3,590,290	70.79%	5,249,931	3,668,052	69.87%
Benefits	2,624,374	2,549,088	2,103,173	82.51%	2,384,921	1,982,748	83.14%
Other operating expenses	2,605,509	3,644,981	2,285,588	62.71%	2,749,867	1,828,657	66.50%
Capital outlay	804,500	5,473,959	1,744,043	31.86%	3,398,193	1,256,894	36.99%
Debt service	1,238,547	1,238,547	1,317,209	106.35%	1,090,266	1,008,506	92.50%
Other items *	186,401	128,901		0.00%	135,663	-	0.00%
Total	12,690,283	18,106,911	11,040,303	60.97%	15,008,841	9,744,857	64.93%

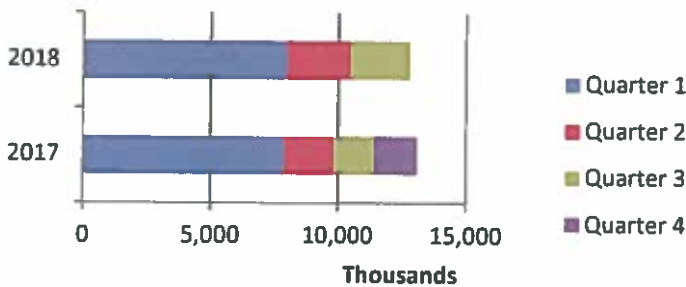
* Lapse time, transfers, appropriated reserve

Expense Highlights

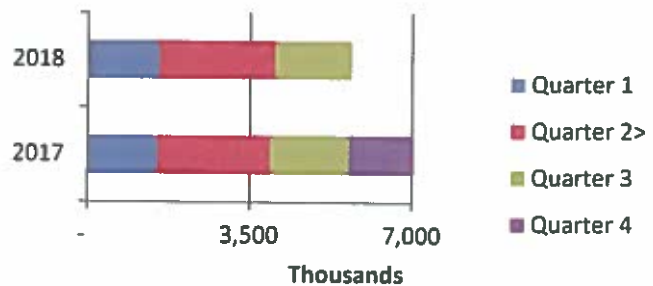
Budgeted salaries decreased due to transitioning from in house sanitation services to a contract. Benefits are higher than last year due to the increase in health insurance costs.

Operating costs are higher than last year due to new costs such as the sanitation contract. Capital Outlay is increased due to Cannery Park and Sailwinds being significantly underway.

Total General Fund Expenditures by Quarter



General Fund Salaries and Benefits



>2nd quarter salaries and benefits includes pension payment

City of Cambridge, Maryland
General Fund Summary as of March 31, 2018

General Fund Budget to Actual

	Current Fiscal Year				Previous Year		
	FY18 Adopted	FY18 Amended	Actual 3/31	% Amend. Spent	FY17 Amended	Actual 3/31	% Act Rec/Spent
Total Revenues	12,690,283	18,106,911	12,796,033	70.67%	15,008,841	11,431,167	76.16%
Less capital grants		(3,607,000)	(401,059)	11.12%	(2,945,488)	(1,165,153)	39.56%
Adjusted Revenue	12,690,283	14,499,911	12,394,974	85.48%	12,063,353	10,266,014	85.10%
Total Expenditures	12,423,882	17,840,510	11,040,303	61.88%	14,750,256	9,744,857	66.07%
Less capital grants		(3,607,000)	(401,059)	11.12%	(2,945,488)	(1,164,153)	39.52%
Adjusted Expenditures	12,423,882	14,233,510	10,639,244	74.75%	11,804,768	8,580,704	72.69%
Transfer to Marina Fund	266,401	266,401		0.00%	258,585		0.00%
Total	-	-	1,755,730		-	1,685,310	

Overview

As of March 31, 2018, overall revenue and expenditures are as expected. There are a number of significant budget amendments this year; sanitation privatization, legal expenses, grants, Sailwinds Wharf project. In addition, Council approved the use of Reserves (\$359,000) and one time revenues (\$331,000) and Sanitation privatization savings (\$137,000) for capital projects totaling \$827,000.

