



City of Cambridge

410 Academy Street
Cambridge, Maryland 21613
(410) 228-4020

AMENDED AGENDA

City Commission Meeting
Monday, February 9, 2026
Commission Chambers - 305 Gay Street
Cambridge, MD 21613
6:00 pm

Notice to Citizens: The City Commissioners are conducting the city business in person. The commission meeting is open to the public. Citizens may also observe the meeting by going on-line to [Town Hall - Town Hall Streams](#) Citizens may call in their public comments by calling into the meeting at 410-228-5808 or citizens may participate in the meeting by joining via Microsoft Teams, <https://teams.live.com>, select join a meeting, and entering the meeting ID 231 984 238 687 92 and password ip3kq2FH.

Invocation 6:00 pm

Mayor to Convene Commission in Regular Session 6:05 pm

Agenda

1. Mayor and Commission to approve or amend agenda as presented.

Presentations from the Approved Guests 6:06 pm

2. Adrian Holmes (Member), Jeanne Elliott (Vice-Chair), Francine Byas (Secretary)
 - a. Presentation Topic: Mayors Accessibility Committee, Quarterly Update
3. Presentation of a Proclamation Recognizing February as Black History Month, Mayor Lajan Cephas Bey
 - a. Dion Banks, Eastern Shore Network for Change

Consent Agenda 6:20 pm

4. Stephen Allen, Executive Director of the Maryland Recreation and Parks Association, is requesting a noise variance for the “Maryland Recreation and Parks Association State and Annual Conference – Night Socials,” to be held Tuesday, April 21, 2026 through Thursday, April 23, 2026, from 9:00 p.m. to 11:59 p.m. each evening at the Hyatt Regency Chesapeake Bay, 100 Heron Blvd., Cambridge, MD 21613. Please see attached application for additional details.

Ordinances for First Reading

6:21 pm

5. ORDINANCE NO. 1265 AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING CHAPTER 4 (BUILDINGS AND HOUSING) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND FOR THE PURPOSE OF ENACTING A NEW ARTICLE IX ENTITLED “VACANT RESIDENTIAL STRUCTURE REGISTRATION” PROVIDING FOR THE REGISTRATION OF VACANT RESIDENTIAL STRUCTURES IN THE CITY OF CAMBRIDGE AND FEES THEREFOR AND DEFINING TERMS ASSOCIATED THEREWITH; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO VACANT RESIDENTIAL STRUCTURES IN THE CITY OF CAMBRIDGE.
 - a. **Council Agenda Report from Assistant City Manager, Brandon Hesson**

Ordinances for Second Reading

6:30 pm

6. ORDINANCE NO. 1262 AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING CHAPTER 4 (BUILDINGS AND HOUSING) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND FOR THE PURPOSE OF ENACTING A NEW ARTICLE VIII ENTITLED “VACANT COMMERCIAL STOREFRONT REGISTRATION” PROVIDING FOR THE REGISTRATION OF VACANT COMMERCIAL STOREFRONTS IN THE CITY OF CAMBRIDGE, FEES ASSOCIATED WITH SUCH REGISTRATION, AND DEFINING TERMS ASSOCIATED THEREWITH; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO VACANT COMMERCIAL STOREFRONTS IN THE CITY OF CAMBRIDGE.
 - a. **Council Agenda Report from Assistant City Manager, Brandon Hesson**
 - b. Public Hearing
 - c. Council Action, Request to Adopt Ordinance No. 1262
7. ORDINANCE NO. 1263 AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND FOR THE PURPOSES OF AMENDING §§ 1-2 AND 1-15 OF CHAPTER 1 (GENERAL PROVISIONS) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND REGARDING TERMS DEFINED IN THE CITY CODE AND THE CITY COUNCIL’S RULES OF PROCEDURE, RESPECTIVELY, FOR

CLARITY, CONSISTENCY WITH CURRENT PRACTICE, AND FOR MORE EFFICIENT ADMINISTRATION OF THE CITY GOVERNMENT; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO GENERAL PROVISIONS OF THE CITY CODE.

- a. **Council Agenda Report from City Manager, Glenn Steckman**
- b. Public Hearing
- c. Council Action, Request to Adopt Ordinance No. 1263

Old Business

New Business

7:00 pm

8. Cambridge Resilience Initiative Presentation, Informational Purposes Only
 - a. **Presentation Topic, Community Resilience and Adaptive Management in Cambridge and Dorchester County**
Speakers: Carrie Decker and Dylan Taillie, Watershed and Climate Service, MD Department of Natural Resources
 - b. **Presentation Topic, Flood Mitigation Project, Phase I Design Permitting Process**
Speakers: Anna Johnson, P.E. Project Engineer, Bayland Consultants and Designers and Ginny Smith, AICP Smith Planning & Design (Virtual)
 - c. **Presentation Topic, Flood Mitigation Project Update and MDE Stormwater Flood Mitigation Project**
Speaker: Larry White, P.E. Make Cambridge Resilient Project Manager

Meetings

-  Historic Preservation meeting will be held on Wednesday February 18, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  Traffic & Safety meeting will be held on Thursday February 19, 2026, at 1 p.m. (Virtual Meeting) [Join the meeting now](#) Open to the Public
-  CWDI Board Meeting will be held on Thursday February 19, 2026, at 4 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  City Council Regular Meeting – February 23, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  Board of Appeals meeting will be held on Tuesday, February 24, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613

Public Comment 7:30 pm

City Manager Comments 7:40 pm

9. Administrative Report from City Manager Glenn Steckman

10. Departmental Update, Finance, Informational Purposes Only

a. **Council Agenda Report from Director of Finance, Perry Peregoy**

11. Congressionally Directed Spending Grant (Earmarks), Informational Purposes Only

a. **Council Agenda Report from City Manager, Glenn Steckman**

12. Appointment of a Lobbyist

a. **Council Agenda Report from City Manager, Glenn Steckman**

b. Council Action, Request for Approval

Mayor and Commissioners' Comments 7:50 pm

Closed Session 8:10 pm

13. Motion to hold a closed Session pursuant to Md. Code Ann §3-305(b)(1); to discuss personnel matters affecting specific individuals over whom the City Council has jurisdictions. § 3-305(b)(4) to consider a matter concerning a business to locate, expand, or remain in the City.

