

1. February 24, 2020 Agenda/CARS

Documents:

FEBRUARY 24, 2020 ITEM 1 AGENDA(REVISED).PDF
FEBRUARY 24, 2020 ITEM 2 MEETING MINUTES.PDF
FEBRUARY 24, 2020 ITEM 3 NABB CTR.PDF
FEBRUARY 24, 2020 ITEM 4 WHCP.PDF
FEBRUARY 24, 2020 ITEM 5 AMERICAN CRUISE.PDF
FEBRUARY 24, 2020 ITEM 6 MARINA FUND.PDF
FEBRUARY 24, 2020 ITEM 7 GENERAL FUND.PDF
FEBRUARY 24, 2020 ITEM 8 SUPERTINENDENT.PDF
FEBRUARY 24, 2020 ITEM 9A ORG CHART.PDF
FEBRUARY 24, 2020 ITEM 9A-1 ORG NAR.PDF

AGENDA

**City of Cambridge
City Council Meeting
February 24, 2020
Council Chambers - 305 Gay Street
Cambridge, MD 21613**

5:00 pm Open Session

The Mayor and Commissioners of Cambridge (the "City Council") will meet in open session on Monday, February 24, 2020 at 5:00 p.m. in the Council Chambers in the Council Chambers, 305 Gay Street, Cambridge, Maryland for the purpose of voting to meet in closed session pursuant to Md. Code Ann., Gen. Prov. § 3-305(b)(3), (4), and (8) to: consider the acquisition of certain real property for a purpose and matters directly related thereto; discuss a proposal for a business to locate, expand, or remain in the City; and consult with Staff and the City Attorney regarding potential litigation.

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

Request for a support letter for the Richardson Museum to obtain funds from the state to assist with the rehabilitation of their building at 103 Hayward Street

Consent Calendar

2. February 10, 2020 Meeting Minutes
3. The Nabb Center at Salisbury University is requesting the City allow parking on both sides of High Street between Christ Church and William Street during the Fund Raiser Party, May 2, 2020 from 4pm-7pm.

4. Cambridge Community Radio, Inc. is requesting to host the WHCP 6th Annual Spring Gala on March 13, 2020 from 6pm-10:00pm 447 Race Street.

Ordinances for Introduction and First Reading

Ordinances for Second Reading, Public Hearing, and Adoption

Old Business

5. MOUA with American Cruise Lines, Inc

New Business

6. Marina Fund Budget Amendment
7. Police Retention Grant Award
8. Public Works Superintendent Position Description Revised
9. City Organization Chart Changes
(Recommend Review and consider for adoption at regular meeting March 9, 2020)

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 regular session on Monday, February 10, 2020 in Council Chambers. A quorum being present, the meeting was called to order at 6:00 pm by Mayor Victoria Jackson-Stanley. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster, Cannon, and Hanson. The Mayor asked for a moment of silence then Commissioner Hanson led everyone in the Pledge of Allegiance.

Agenda

1. Council to approve or amend agenda as presented.

A motion to approve the Agenda was made by Commissioner Rideout and seconded by Commissioner Hanson.

Public Comment

Gary Hickman, of 2209 Hudson Road, the RFC Train Garden Committee Chair, provided the Mayor with a letter of thanks on behalf of the Fire Company.

Michael Wheatley of 509 Edlon Park also expressed his thanks regarding the Train Garden. Mr. Wheatley, a member of the young professionals, asked for ideas of projects the young professionals could perform.

David Ferguson, owner of 421 Robbins Street, spoke on the issue of trash and littering and the importance of keeping our city clean. He also asked the City to enforce existing laws regarding citizens and businesses to help keep the City clean.

Requests from the Public

Angie Hengst, the IronMan Director, presented a recap of the 2019 Eagleman and IronMan events as well as an update on plans for those events in 2020.

Rhodana Fields of the Choptank Chapter of Habitat for Humanity provided an update on the Cambridge Neighborhood Revitalization Work Group and all that has been taking place in the Pine Street Area and elsewhere in the city and county by Habitat for Humanity.

Consent Calendar

The Consent Calendar was approved on a 5-0 vote. Commissioner Hanson made a motion to approve the items and Commissioner Cannon seconded the motion.