Projections

Revenue

Grants of \$3,600,000 were budgeted. The main project, Cannery Park Stream Project should be done by June 2018. In addition, \$1,800,000 for Sailwinds Wharf line of credit draws was planned and that is almost complete.

Overall, revenue is on target with some projected to be excessive of budgeted and others less than budgeted.

Expenses

At this time, the budgeted lapse time of \$180,000 will be achieved through vacant positions. Overall, expenses will be close to the total budgeted with the exception of debt. The Sailwinds Wharf project is just being completed and only a small amount of interest has been paid (the unspent portion has been used in FY19 budget for capital items.)

Overall

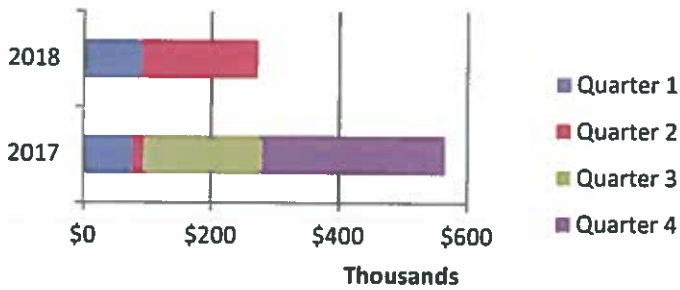
As of 3/31/18, The City is projected to end close to budget with an excess of \$170,000 which has been earmarked for one time capital items in the FY19 capital budget. At the April 23, 2018, Council approved any additional excess to go first to a reserve for Mainstreet (contingent on Council's approval of their spending plans), a reserve for Maces Lane (contingent an approved business plan), and after that anything over this amount up to \$200,000 for a reserve for fire trucks.

City of Cambridge, Maryland
Marina Fund Summary as of March 31, 2018

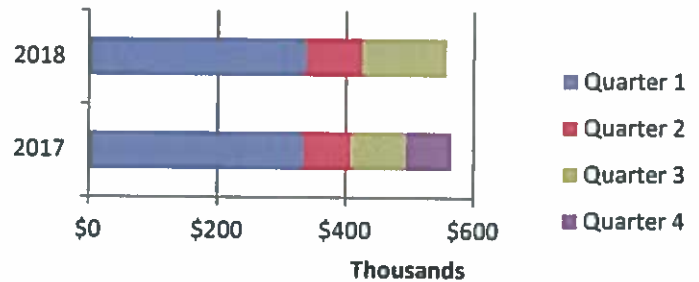
Marina Fund Revenues Budget to Actual

	Current Fiscal Year				Previous Year		
	FY18 Adopted	FY18 Amended	Actual 3/31	% Act Rec/Spent	FY17	Actual 3/31	% Act Rec/Spent
					Amended		
Revenues							
Boat slip rentals	183,000	183,000	140,416	76.73%	191,000	164,085	85.91%
Boat slip electric	10,000	10,000	6,345	63.45%	20,000	6,850	34.25%
Transients-subleasing	68,000	68,000	31,646	46.54%	68,000	24,681	36.30%
Marina Fuel	99,000	99,000	78,535	79.33%	92,000	81,114	88.17%
Miscellaneous revenue	4,800	4,800	2,831	58.98%	3,100	3,782	122.00%
Grants	65,000	120,000	-	0.00%	-	-	-
Other funding sources	266,401	266,401	-	0.00%	293,585	-	0.00%
Total Revenue	696,201	751,201	259,773	34.58%	667,685	280,512	42.01%
Expenses							
Personnel	111,903	111,903	84,991	75.95%	106,222	64,726	60.93%
Other operating expenses	165,194	165,194	122,140	73.94%	163,540	109,371	66.88%
Overhead allocation	99,104	99,104	88,449	89.25%	107,923	67,601	62.64%
Capital Outlay	65,000	120,000	6,776	5.65%	35,000	-	0.00%
Debt service	255,000	255,000	254,893	99.96%	255,000	254,528	99.81%
Total Expenses	696,201	751,201	557,249	74.18%	667,685	496,226	74.32%
Add to/ (Use of) Reserves	-	-	(297,476)		-	(215,714)	