Reconvene in Open Session 8:40 pm

Adjourn 8:43 pm

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

The City of Cambridge, Maryland



Proclamation

**A PROCLAMATION HONORING CAMBRIDGE'S CIVIL RIGHTS LEGACY,
RECOGNIZING GLORIA RICHARDSON AND THE CAMBRIDGE MOVEMENT,
AND AFFIRMING THE CITY'S COMMITMENT TO EQUAL ACCESS, EQUAL
OPPORTUNITY, AND HUMAN DIGNITY**

WHEREAS, the City of Cambridge ("Cambridge") holds a nationally significant place in the Civil Rights Movement, where local leadership and community organizing pressed government to move from custom and exclusion to enforceable commitments and public accountability; and

WHEREAS, Cambridge's civil rights history is inseparable from its Black history—families, faith communities, workers, students, and organizers who insisted that dignity, opportunity, and safety are not privileges, but rights; and

WHEREAS, Black History Month provides an appropriate moment to honor the people and places that shaped the struggle for civil rights, to preserve the truth of local history, and to recommit to the work of building a community where opportunity is not determined by race, background, or circumstance; and

WHEREAS, Cambridge's history is one of many threads woven into the fabric of MD250 and US250 history, reminding us that the American story is made real in local communities and measured by how fully its promises reach all people; and

WHEREAS, Gloria Richardson, a principal leader of the Cambridge Movement, demanded more than symbolism by calling for the end of segregation and discrimination in public life, equal access to public accommodations, fair employment opportunity, and housing conditions that reflected equal respect for all residents; and

WHEREAS, the period of unrest and confrontation in Cambridge in the early 1960s led to urgent negotiations and a documented set of commitments commonly known as the "Treaty of Cambridge"; and

WHEREAS, the United States Department of Justice played a direct role in convening negotiations, including the participation and attention of U.S. Attorney General Robert F. Kennedy, underscoring a core expectation: local government must stand with all of its residents and ensure equal protection and equal access to the benefits of public life; and

WHEREAS, on July 1, 1963, the Commissioners of Cambridge adopted Charter Amendment No. 15, adding Section 127A "Discrimination in Public Accommodations," declaring it unlawful for an owner or operator of a place of public accommodation, or an agent or employee, to refuse,

withhold from, or deny any person accommodations, advantages, facilities, or privileges because of race, creed, color, or national origin; and

WHEREAS, the proposed Charter Amendment was petitioned to referendum and did not pass at a special election held on October 1, 1963; and

WHEREAS, though the proposed Charter Amendment did not pass, it nonetheless reflected an early local effort to put civil rights principles into written law, because equal access is not real unless it is enforceable; and

WHEREAS, Cambridge's history teaches that democracy is not only celebrated—it is tested—and communities prove their values when they choose fairness in policy, practice, and public life;

NOW, THEREFORE, I, the Mayor of Cambridge, Maryland, do hereby proclaim that:

1. The City of Cambridge honors the Cambridge Movement and recognizes the residents whose courage demanded equal access and equal opportunity—not as a request, but as a right.

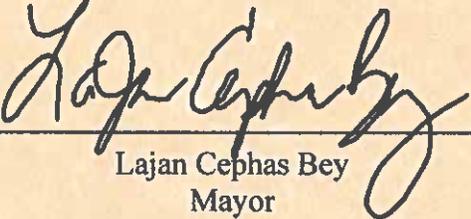
2. The City of Cambridge recognizes and honors Gloria Richardson for pressing Cambridge to confront segregation and discrimination and for demanding enforceable change in public accommodations, employment opportunity, and housing conditions.

3. The City of Cambridge acknowledges the "Treaty of Cambridge" and recognizes the role of the United States Department of Justice, including U.S. Attorney General Robert F. Kennedy, in elevating Cambridge's responsibility to protect the rights and dignity of all residents.

4. The City of Cambridge reaffirms its commitment to equal treatment, equal opportunity, and equal access in public life for all residents and visitors.

Given Under My Hand and the Seal of the City of Cambridge, Maryland
This 9th day of February, Two Thousand Twenty-Six





Lajan Cephas Bey
Mayor

CHARTER AMENDMENT NO. 15

RESOLUTION of The Commissioners of Cambridge adopted pursuant to the authority of Article 11E of the Constitution of Maryland and Section 13 of Article 23A of the Annotated Code of Maryland (1957 Edition, as Amended), title "Corporations - Municipal", to amend the Charter of The Commissioners of Cambridge by adding a new Section 127A titled "Discrimination in Public Accommodations" of the Code of Public Local Laws of Dorchester County (1961 Edition), said Code being Article 10 of the Code of Public Local Laws of Maryland making unlawful certain forms of discrimination in places of public accommodations, defining such places, and relating generally to possible discrimination in the accommodations, advantages, facilities and privileges of such places.

Section 1. BE IT RESOLVED by The Commissioners of Cambridge that the Charter of said municipal corporation be, and the same is hereby, amended by adding a new section 127A to read as follows:

127A - (a) DISCRIMINATION IN PUBLIC ACCOMMODATIONS

It is unlawful for an owner or operator of a place of public accommodation or an agent or employee of said owner or operator, because of the race, creed, color, or national origin of any person, to refuse, withhold from, or deny to such person any of the accommodations, advantages, facilities and privileges of such place of public accommodation. For the purpose of this subtitle, a place of public accommodation means any hotel, restaurant, inn, motel or an establishment commonly known or recognized as regularly engaged in the business of providing sleeping accommodations, or serving food, or both, for a consideration, and which is open to the general public; except that premises or portions of premises primarily devoted to the sale of alcoholic beverages and generally described as bars, taverns, or

cocktail lounges are not places of public accommodation for the purposes of this subtitle.

(b) Any person who violates subsection (a) hereof shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not more than Three Hundred Dollars (\$300.00).

AND BE IT FURTHER RESOLVED that this Charter Amendment shall become effective August 20, 1963.

ORDAINED AND PASSED by The Commissioners of Cambridge this 1st day of July, 1963.

THE COMMISSIONERS OF CAMBRIDGE

By:

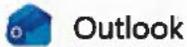
Calvin W. Mowbray
Calvin W. Mowbray
Mayor

Attest:

Kenneth L. Hughes
Kenneth L. Hughes
Clerk

APPROVED this 1st day of July, 1963.

Calvin W. Mowbray
Calvin W. Mowbray
Mayor



EXTERNAL Online Form Submittal: Application for a Special Event License

From noreply@civicplus.com <noreply@civicplus.com>

Date Thu 1/22/2026 8:58 PM

To mdixon@choosecambridge.com <mdixon@choosecambridge.com>; Tyasia Johnson <tjohnson@choosecambridge.com>; City Manager <citymanager@choosecambridge.com>; Brandon Hesson <bhesson@choosecambridge.com>

CAUTION: This email originated from outside of the organization. Do not CLICK LINKS or OPEN ATTACHMENTS unless you recognize the sender and know the content is safe. When in doubt contact the IT department.

