

**RESOLUTION NO. 21-07**

**A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND TO ADOPT ADMINISTRATIVE STANDARD OPERATING PROCEDURE NO. 49 ENTITLED "CITY HALL RESTORATION COMMITTEE."**

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

**WHEREAS**, pursuant to Resolution No. 17-006, adopted and effective September 11, 2017, the Commissioners of Cambridge adopted Rules of Procedure for all City Committees, including *ad hoc* committees, established by ordinance or resolution of the Commissioners of Cambridge; and

**WHEREAS**, the Commissioners of Cambridge are desirous of establishing a City Hall Restoration Committee for the purpose of guiding the restoration of the former Cambridge City Hall building at 307 Gay Street (the "Old City Hall") and related matters.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF CAMBRIDGE** that Administrative Standard Operating Procedure No. 49, entitled "City Hall Restoration Committee," attached hereto and incorporated by reference as if fully set forth herein, is hereby adopted.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon adoption and shall continue until six (6) months after the Old City Hall is occupied by the City of Cambridge Executive Department or disposed of by the Commissioners of Cambridge.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

\_\_\_\_\_  
Patrick C. Comiskey, City Manager

By: \_\_\_\_\_  
Andrew Bradshaw, Mayor

**Introduced the \_\_ day of \_\_\_\_\_, 2021**

**Adopted the \_\_ day of \_\_\_\_\_, 2021**

**Effective the \_\_ day of \_\_\_\_\_, 2021**

**ADMINISTRATIVE STANDARD OPERATING PROCEDURE NO. 49**

**CITY HALL RESTORATION COMMITTEE**

**I. PURPOSE AND DUTIES:**

- A. The purposes and duties of the City Hall Restoration Committee (the "Committee") are as follows:
1. To review and work with existing architectural plans for the old Cambridge City Hall building at 307 Gay Street (the "Old City Hall") and potential new architectural work to be sought therefor;
  2. To help guide the architectural process for the Old City Hall, in conjunction with City department heads, to determine best use of space therein;
  3. To develop a plan of action for the restoration of the Old City Hall that:
    - a. Provides for stabilization of the Old City Hall and near-term exterior restoration;
    - b. Plans for medium-term and long-term interior reoccupation by City departments other than any public safety departments;
    - c. Allows for interior restoration bringing the Old City Hall to modern occupational standards while also highlighting the architectural detailing previously hidden by past renovation;
    - d. Provides for the area formerly serving as the Rescue Fire Company Engine House (the firehouse engine bays) to serve as the permanent home of the Rescue Fire Company Train Garden, with upgrades being made with regard to HVAC, lighting, and electrical infrastructure in that section of the Old City Hall;
    - e. Modifies the area currently serving as a parking lot between the Council Chambers and the City Hall, potentially as a green space or other parklike feature; and
    - f. Allows for the establishment of a "Cambridge Citizen Hall of Fame" in some portion of the public space in the City Hall or in the potential parkland, to be developed between the Council Chamber and City Hall;
  4. To seek public and private funding for restoration of the Old City Hall, including non-profit grant funding, private donations, State bonds, and other funding mechanisms to reduce the appropriation of City taxpayer funds and other City revenue thereto;

5. To consider repairs or improvements to the Council Chambers that contribute to the Old City Hall's restoration efforts;
  6. To report and make recommendations to the City Council regarding the foregoing on a quarterly basis during the first City Council meeting in February, May, August, and November; and
  7. To perform other functions related to City Hall restoration as the City Council may request from time to time.
- B. The Committee shall act in an advisory capacity only and shall have no adjudicatory or other independent authority.
  - C. The Committee shall have no authority to expend funds or to legally commit the City to any contractual or other legal obligations without the express written authorization of the Commissioners of Cambridge.
  - D. Except as otherwise provided herein, the Committee is subject to the Uniform Committee Rules of Procedure adopted by the Commissioners of Cambridge pursuant to Resolution No. 17-006 on September 11, 2017 and any subsequent amendments thereto (the "Uniform Rules").

**II. MEMBERSHIP; TERM:** The Committee shall consist of nine (9) voting members as follows:

- A. The Mayor of the City of Cambridge.
- B. The Commissioner for Ward 3 of the City of Cambridge.
- C. The City Engineer.
- D. A representative of Cambridge Main Street, who shall be appointed by the Mayor and subject to confirmation by the Commissioners of Cambridge based upon demonstrated experience, interest, and background.
- E. A representative of the Historic Preservation Commission, who shall be appointed by the Mayor and subject to confirmation by the Commissioners of Cambridge.
- F. A representative of Rescue Fire Company Train Garden, who shall be appointed by the Mayor and subject to confirmation by the Commissioners of Cambridge.
- G. Three (3) City residents, who shall be appointed by the Mayor and subject to confirmation by the Commissioners of Cambridge. City resident members shall be considered based upon demonstrated experience and interest regarding historic preservation, architectural design, grant writing, and/or structural development.

- H. The Committee may, at their discretion, engage other individuals in an advisory capacity, who have background or experience beneficial to the Committee, to serve with the Committee, but those individuals will not serve as voting members of the Committee. The non-voting advisors may assist with the completion of the Committee's filings, grant requests, and other duties as needed.
- I. The term of each Committee shall be for the duration of the existence of the Committee. Committee members may be renewed or rotated as necessary.
- J. The Mayor shall have the authority to remove a member other than the Mayor, the Ward 3 Commissioner, or the City Engineer from the Committee if he or she has had more than three (3) consecutive absences in any twelve (12)-month period. The Mayor may remove a member other than the Mayor, the Ward 3 Commissioner, or the City Engineer from the Committee with the concurrence of the Commissioners of Cambridge for other good cause.
- K. All Committee members shall serve without compensation but may be reimbursed for expenses incurred in the performance of their duties as approved by the City Council and as set forth in applicable local law.

### **III. MEETINGS:**

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

### **IV. OFFICERS; SUBCOMMITTEES; RULES; REPORTS:**

- A. A chairperson, a vice chairperson, a secretary, and such other officers as the Committee deems necessary, shall be elected by the Committee from among its voting members by a majority vote. Except as otherwise provided herein, the Committee's officers shall have the powers and duties set forth in the Uniform Rules.
- B. The Committee may establish such subcommittees, by a vote of the majority of the voting members of the Committee, as it deems necessary and appropriate to carry out its duties. However, any recommendations or reports or other official actions pursuant to these guidelines shall be made only by a vote of the majority of the voting members of the Committee.
- C. The Committee may adopt such rules in addition to the Uniform Rules as it believes are necessary for its effective operation; provided, however, that such additional rules shall not conflict with the Uniform Rules, the Charter of the City of Cambridge, the Code of the City of Cambridge, or any other local law, ordinance, or resolution of the City

Council. The Secretary shall provide a copy of any such additional rules to the City Manager promptly upon adoption.

D. The Committee may meet jointly with other committees of the City from time to time.