2. The January 27, 2020 Meeting Minutes.

3. The Dorchester Community Wellness Coalition requested to have the Dorchester Community Wellness Expo on Saturday, May 2, 2020 from 9:00 a.m. until 3:00 p.m. on the corner of Race and Cedar Streets.

Ordinances for Introduction and First Reading

None

Ordinances for Second Reading, Public Hearing, and Adoption

None

Old Business

The City Manager requested that the Commissioners establish Chesapeake College's Cambridge Center on Race Street as the City Election Polling Site for the city election on the 3rd Saturday of October 2020 and, if a run-off is needed, on the 1st Tuesday in December. The college had offered the space for those dates at no cost to the city, and the City Manager reported that he had met at the location with a representative of the county election office, a prospective election vendor and three citizens experienced with city elections: Portia Johnson-Ennels, Jerry Burroughs, and Michael Wheatley. The college also has handicap accessibility, parking, restrooms, on-site security, and ease of access to the building.

Commissioner Rideout made a motion to approve Chesapeake College as the city election site. The motion was seconded by Commissioner Hanson. The motion passed 3-2. Commissioners Rideout, Hanson, and Cannon voted in favor of the motion. Commissioner's Foster and Sydnor voted against the measure.

New Business

No new business items were presented.

Meeting Announcements

The city manager announced the Mayor and Commissioner Compensation Recommendation Committee was going to be held in city commission chambers on Tuesday, February 11th at 5:00 p.m.

Comments

The Mayor spoke about the importance of the upcoming 2020 Census.

Commissioner Foster spoke about the Committee for Bridging the Gap between the Police and city residents. She said participants want to continue to work on building relationships.

The Mayor announced that a clean-up project was going to take place the Sunday after Valentine's day. She encouraged citizens to participate. The event is at the juncture of Pine Street and North Drive.

The Police Chief announced the loss of the department's K-9 dog and their efforts to replace him.

Adjourn

A motion to adjourn the meeting was made and properly seconded.

With no further business, Mayor Jackson-Stanley adjourned the meeting at 7:09 p.m.

I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, February 10, 2020.

Victoria Jackson-Stanley
Mayor



APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: February 5, 2020

Event Title or Type: Fund raising party for the Nabb Center at Salisbury Univ

Location of Event: Parking on both sides of High St. between Christ Church & William St. * *

Date(s) of Event: May 2, 2020

Hours of Event (Actual): 4 PM → 7 PM

Name of Applicant: Nabb Center at Salisbury Univ. * over Title: Board Member

If representing an organization or company, name(s): Charles C. Emery

Signature of Applicant: Charles C. Emery

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

Address of Applicant: Nabb Center at Salisbury University

Telephone: 443-877-7750 Email: cemery@verizon.net

Expected attendance: 150 people

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

If yes, what street(s) Requesting that the city allow parking on both sides of High Street
If yes, indicate street closure & reopen times between Christ Church and William Street
(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: Catherine Morrison, 207 High Street

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

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

Will tent(s) be erected? yes on private property Yes (show on map) No

Will food be prepared on the premises? on private property Yes No

Will food trucks be present? (list names on back of form) Yes No

Will alcohol be served? Yes No



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 *only small signs to identify location*

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

Specific Route:

Not requesting street closure, only parking on both sides of High Street, during party hours.

- 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

Date: February 24, 2020

Roslyn Matthews

From: noreply@civicplus.com
Sent: Tuesday, February 11, 2020 3:56 PM
To: Cambridge Economic Development; Roslyn Matthews; citymanager; Brandon Hesson
Subject: Online Form Submittal: Application for a Special Event License

Application for a Special Event License

Date of Application	2/11/2020
Date of Event	3/13/2020
Time of Event	6:00 PM - 10:00 PM
Event Title or Type	WHCP 6th Annual Spring Gala
Cost of Admission	\$50+
Location of Event	447 Race Street
Organization Name	Cambridge Community Radio, Inc.
Non-Profit	Yes
Will alcohol be served?	Yes
If available, please upload County liquor license.	<i>Field not completed.</i>
Will food be prepared on premises?	No
If available, please upload County Health Department approval.	<i>Field not completed.</i>
Expected attendance:	150
Venue seating capacity:	250 (?)
Is parking available?	Yes
If there is parking, how much?	<i>Field not completed.</i>
Are you requesting the use of city trash cans?	No