Application for a Special Event License

Date of Application	1/22/2026
Date of Event	4/21/2026
Does this event take place over multiple days?	Yes
Other Date(s) for your event	04/22/2026 & 04/23/2026
Time of Event	9:00 PM - 11:59 PM
Rain Date, If Applicable	<i>Field not completed.</i>
Event Title or Type	Maryland Recreation and Parks Association State Annual Conference, Night Socials
Cost of Admission	Free
Organization Name	Maryland Recreation and Parks Association
Non-Profit	Yes
Location of Event	Hyatt Regency Chesapeake Bay Resort & Hotel, 100 Heron Blvd US-50, Cambridge, MD 21613
Upload a map of your event	Hyatt-Regency-Chesapeake-Bay-Floor-Plan-English (1).pdf
Will alcohol be served?	Yes
If available, please upload County liquor license.	BEER WINE LIQUOR CLASS B 2025 LICENSE.pdf
Will food be prepared on premises?	Yes

If available, please upload County Health Department approval.	Food Licenses.pdf
Expected attendance:	300
Venue seating capacity:	<i>Field not completed.</i>
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
How many trash cans will you need?	<i>Field not completed.</i>
Will tents be erected?	No
Is the event on City, State or Private Property?	Private
If private, name owner.	Hyatt Regency Chesapeake Bay Resort & Hotel
Is staging or a platform required?	No
Will there be amplified music?	Yes
What types of musical instruments?	DJ or Guitar, Drums, Vocals, etc.
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>
Will you need 'No Parking' signs posted?	No
Are you requesting police presence?	No
Is Water Available at the event?	Yes
If water is available, please describe the source.	<i>Field not completed.</i>

Contact Person	Stephen Allen
Email Address	[REDACTED]
Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
Cell Phone Number	[REDACTED]
Office Phone Number	[REDACTED]
Electronic Signature Agreement	I agree.
Electronic Signature	Stephen Allen
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.	<i>Field not completed.</i>

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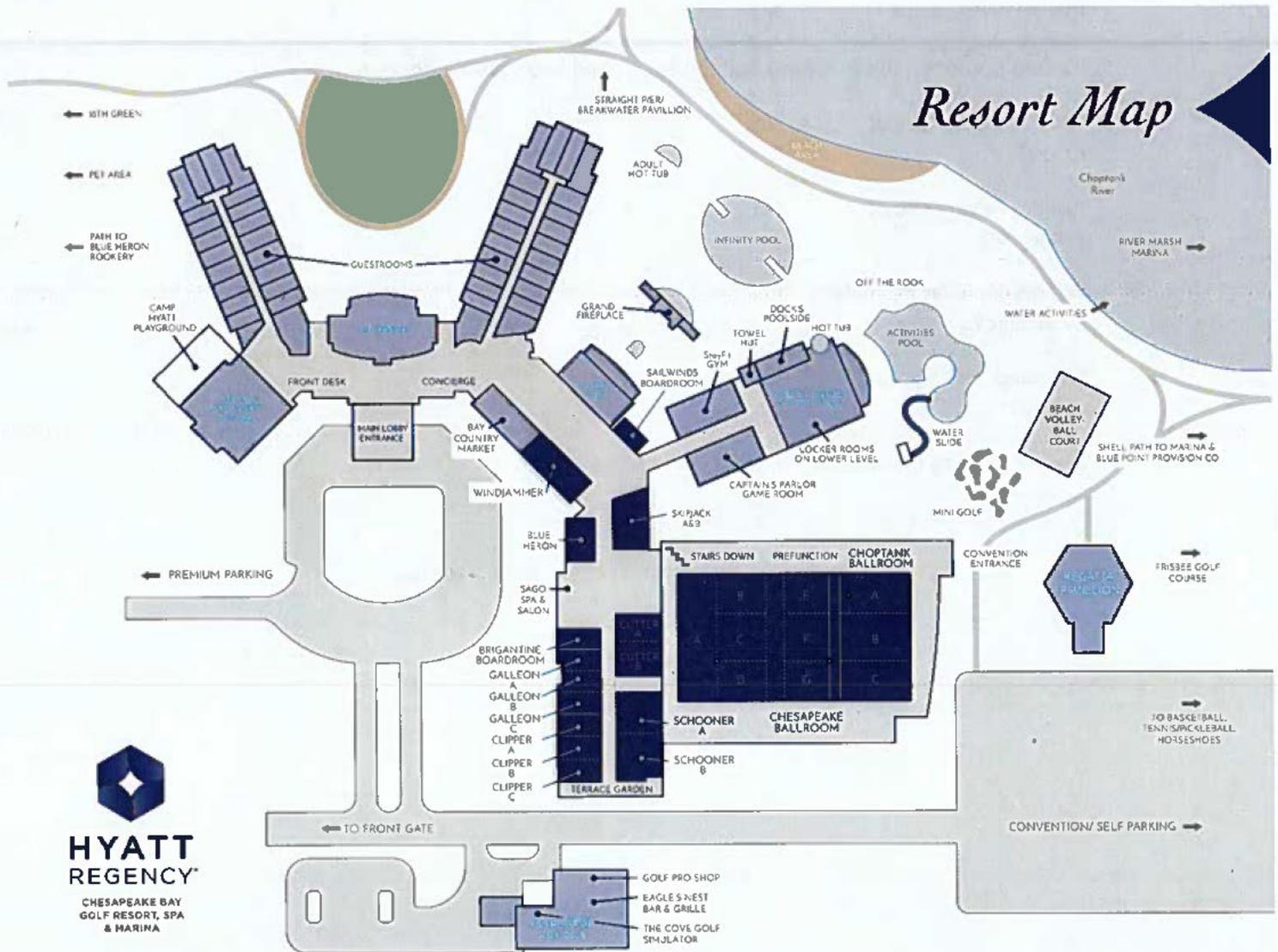


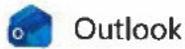
**HYATT
REGENCY**

HYATT REGENCY CHESAPEAKE BAY
GOLF RESORT, SPA AND MARINA
100 Heron Boulevard
Cambridge, MD 21613, USA
T +1 410 901 1234
F +1 410 901 6301
saleschesa@hyatt.com
chesapeakebay.regency.hyatt.com



**FLOOR PLAN
Site Map**





EXTERNALPermission Letter - MRPA Conference Night Socials

From Wiley, Susan (CHESA) [REDACTED]
 Date Mon 1/26/2026 10:15 AM
 To Tyasia Johnson <tjohnson@choosecambridge.com>
 Cc Stephen Allen [REDACTED]; Sajauskas, Julija [REDACTED]; Jacobson, Bryce [REDACTED]; Lauren Davis [REDACTED]

CAUTION: This email originated from outside of the organization. Do not CLICK LINKS or OPEN ATTACHMENTS unless you recognize the sender and know the content is safe. When in doubt contact the IT department.