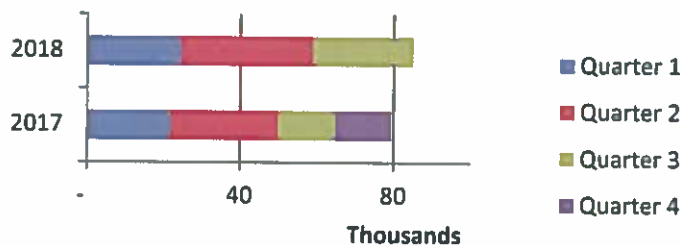
Marina Fund Revenue by Quarter



Marina Fund Expenditures by Quarter



Marina Fund Salaries and Benefits



City of Cambridge, Maryland
Marina Fund Summary as of March 31, 2018

Revenue Highlights

Boat slip rentals continue to decline although transients are up slightly and there are several cruise ships expected this boating season.

Expense Highlights

Operating expenses overall is within budget. Electric expense is higher than normal and staff is looking into this.

2017 Projections

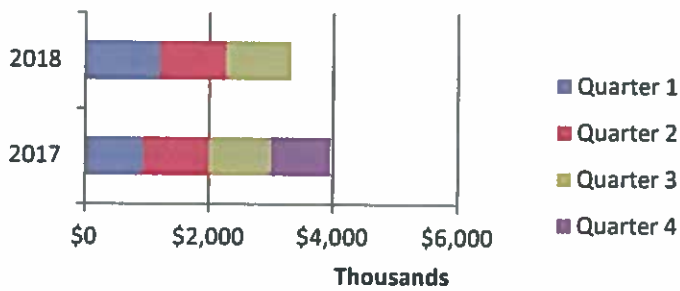
The above "add to/(use of) Reserves" is really the loss in the Marina that will be covered by a transfer from the General Fund. Projected transfer is expected to be \$300,000 at year end.

City of Cambridge, Maryland
Sewer Fund Summary as of March 31, 2018

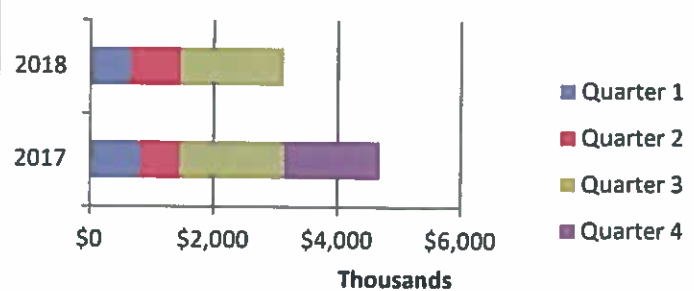
Sewer Fund Revenues Budget to Actual

	Current Fiscal Year				Previous Year		
	FY18 Adopted	FY18 Amended	Actual 3/31	% Act Rec/Spent	FY17 Amended	Actual 3/31	% Act Rec/Spent
Revenues							
Sewer service	3,673,953	3,673,953	2,781,049	75.70%	3,704,000	2,728,772	73.67%
Sanitary district charges	459,100	459,100	230,364	50.18%	459,100	230,220	50.15%
Horn Point	33,000	33,000	13,048	39.54%	33,000	11,573	35.07%
Pollution control-septic	60,000	60,000	42,362	70.60%	60,000	32,183	53.64%
Grants and loan proceeds	240,000	240,000	243,000	101.25%	276,000	-	0.00%
Miscellaneous revenue	5,100	5,100	6,705	131.47%	5,100	5,544	108.71%
Other funding sources	-	216,000	-		486,250	-	0.00%
Total Revenue	4,471,153	4,687,153	3,316,528	70.76%	5,023,450	3,008,292	59.88%
Expenses							
Personnel	58,252	58,252	41,480	71.21%	50,506	38,698	76.62%
Other operating expenses	2,100,811	2,100,811	1,293,560	61.57%	2,110,570	1,217,217	57.67%
Capital outlay	160,000	376,000	20,633	5.49%	727,250	162,216	22.31%
Overhead allocation	1,396,191	1,396,191	1,013,080	72.56%	1,403,003	973,433	69.38%
Appropriated Reserve	-	-	-		6,825	-	0.00%
Debt service	755,899	755,899	752,637	99.57%	725,296	752,637	103.77%
Total Expenses	4,471,153	4,687,153	3,121,390	66.59%	5,023,450	3,144,201	62.59%
Add to/ (Use of) Reserves	-	-	195,138		-	(135,909)	