Will tents be erected?	No
Is the event on City, State or Private Property?	Private
If private, name owner.	Stephen Vondenbosch
Is staging or a platform required?	No
Will there be amplified music?	Yes
What types of musical instruments?	guitar, keyboard, drums
Is a street closure being requested	No
If a street closure is requested, what time will it begin and end (please consider set-up and tear-down time.)	<i>Field not completed.</i>
Is Water Available at the event?	Yes
If water is available, please describe the source.	<i>Field not completed.</i>
Contact Person	Michael Starling
Email Address	mike@whcp.org
Address	516 Race Street
City	Cambridge
State	MD
Zip Code	21613
Cell Phone Number	410-415-3041
Office Phone Number	443-637-6000
Electronic Signature Agreement	I agree.
Electronic Signature	Michael Starling

Please complete the following section for a road race, walk-a-thon, etc...

Will this require use of roads? No

Will this require use of sidewalks? No

Will residents on the route be notified? No

Will temporary signs be posted? No

Please describe the specific route. DNA

Email not displaying correctly? [View it in your browser.](#)

MEMORANDUM OF UNDERSTANDING AND AGREEMENT BETWEEN THE COMMISSIONERS OF CAMBRIDGE AND AMERICAN CRUISE LINES, INC.

THIS MEMORANDUM OF UNDERSTANDING AND AGREEMENT (this “MOUA”) is made and effective this __ day of _____, 2020, by and between THE COMMISSIONERS OF CAMBRIDGE, a municipal corporation of the State of Maryland (“City”), and AMERICAN CRUISE LINES, INC., a Delaware corporation registered to do business in the State of Maryland (“ACL”).

EXPLANATORY STATEMENTS

WHEREAS, the City developed Sailwinds Wharf, in part, for the purpose of attracting commercial vessels to the site; and

WHEREAS, Sailwinds Wharf was completed without electrical service for commercial vessels; and

WHEREAS, ACL desires to utilize Sailwinds Wharf for docking purposes during the winter months of each year; and

WHEREAS, ACL is willing to install the infrastructure and fixtures described herein at its sole cost, risk, and expense so that its vessels can access electrical service when docking at Sailwinds Wharf; and

WHEREAS, ACL acknowledges and understands that the infrastructure and fixtures described herein shall become the property of the City after installation; and

WHEREAS, ACL shall construct and install, or cause to be constructed and installed, the infrastructure and fixtures described herein to City specifications and in accordance with all applicable laws, codes, and regulations; and

WHEREAS, ACL shall continue to pay the docking fees for Sailwinds Wharf according to the City fee schedule currently in effect and as amended from time to time; and

WHEREAS, ACL acknowledges and understands that the City will allow other vessels to dock at Sailwinds Wharf and utilize the electrical service; and

WHEREAS, ACL acknowledges and understands that use of Sailwinds Wharf shall require advance notification through the City's marina management company on a first come, first serve basis and in accordance with City policies and procedures currently in effect and as amended from time to time; and

WHEREAS, the City is desirous of authorizing ACL to construct and install, or cause to be constructed and installed, the infrastructure and fixtures described herein to supply electrical service at Sailwinds Wharf, subject to the terms and conditions set forth herein.

NOW, THEREFORE, THIS MOU WITNESSETH, that for and in consideration of the mutual promises and covenants contained and set forth herein and the recitals hereto, which are not merely prefatory but are a substantive part hereof, the parties hereby agree, represent, and acknowledge to the other their intent, understanding, and agreement as to the following:

1. ACL, for itself and its duly licensed and authorized contractors, is hereby authorized to perform the following work to supply electrical service to Sailwinds Wharf (the "Work"):

A. Run a new underground line from an existing utility pole approximately 250 feet from Sailwinds Wharf;

B. Install a new transformer and 200-amp service panel in the grass area shown on the map attached hereto and incorporated by reference herein as Exhibit A;

C. Extend an underground line from the service panel to the middle of Sailwinds Wharf utilizing a conduit installed under Sailwinds Wharf when it was reconstructed; and

D. Install a new power pedestal with specifications to be approved by the City, which shall be substantially similar to those for the marina at the Cambridge Municipal Yacht Basin, midway down Sailwinds Wharf near the water's edge.

2. The Work shall be performed in accordance with all applicable laws, codes, and regulations and shall be subject to approval by the City Engineer upon completion. ACL expects the Work to be completed by February or March of 2020.