Good Morning, Tyasia!

This email is to confirm that MRPA has permission from Hyatt for the evening socials from 9 PM to 12 AM, with the Noise Ordinance Variance Approval from the City. This is for Tuesday, April 21st, through Thursday, April 23rd. Please let me know should you need anything else from Hyatt Regency Chesapeake Bay.

Thanks,
Susan

*****Please note I will be out of the office the following dates:**

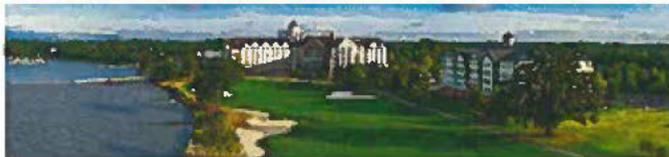
- 02/13/26 – 02/15/26

Susan Wiley, CMP, TbHS

Senior Event Planning Manager, Remote
she/her/hers

Hyatt Regency Chesapeake Bay Golf Resort, Spa & Marina

100 Heron Blvd, Cambridge MD 21613, USA



THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

ORDINANCE NO. 1265

AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING CHAPTER 4 (BUILDINGS AND HOUSING) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND FOR THE PURPOSE OF ENACTING A NEW ARTICLE IX ENTITLED “VACANT RESIDENTIAL STRUCTURE REGISTRATION” PROVIDING FOR THE REGISTRATION OF VACANT RESIDENTIAL STRUCTURES IN THE CITY OF CAMBRIDGE AND FEES THEREFOR AND DEFINING TERMS ASSOCIATED THEREWITH; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO VACANT RESIDENTIAL STRUCTURES IN THE CITY OF CAMBRIDGE.

WHEREAS, pursuant to Md. Code Ann., Local Gov’t § 5-202 and § 3-27(1) of the Charter of the City of Cambridge (the “Charter”), the Commissioners of Cambridge are authorized and empowered to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or the Charter as they may deem necessary for the good government of the City of Cambridge (the “City”); for the protection and preservation of the City's property, rights, and privileges; for the preservation of peace and good order; to secure persons and property from danger and destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the City and visitors thereto and sojourners therein; and

WHEREAS, pursuant to Md. Code Ann., Local Gov’t § 5-205(d)(1)(i), the Commissioners of Cambridge are authorized and empowered to establish and collect reasonable fees and charges for franchises, permits, or licenses granted by the City; and

WHEREAS, pursuant to § 3-27(35) of the Charter, the Commissioners of Cambridge are authorized and empowered to generally require permits or licenses to be obtained where necessary for regulatory purposes in the interest of the public health, safety, or morals and to establish and collect fees and charges for all licenses and permits issued under such authority; and

WHEREAS, the Commissioners of Cambridge are desirous of amending Chapter 4 (Buildings and Housing) of the Code of the City of Cambridge, Maryland for the purpose of enacting a new Article IX entitled “Vacant Residential Structure Registration” providing for the registration of vacant residential structures in the City and fees therefor and defining terms associated therewith; and

WHEREAS, the Commissioners of Cambridge find that the amendments set forth herein are necessary to promote and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of Cambridge, that:

SECTION 1. Chapter 4 (Buildings and Housing) of the Code of the City of Cambridge, Maryland is hereby amended to include a new Article IX, entitled “Vacant Residential Structure Registration” as follows:

ARTICLE IX
Vacant Residential Structure Registration

Sec. 4-111. Scope and purpose.

- (a) The provisions of this article govern residential structures within the city.
- (b) The purposes of this article are to protect the public health and safety and the general welfare of the city's citizens and to assist the city government in monitoring the number of vacant residential structures in the city to assess the effects of the condition of such structures on nearby businesses and the neighborhoods in which they are located, particularly in light of fire safety hazards and unlawful temporary occupancy by transients, and to promote substantial efforts to rehabilitate such vacant structures.

Sec. 4-112. Definitions.

For the purposes of this article, the following terms have the meanings given below:

Director. The Director of Development.

Lot. An unimproved parcel or property without a residential structure or other related improvement on site, whether fully constructed or actively being constructed under current, valid permits and approvals issued by the city.

Occupied. A residential structure shall be deemed to be occupied if one or more individuals having an equitable or legal interest in the property reside therein, whether as owners, tenants, or otherwise. Evidence offered to prove that a residential structure is occupied may include, but is not necessarily limited to, the regular receipt or delivery of regular mail through the U.S. Postal Service; proof of continual telephone, electric, gas, heating, water, and sewer services; or the most recent, federal, state, or city income tax statements indicating that the property upon which the structure is located is the official address of the individual(s) claiming occupancy.

Owner. Any individual, partnership, corporation, trust, or other legal entity holding legal title to a property containing a residential structure.

Residential structure. A structure of any kind constructed for the shelter of individuals and their belongings.

Vacant. A residential structure shall be deemed to be vacant if no individuals having an equitable or legal interest in the property resident therein. For purposes of determining whether a residential structure is unoccupied, in conjunction with the property being vacant, the city may consider factors such as whether:

- (a) Water, electric, and gas service are being supplied to, and used by, the property;
- (b) There is an accumulation of mail on the property;

- (c) The windows and doorways are covered or boarded;
- (d) There is improper or inadequate sanitation, such as an infestation of rodents, insects, or vermin;
- (e) Hazardous materials are stored on the property that pose a danger to the public health, safety, and welfare;
- (f) There are disconnected, inadequate, or nonfunctioning safety features, such as smoke alarms, fire sprinkler systems, or electrical systems;
- (g) There are structural hazards, such as deteriorating or collapsing ceilings, foundations, and supports; or
- (h) The exterior of the property is otherwise not being maintained in accordance with the city's property maintenance code or other applicable regulations.

Sec. 4-113. Vacant residential structure registry.