Sewer Fund Revenue by Quarter



Sewer Fund Expenditures by Quarter



City of Cambridge, Maryland
Sewer Fund Summary as of March 31, 2018

Revenue highlights

Sewer sales are comparable to budgeted and last year. The City received the MDE operating grant for FY18 having met the compliance requirements this year. Due to timing, the Sanitary District and Horns Point bills are done in April and the third quarter revenue will be received then.

Expense highlights

Expenditures are comparable to last year except Capital Expenses. Last year, there were a number of unexpected repairs such as Woods Road causing increased costs in Capital Expenses. In May 2018, we received \$25,000 of insurance proceeds toward the repairs on Woods Road.

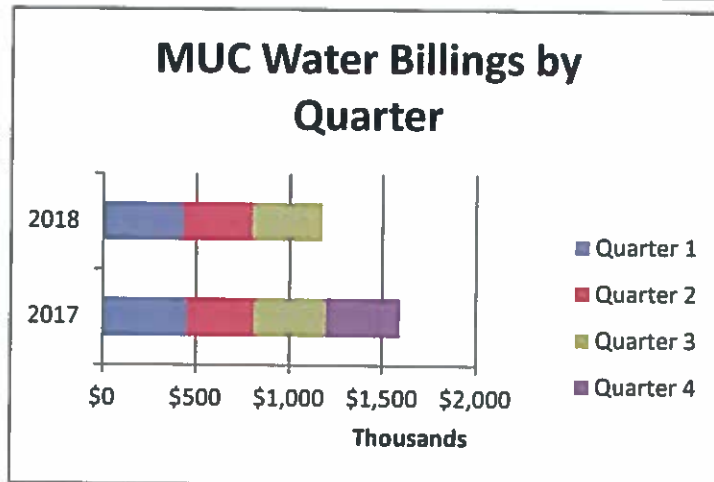
Projections

Sewer revenue and expenses are anticipated to be close to actual.

City of Cambridge, Maryland
MUC Fund Summary as of March 31, 2018

Municipal Utilities Commission (MUC) Fund Revenues Budget to Actual

	Current Fiscal Year				Previous Year		
	FY18 Adopted	FY18 Amended	Actual 3/31	% Act Rec/Spent	FY17 Amended	Actual 3/31	% Act Rec/Spent
Revenues							
Water sales	1,732,174	1,732,174	1,174,471	67.80%	1,663,276	1,200,018	72.15%
Fire lines	29,000	29,000	30,740	106.00%	28,000	28,880	103.14%
Miscellaneous sales	80,000	80,000	145,365	181.71%	75,000	90,899	121.20%
Miscellaneous revenue	89,500	89,500	80,932	90.43%	72,500	73,629	101.56%
Reserves					102,000	-	0.00%
Total Revenue	1,930,674	1,930,674	1,431,508	74.15%	1,940,776	1,393,426	71.80%
Expenses							
Personnel	915,189	915,189	674,433	73.69%	898,704	651,893	72.54%
Other operating expenses	903,435	903,435	566,440	62.70%	998,350	525,222	52.61%
Capital expenses	100,000	100,000	34,033	34.03%	148,500	105,893	71.31%
Debt service	12,050	12,050	9,016	74.82%	12,050	9,016	74.82%
Total Expenses	1,930,674	1,930,674	1,283,922	66.50%	2,057,604	1,292,024	62.79%
Add to/ (Use of) Reserves	-	-	147,586		(116,828)	101,402	



Revenue Highlights

Revenue are higher than last year for the same period but are right on target. Miscellaneous sales is higher than last year due to more services being put into place with fire suppression systems.

Expense Highlights

Personnel expenses are as expected and slightly higher due to last year due to increased personnel salaries.

Projections

Water revenue and expenses are as anticipated so far this fiscal year. New main installation will be targets for expenses in the last quarter pending good weather conditions.