3. All locations for the Work shall be approved by the City Engineer in advance. The Work shall be performed with minimal disturbance to Sailwinds Wharf, and any areas impacted will be promptly repaired to the City's satisfaction, which shall not be unreasonably withheld.

4. ACL is authorized to commence the Work immediately upon obtaining all required permits and other approvals for the same, which shall be obtained at ACL's sole cost and expense.

5. ACL shall pay the entire cost of the Work, which is estimated to be Fifty-Five Thousand Dollars (\$55,000), as well as any and all fees charged by Delmarva Power in connection therewith and the future cost of electricity provided to the infrastructure and fixtures installed at Sailwinds Wharf pursuant to this MOUA.

6. Upon completion of the Work and approval thereof by the City Engineer, all infrastructure and fixtures installed at Sailwinds Wharf shall become the sole property of the City, and ACL shall cooperate in effectuating any transfer thereof to the City, along with all warranties for the Work.

7. ACL shall cooperate with the City to establish an account with Delmarva Power in the City's name for the electricity provided to the infrastructure and fixtures installed at Sailwinds Wharf pursuant to this MOUA. Thereafter, ACL shall be responsible for any electricity it uses at Sailwinds Wharf in accordance with the billing policies and procedures established by the City for

electricity usage by vessels docked at Sailwinds Wharf.

8. No motorized vehicles of any kind shall be permitted on the Sailwinds Wharf surface without the City's express approval.

9. The City, whether through its employees and officials or its approved operator for the marina located at the Cambridge Yacht Basin, shall be responsible for monitoring Sailwinds Wharf.

10. The City shall maintain the docking fees currently in effect for vessels utilizing Sailwinds Wharf for a period of five (5) years from the effective date of this MOUA; provided, however, that nothing herein shall be deemed to prohibit the Commissioners of Cambridge from increasing such fees as necessary in any given fiscal year to defray costs associated with Sailwinds Wharf.

11. ACL, for itself and its agents, servants, employees, contractors, and subcontractors, shall defend, indemnify, and hold the City and its officials, officers, directors, agents and employees (collectively and individually hereinafter referred to in this paragraph as the "Indemnitees") harmless from, and against, any and all claims, threats, liabilities, suits, action, proceedings, demands, losses, damages, costs, and expenses, including but not limited to reasonable attorney's fees, sustained by Indemnitees by reason of claims of third parties and directly attributable to the negligence or misconduct of ACL or any of its agents, servants, employees, contractors, subcontractors, or others under ACL's direction or control or attributable to the breach by ACL of its obligations hereunder including, without limitation, property damage and injury or death to any person. ACL shall be liable for the reasonable attorneys' fees and costs incurred by the Indemnitees should any or all of them bring legal action to enforce this indemnity clause.

12. Prior to commencing the Work, ACL shall obtain general liability insurance coverage and worker's compensation coverage in a minimum amount of \$1,000,000.00/occurrence and \$3,000,000.00/aggregate, or in such other minimum amount(s) acceptable to the City's insurance company, Local Government Insurance Trust, through an insurance company acceptable to the City. ACL shall list the City as an additional insured on its general liability insurance policy with respect to all liability arising from the Work. Verification of such insurance coverage shall be provided to the City prior to any Work being performed, and the insurance coverage shall remain in effect at all times until the Work is completed and approved by the City as set forth herein.

13. Nothing herein shall be deemed to give ACL any exclusive right or privilege to dock its vessels or otherwise use Sailwinds Wharf in a manner not enjoyed by other operators of vessels docking at Sailwinds Wharf, including with respect to electricity usage.

14. The terms, benefits, burdens, and provisions of this MOUA shall be binding upon and inure to the benefit of the parties hereto and to their respective legal representatives, successors, and assigns.

15. This MOUA shall be interpreted and enforced pursuant to the laws of the State of Maryland.

16. The terms of this MOUA may only be amended by written agreement between the parties hereto, unless otherwise set forth hereinabove.

17. This MOUA contains the entire agreement between the parties. Neither party shall be bound by any terms, conditions, statements, or representations, oral or written, not herein contained. The parties hereby acknowledge that, in executing this MOUA, they have not been induced, persuaded, or motivated by any promise or representation made by the other, unless

expressly set forth herein. All previous negotiations, statements, and preliminary instruments by the parties or their representatives are merged in this instrument.