- (a) The City shall establish and maintain a vacant residential structure registry for vacant residential structures as set forth in this article.
- (b) Owners of vacant residential structures shall register the same within 90 days after the same qualifies as a vacant residential structure under this article without notice from the city; provided, however, that a condemned residential structure shall be registered within 30 days from the date that the notice of condemnation was posted on the structure. If the City Manager or their designee determines that an unregistered vacant residential structure exists, they shall issue a notice directing the owner to register the same as required by this article. Failure to register the vacant residential structure within 30 days from the date of such notice shall constitute a violation of this article and shall be subject to the penalties set forth in section 4-116 of this Code. Additionally, any vacant residential structure fees not paid within 30 days from the date of such notice shall constitute a lien on the subject property and shall be collected in the same manner as delinquent real property taxes in the city.
- (c) Registration of vacant residential structures shall be on a form provided by the city and include, at a minimum, the following:
 - (1) Street address, tax identification number, and tax map and parcel number;
 - (2) Name, address, telephone number, and e-mail address of all owners of the property, as well as any local agent or representative;
 - (3) Date the residential structure first became vacant;
 - (4) The reason(s) for the vacancy;

- (5) Current marketing efforts or renovation plans (if any); and
 - (6) Any other information required by the City Manager.
- (d) It is the owner's responsibility to annually renew the vacant residential structure registration, within one year from the date of filing of the previous year's registration. If, at any time, the information contained in the registration is no longer valid, including any change in ownership of the vacant residential structure, the owner shall notify the city of such change within 15 days thereof, and the new owner shall be required to register the structure and pay the fee as set forth in this article. Registration may not be transferred from one owner to another.
- (e) *Posting.* Vacant residential structures required to be registered in accordance with this article shall be posted with the name and a 24-hour contact telephone number of the owner or the owner's agent or responsible party, including any local property management company, and language substantially similar to the following: "THIS PROPERTY IS PRESERVED BY _____" and "TO REPORT PROBLEMS OR CONCERNS CALL _____". The notice shall be placed on a portion of the structure that is visible from a public street or sidewalk or other public way.

Sec. 4-114. Vacant residential structure fee and inspection; exemptions.

- (a) *Vacant residential structure fee.* Each annual renewal of the vacant residential structure registration shall be subject to a vacant residential structure fee as adopted and amended from time to time by resolution of the Commissioners of Cambridge.
- (1) The vacant residential structure fee shall be due and payable at the time of filing the registration, commencing with the first annual renewal and continuing annually thereafter, subject to the provisions of this article.
 - (2) If a vacant residential structure becomes actively occupied before the next registration and annual fee are due such that it no longer meets the definition thereof as set forth in this article, the owner shall submit documentation of the same, which shall be subject to the City Manager's approval, to avoid such registration and fee.
 - (3) Vacant residential structures shall be subject to interior inspections by the city to ensure compliance with applicable city regulations. Such inspections shall commence with the first annual renewal and continue annually thereafter, subject to the provisions of this article. Written notice shall be provided to the owner at the address provided on the registration and the address set forth on the State Department of Assessments and Taxation website at least 15 days prior to the inspection. The owner and/or the owner's representative shall have the right to be present during the inspection; provided, however, that the city may proceed with entering and inspecting the property if the owner fails to respond to the city's notice of inspection.

- (b) Exemptions. The following vacant residential structures shall be required to register as such under section 4-113 of this Code but shall not be required to pay the vacant residential structure fee nor be subject to the annual inspection under subsection (a) above:
- (1) Vacant residential structures under active construction or renovation, with valid permits issued by the City;
 - (2) Vacant residential structures for which the vacancy was caused by fire or natural disaster and for which the owner is actively pursuing renovation or repair; and/or
 - (3) Vacant residential structures subject to an active land use, zoning, or site plan review application pending with the City.
 - (4) Requests for exemption must be filed with, and subject to approval by, the City Manager or their designee and include supporting documentation. In the event of a material change of the circumstances under which an exemption is granted, the City Manager may revoke the exemption and require the vacant residential structure to pay the vacant residential structure fee.
- (c) Nothing in this section shall be deemed to limit the city's authority to conduct inspections of the vacant residential structure in the same manner as other properties within the corporate limits of the city. Additionally, a vacant residential structure is subject to the provisions of the city's property maintenance code, building code, and all other local laws and regulations to the same extent as other properties and may be subject to the penalties set forth in such regulations.

Sec. 4-115. Vacant residential structure maintenance and security requirements.

- (a) *Maintenance requirements.* The owner of a vacant residential structure shall comply with the following maintenance requirements:
- (1) The exterior of the property shall be kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices (except those required by federal, State or local law), discarded personal items including but not limited to furniture, clothing, appliances, or printed material, or any other items that give the appearance that the property is vacant and abandoned.
 - (2) The property shall be maintained free of graffiti, tagging, or similar markings. Any such markings shall be promptly removed or painted over with an exterior grade paint that matches the primary color of the exterior of the structure.
 - (3) All visible front and side yards shall be landscaped and properly maintained during the vacancy of the property. Landscaping includes, but is not limited to, grass, ground covers, bushes, shrubs, hedges, or similar plantings. Maintenance includes, but is not limited to, cutting, pruning, and mowing of required landscape and removal of all trimmings.

- (4) Adherence to the maintenance requirements of this subsection does not relieve the owner of any obligations set forth in any covenants, conditions, restrictions, and/or homeowners association rules and regulations which may apply to the property; provided, however, that the city shall have no responsibility to enforce any such covenants, conditions, restrictions, and/or homeowners association rules and regulations except as otherwise expressly set forth therein and as expressly agreed to by the city.
- (b) *Security requirements.* The owner of a vacant residential structure shall maintain the property in a secure manner so as not to be accessible to unauthorized persons. A vacant residential structure shall be deemed adequately secured under this subsection if:
- (1) *Openings.* Doors, windows, areaways, and other openings are weather tight and secured against entry by birds, vermin, and trespassers; missing or broken doors, windows, and opening coverings are covered with at least one-half inch of CDX plywood completely painted in accordance with the predominant tone of the structure, weather protected, tightly fitted to the opening, and secured by screws or bolts.
 - (2) *Roofs.* The roof and flashings are sound, tight, will not admit moisture, and drained to prevent dampness or deterioration in the walls or interior.
 - (3) *Exterior.* The exterior of the structure is maintained in good repair and structurally sound.
 - (4) *Structural Members.* The structural members are free of deterioration and capable of safely bearing imposed dead and live loads.
 - (5) *Chimneys.* Chimneys and similar appurtenances are structurally safe; exposed metal and wood surfaces are protected from the elements and against decay or rust by periodic application of weather coating materials, such as paint or similar surface treatment.
 - (6) *Sidewalk Openings.* Yard, walks, steps, and openings in sidewalks are safe for pedestrian travel; snow and ice are removed from sidewalks adjoining the property.
 - (7) *Accessory and Appurtenant Structures.* Accessory and appurtenant structures such as garages, sheds, and fences are free from safety and health hazards.
 - (8) *Exterior Premises.* The premises on which a structure is located is clean, safe, and sanitary; maintained free of weeds, junk vehicles, and litter; and does not pose a threat to the public health, safety, or welfare.

Sec. 4-116. Enforcement; violations and penalties.

- (a) The City Manager or their designee shall be responsible for enforcing this article.
- (b) Any violation of the provisions of this article shall constitute a municipal infraction, the fine for which shall be \$500.00 for the first infraction and \$1,000.00 for each and every subsequent infraction. Every day that a violation continues shall be deemed a separate offense and shall

be subject to a separate fine without further action required by the city. Any owner of a vacant residential structure who shall fail to register the same as required by this article shall be liable for said fine without notice. Notwithstanding any other available legal or equitable remedies, the City shall withhold the issuance of any permits and approvals required for the use and occupancy of the commercial property until any such fees and fines have been paid in full.

Sec. 4-117. Effective date.

The provisions of this article shall take effect immediately upon the passage of Ordinance No. 1265; provided, however, that owners of vacant residential structures existing as of such date shall have 90 days therefrom to register the same in accordance with this article regardless of when the same first became a vacant residential structure as defined herein.

SECTION 2. The recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION 3. In this Ordinance, unless a new chapter or article of the City Code is enacted or section of the City Code is expressly repealed in its entirety and reenacted, new or added language is underlined and in boldface type, and deleted text is crossed out with a single strikethrough. With respect to the substantive provisions of this Ordinance set forth in Section 1, language added after the date of introduction is in bold, italicized font and language deleted after the date of introduction is crossed out with a double strikethrough.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the Commissioners of Cambridge that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase, or portion hereof.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 6. The title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

AND BE IT FURTHER enacted and ordained that this Ordinance shall become effective immediately upon passage.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

W. Glenn Steckman, III, City Manager

By: _____
Lajan Cephas Bey, Mayor

Introduced the 9th day of February, 2026

Passed the ___ day of _____, 2026

Effective the ___ day of _____, 2026



COUNCIL AGENDA REPORT

To: The Honorable Mayor Lajan Cephas and the Commissioners of Cambridge
From: Brandon Hesson, Assistant City Manager
Date: February 9, 2026
Subject: Vacant Residential Registration and Inspection

Over the years, the number of suspected vacant residential structures throughout the city has varied depending on the research sources.

In July 2019, the Commissioners of Cambridge adopted the Cambridge Neighborhood Revitalization Plan (CNRP), which has been instrumental in many of the initiatives we are tackling now. The CNRP first introduced receivership and land bank initiatives, as well as tenants' rights addendums and further investments in code enforcement. The CNRP suggested that there may be 1,391 vacant residential units in Cambridge, and the numbers have not changed much. This number was also used in the Housing Market Analysis and Needs Assessment completed in February of 2019.

Staff anticipate that this number is likely much lower, for a variety of reasons. This number appears to include homes in "Cambridge," but are not located in the corporate limits of Cambridge. That number also appears to include a significant number of unimproved properties, which pose another serious issue worth tackling, but are different than properties with vacant residential structures.

In 2026, the city plans on updating its Housing Quality Study. When that was last performed, students on the ground in our neighborhoods highlighted a few hundred obviously vacant residential structures, and I anticipate that the number is more likely around 400 vacant residential homes.

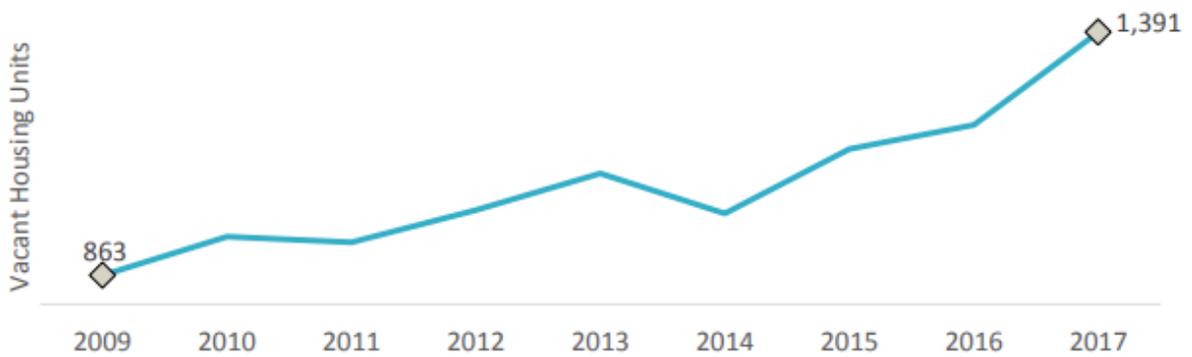
What everyone agrees with is that this is too high of a number, that the issue has only gotten worse over time, and it needs to be addressed. The goal of the proposed program would include:

- To get a better understanding of the issue in Cambridge and clarify the number of vacant units.
- To inspect the interior of homes that have not had anyone in them for decades, to ensure maintenance standards are intact and that more serious issues aren't occurring. We see this as an important step towards limiting demolitions.
- To identify abandoned properties, which we should be actively pursuing with foreclosure processes for the purpose of repopulating those homes.

Vacant residential properties would be required to register with the city after a reasonable period of vacancy and would be subject to inspection after one full year of vacancy. This is a similar model to what has been proposed in the Vacant Commercial Registration program. Code Enforcement Staff would perform interior inspections to document violations that need to be addressed, and work with the property owner on a plan to correct those issues.

By engaging a number of these homeowners on properties many have not visited in a long time, we hope they will see value in returning the property to use for Cambridge residents and work to get the home occupied.