18. Should any one or more of the provisions of this MOUA be determined to be invalid, unlawful, or unenforceable in any respect, the validity, legality, or enforceability of the remaining provisions thereof shall not in any way be affected or impaired thereby.

19. This MOUA may be simultaneously executed in either multiple facsimile or multiple electronic counterparts, each of which shall be an original, but such counterparts shall together constitute one and the same instrument.

20. It is mutually agreed that any notice required or permitted by this MOUA to be given by either party to the other may be either personally delivered or sent by certified mail, return receipt requested, properly addressed and prepaid, to the addresses of the parties as follows:

As to the City:

Patrick Comiskey, City Manager
410 Academy Street
P.O. Box 255
Cambridge, Maryland 21613

As to ACL:

Steven P. McGee, Vice President
741 Boston Post Road, Suite 200
Guilford, Connecticut 06437

A change in address may be substituted for such address by notice in writing given by either party to the other party. The date of giving of such notice shall be the date of depositing the same in the mail (which may be evidenced by the postmark) or by the date of personal delivery.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding and Agreement as of the date set forth above.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Patrick C. Comiskey, City Manager

By: _____(SEAL)
Victoria Jackson-Stanley, Mayor

AMERICAN CRUISE LINES, INC.

ATTEST:

By: _____(SEAL)
Steven P. McGee, Vice President

APPROVED AS TO FORM:

Charles D. MacLeod, City Attorney

Council Agenda Report

Date: February 24, 2020

Prepared by: George W. Hyde, PE, City Engineer

Submitted by: Patrick Comiskey, City Manager

SUBJECT: Marina Fund Budget Amendment

Recommendation: That Council

- A. Amend the marina fund budget to include two grants from the Department of Natural Resources Waterway Improvement Fund

Discussion:

The City was awarded two grants from the Maryland Department of Natural Resources (DNR) Waterway Improvement Fund. The first grant, in the amount of \$99,000, is to be used for maintenance repairs and underwater inspection of the floating breakwater at the municipal marina, and some electrical upgrades at Long Wharf. Maintenance repairs of the breakwater will include replacement of the cables and bushings in the connector joints between the fourteen (14) floating sections. Also, divers will inspect the chains and anchoring system holding the breakwater in place and will replace worn connections as needed. Electrical upgrades will consist of a new 600-amp service to be placed near the parking lot at Long Wharf that will provide improved and more reliable electric to boats docking at Long Wharf.

The second grant, in the amount of \$80,000, is to be used for repairs and maintenance at the Franklin Street boat ramp. Work will consist of repairs to the deteriorated timber wave screen and resurfacing of the ramp approach area.

It is expected that the work funded through these grants will be completed prior to June 30, 2020.

Increase Marina Fund Revenue for "DNR Grants – Marina:"	\$179,000
Increase Marina Fund Expenditures for "Long Wharf Upgrades:"	\$99,000
Increase Marina Fund Expenditures for "Franklin Street Ramp:"	\$80,000

Fiscal Impact:

These grants required no match and will fund 100% of the anticipated work.

Approved by: Patrick Comiskey, City Manager

Council Agenda Report

Date: February 24, 2020

Prepared by: Mark Lewis, Police Chief

Submitted by: Mark Lewis, Police Chief

SUBJECT: General Fund Budget Amendment

Recommendation: That Council

- A. Amend the general fund budget to accept the \$18,500 police retention grant award and disperse the funds to officers with five (5) or more years of service

Discussion:

The City was awarded a police officer retention grant award to supplement officers pay. The department leadership are planning to award each officer with five or more years of service a one-time salary supplement of \$770.83. A total of 24 police officers will receive a check with a gross amount totaling \$770.83. The total amount will have payroll taxes taken from it so the actual check each officer receives will be less than the gross amount.

Increase General Fund Revenue for "Officer Retention Grant:"	\$18,500
Increase GF Expenditures for "Police Administration Salaries:"	\$1,542
Increase GF Expenditures for "Police Administration Soc Sec:"	\$118
Increase GF Expenditures for "Police Patrol Salaries:"	\$14,646
Increase GF Expenditures for "Police Patrol Soc Sec:"	\$1,121
Increase GF Expenditures for "Police Special Operations Salaries:"	\$2,312
Increase GF Expenditures for "Police Special Operations Soc Sec:"	\$177
Decrease GF Expenditures for "Police Patrol Vehicle Gas & Oil:"	\$1,416

Fiscal Impact:

The city will have the employers share of social security and other taxes which will amount to approximately \$1,415.25

Approved by: Patrick Comiskey, City Manager

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.