Figure 3: Vacant Housing Units, 2009 to 2017, Cambridge MD



Sources: U.S Census Bureau, American Community Survey, LSA

ORDINANCE NO. 1262

AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AMENDING CHAPTER 4 (BUILDINGS AND HOUSING) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND FOR THE PURPOSE OF ENACTING A NEW ARTICLE VIII ENTITLED “VACANT COMMERCIAL STOREFRONT REGISTRATION” PROVIDING FOR THE REGISTRATION OF VACANT COMMERCIAL STOREFRONTS IN THE CITY OF CAMBRIDGE, FEES ASSOCIATED WITH SUCH REGISTRATION, AND DEFINING TERMS ASSOCIATED THEREWITH; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO VACANT COMMERCIAL STOREFRONTS IN THE CITY OF CAMBRIDGE.

WHEREAS, pursuant to Md. Code Ann., Local Gov’t § 5-202 and § 3-27(1) of the Charter of the City of Cambridge (the “Charter”), the Commissioners of Cambridge are authorized and empowered to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or the Charter as they may deem necessary for the good government of the City of Cambridge (the “City”); for the protection and preservation of the City's property, rights, and privileges; for the preservation of peace and good order; to secure persons and property from danger and destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the City and visitors thereto and sojourners therein; and

WHEREAS, pursuant to Md. Code Ann., Local Gov’t § 5-205(d)(1)(i), the Commissioners of Cambridge are authorized and empowered to establish and collect reasonable fees and charges for franchises, permits, or licenses granted by the City; and

WHEREAS, pursuant to § 3-27(35) of the Charter, the Commissioners of Cambridge are authorized and empowered to generally require permits or licenses to be obtained where necessary for regulatory purposes in the interest of the public health, safety, or morals and to establish and collect fees and charges for all licenses and permits issued under such authority; and

WHEREAS, the Commissioners of Cambridge are desirous of amending Chapter 4 (Buildings and Housing) of the Code of the City of Cambridge, Maryland for the purpose of enacting a new Article VIII entitled “Vacant Commercial Storefront Registration” providing for the registration of vacant commercial storefronts in the City, fees associated with such registration, and defining terms associated therewith; and

WHEREAS, the Commissioners of Cambridge find that the amendments set forth herein are necessary to promote and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of Cambridge, that:

SECTION 1. Chapter 4 (Buildings and Housing) of the Code of the City of Cambridge, Maryland is hereby amended to include a new Article VIII, entitled “Vacant Commercial Storefront Registration,” as follows:

ARTICLE VIII
Vacant Commercial Storefront Registration

Sec. 4-106. Definitions.

For the purposes of this article, the following terms have the meanings given below:

Active use. A business, gallery, nonprofit, or other publicly accessible use operating regularly, with signage, staffing, and posted hours of operation.

Commercial property. A building or structure or part thereof located within the corporate limits of the city that is intended for retail, service, restaurant, or other commercial activity.

Owner. Any individual, partnership, corporation, trust, or other legal entity holding legal title to a property containing a vacant storefront.

Vacant storefront. A ground-floor commercial property that is unoccupied, unused, or not actively open to the public for business or other permitted activity. For purposes of determining whether such a property qualifies as a vacant storefront, the city may consider, in conjunction with the property being vacant, factors such as whether:

- (a) Water, electric, and gas service are being supplied to, and used by, the property;
- (b) There is an accumulation of mail on the property;
- (c) The windows and doorways are covered or boarded;
- (d) There is improper or inadequate sanitation, such as an infestation of rodents, insects, or vermin;
- (e) Hazardous materials are stored on the property that pose a danger to the public health, safety, and welfare;
- (f) There are disconnected, inadequate, or nonfunctioning safety features, such as smoke alarms, fire sprinkler systems, or electrical systems;
- (g) There are structural hazards, such as deteriorating or collapsing ceilings, foundations, and supports; or
- (h) The exterior of the property is otherwise not being maintained in accordance with the city's property maintenance code or other applicable regulations.

Sec. 4-107. Vacant storefront registry.

- (a) The City shall establish and maintain a vacant storefront registry for vacant storefronts as set forth in this article.

- (b) Owners of vacant storefronts shall register the same within 30 days after the same qualifies as a vacant storefront under this article without notice from the city. If the City Manager or their designee determines that an unregistered vacant storefront exists, they shall issue a notice directing the owner to register the same as required by this article. Failure to register the vacant storefront within 30 days from the date of such notice shall constitute a violation of this article and shall be subject to the penalties set forth in section 4-109 of this Code.
- (c) Registration of vacant storefronts shall be on a form provided by the city and include, at a minimum, the following:
 - (1) Street address, tax identification number, and tax map and parcel number;
 - (2) Name, address, telephone number, and e-mail address of all owners of the property as well as any local agent or representative;
 - (3) Date the commercial property first became vacant;
 - (4) The reason(s) for the vacancy;
 - (5) Current marketing efforts or renovation plans (if any); and
 - (6) Any other information required by the City Manager.
- (d) It is the owner's responsibility to annually renew the vacant storefront registration, within one year from the date of filing of the previous year's registration. If, at any time, the information contained in the registration is no longer valid, including any change in ownership of the vacant storefront, the owner shall notify the city of such change within 15 days thereof.

Sec. 4-108. Vacant storefront fee and inspection; exemptions.

- (a) *Vacant storefront fee.* Each annual renewal of the vacant storefront registration shall be subject to a vacant storefront fee as adopted and amended from time to time by resolution of the Commissioners of Cambridge.
 - (1) The vacant storefront fee shall be due and payable at the time of filing the registration, commencing with the first annual renewal and continuing annually thereafter, subject to the provisions of this article.
 - (2) If a vacant storefront becomes actively occupied before the next registration and annual fee are due such that it no longer meets the definition thereof as set forth in this article, the owner shall submit documentation of the same, which shall be subject to the City Manager's approval, to avoid such registration and fee.
 - (3) Vacant storefronts shall be subject to interior inspections by the city to ensure compliance with applicable city regulations. Such inspections shall commence with the first annual renewal and continue annually thereafter, subject to the provisions of this article. Written

notice shall be provided to the owner at the address provided on the registration and the address set forth on the State Department of Assessments and Taxation website at least 15 days prior to the inspection. The owner and/or the owner's representative shall have the right to be present during the inspection; provided, however, that the city may proceed with entering and inspecting the property if the owner fails to respond to the city's notice of inspection.