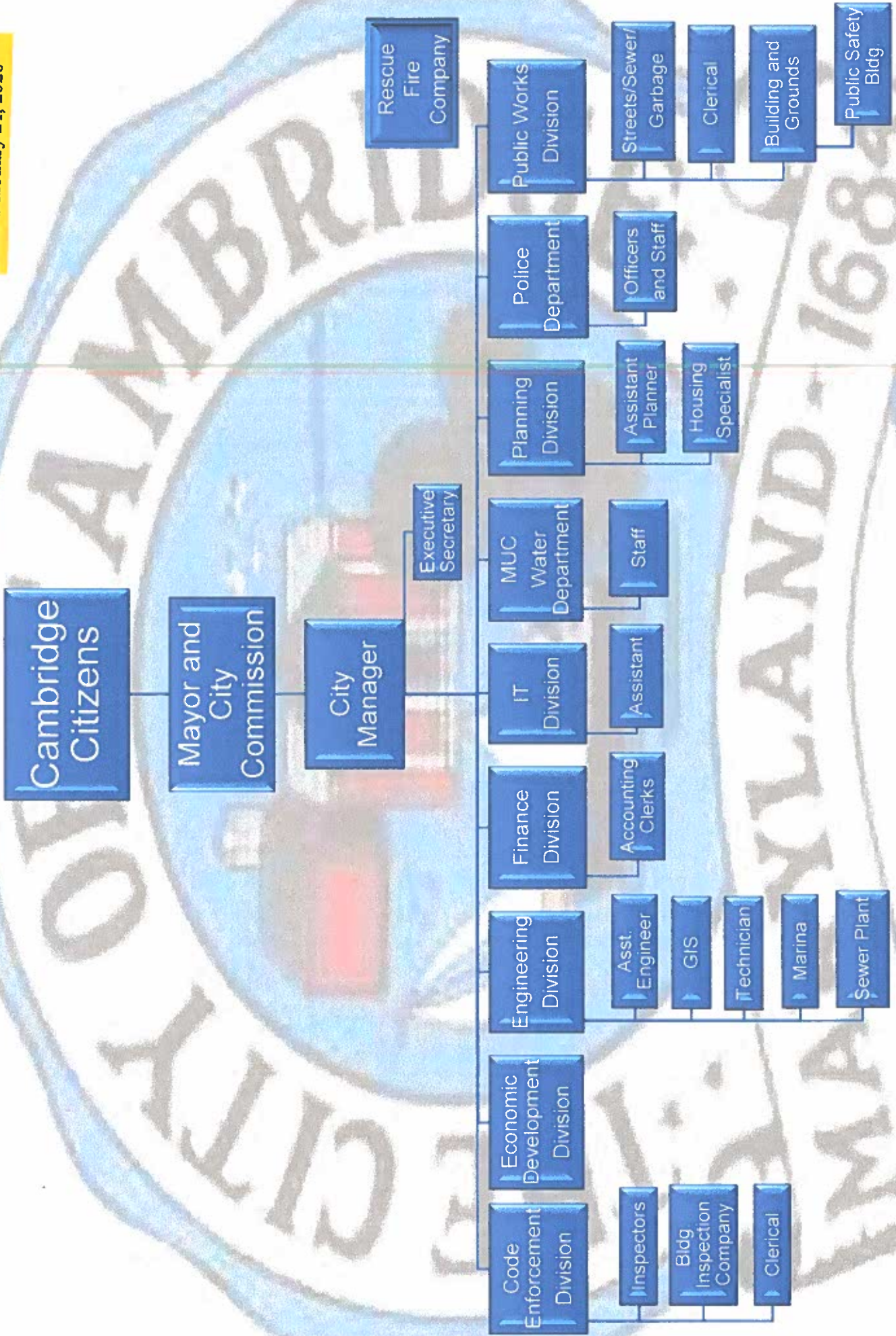
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Classification Established: November 25 1996

Revised: April 14, 2008

Revised: July 11, 2011

Revised: January 2020



Organization Chart

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 into separate divisions with the division head reporting to the city manager. The Police Department and MUC will continue as departments.