- (b) Exemptions. The following vacant storefronts shall be required to register as such under section 4-107 of this Code but shall not be required to pay the vacant storefront fee nor be subject to the annual inspection under subsection (a) above:
 - (1) Vacant storefronts under active construction or renovation, with valid permits issued by the City;
 - (2) Vacant storefronts for which the vacancy was caused by fire or natural disaster and for which the owner is actively pursuing renovation or repair; and/or
 - (3) Vacant storefronts subject to an active land use, zoning, or site plan review application pending with the City.
 - (4) Requests for exemption must be filed with, and subject to approval by, the City Manager or their designee and include supporting documentation. In the event of a material change of the circumstances under which an exemption is granted, the City Manager may revoke the exemption and require the vacant storefront to pay the vacant storefront fee.
- (c) Nothing in this section shall be deemed to limit the city's authority to conduct inspections of the vacant storefront in the same manner as other properties within the corporate limits of the city. Additionally, a vacant storefront is subject to the provisions of the city's property maintenance code, building code, and all other local laws and regulations to the same extent as other properties and may be subject to the penalties set forth in such regulations.

Sec. 4-109. Enforcement; violations and penalties.

- (a) The City Manager or their designee shall be responsible for enforcing this article.
- (b) Any violation of the provisions of this article shall constitute a municipal infraction, the fine for which shall be \$250.00 for the first infraction and \$500.00 for each and every subsequent infraction. Every day that a violation continues shall be deemed a separate offense and shall be subject to a separate fine without further action required by the city. Any owner of a vacant storefront who shall fail to register the same as required by this article shall be liable for said fine without notice. Notwithstanding any other available legal or equitable remedies, the City shall withhold the issuance of any permits and approvals required for the use and occupancy of the commercial property until any such fees and fines have been paid in full.

Sec. 4-110. Effective date.

The provisions of this article shall take effect immediately upon the passage of Ordinance No. 1262; provided, however, that owners of vacant storefronts existing as of such date shall have 30 days therefrom to register the same in accordance with this article regardless of when the same first became a vacant storefront as defined herein.

SECTION 2. The recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION 3. In this Ordinance, unless a new chapter or article of the City Code is enacted or section of the City Code is expressly repealed in its entirety and reenacted, new or added language is underlined and in boldface type, and deleted text is crossed out with a single strikethrough. With respect to the substantive provisions of this Ordinance set forth in Section 1, language added after the date of introduction is in bold, italicized font and language deleted after the date of introduction is crossed out with a double strikethrough.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the Commissioners of Cambridge that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase, or portion hereof.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 6. The title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

AND BE IT FURTHER enacted and ordained that this Ordinance shall become effective immediately upon passage.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Glenn Steckman, III, City Manager

By: _____
Lajan Cephas Bey, Mayor

**Introduced the 12th day of January, 2026
Passed the ___ day of _____, 2026
Effective the ___ day of _____, 2026**



COUNCIL AGENDA REPORT

To: The Honorable Mayor Lajan Cephas and the Commissioners of Cambridge
From: Brandon Hesson, Assistant City Manager
Date: January 12, 2026
Subject: Vacant Storefront Registration and Inspection

Vacant storefronts and commercial spaces throughout the city have negative impacts on neighborhoods and should contribute to the economic revitalization of Cambridge. Similar to vacant residential properties, these vacant commercial properties can also cause public safety issues.

As a result, the commissioners and staff intend to stand up a registration program for vacant commercial storefronts throughout the city. These properties would register after 30 days of vacancy, provide required information, and be subject to interior inspection after the first year.

The proposed inspection fees have been broken down as follows, and would be presented as part of the upcoming fee schedule update:

Registration Fee: \$100

Annual inspection fee:

Building Square Footage	Administrative Fee	Inspection Fee (Per Sq. Ft.)
500-1,499 sq. ft.	\$ 88.23	\$ 0.24
1,500-2,499 sq. ft.	\$ 88.23	\$ 0.20
2,500-4,999 sq. ft.	\$ 88.23	\$ 0.16
5,000-9,999 sq. ft.	\$ 88.23	\$ 0.12
10,000-24,999 sq. ft.	\$ 88.23	\$ 0.09
25,000+ sq. ft.	\$ 88.23	\$ 0.08

ORDINANCE NO. 1263

AN ORDINANCE OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND FOR THE PURPOSES OF AMENDING §§ 1-2 AND 1-15 OF CHAPTER 1 (GENERAL PROVISIONS) OF THE CODE OF THE CITY OF CAMBRIDGE, MARYLAND REGARDING TERMS DEFINED IN THE CITY CODE AND THE CITY COUNCIL'S RULES OF PROCEDURE, RESPECTIVELY, FOR CLARITY, CONSISTENCY WITH CURRENT PRACTICE, AND FOR MORE EFFICIENT ADMINISTRATION OF THE CITY GOVERNMENT; PROVIDING THAT THE TITLE OF THIS ORDINANCE SHALL BE DEEMED A FAIR SUMMARY AND GENERALLY RELATING TO GENERAL PROVISIONS OF THE CITY CODE.

WHEREAS, pursuant to Md. Code Ann., Local Gov't § 5-202 and § 3-27(1) of the Charter of the City of Cambridge (the "Charter"), the Commissioners of Cambridge are authorized and empowered to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or the Charter as they may deem necessary for the good government of the City of Cambridge (the "City"); for the protection and preservation of the City's property, rights, and privileges; for the preservation of peace and good order; to secure persons and property from danger and destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of the City and visitors thereto and sojourners therein; and

WHEREAS, in accordance with the foregoing authority, the Commissioners of Cambridge have adopted a Code of the City of Cambridge, Maryland (the "City Code"), Chapter 1 of which contains defined terms applicable to the entire City Code as well as Rules of Procedure for the City Council, consisting of the Mayor and the five Commissioners of Cambridge; and

WHEREAS, the Commissioners of Cambridge are desirous of amending §§ 1-2 and 1-15 of the City Code regarding terms defined in the City Code and the City Council's Rules of Procedure, respectively, for clarity, consistency with current practice, and for more efficient administration of the City government; and

WHEREAS, the Commissioners of Cambridge find that the amendments set forth herein are necessary to promote and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the Commissioners of Cambridge, that:

SECTION 1. Chapter 1 (General Provisions) of the Code of the City of Cambridge, Maryland is hereby amended as follows:

* * *

Sec. 1-2. Definitions and rules of construction.

In the construction of this Code and of all other ordinances of the city, the following rules shall be observed, unless such construction would be inconsistent with the manifest intent of the council:

~~Board.~~ The word "board" means the board of commissioners of the City of Cambridge.

* * *

~~Commissioners.~~ The word "commissioners" means the **five Commissioners** board of commissioners of the City of Cambridge.

* * *

~~Council.~~ The words "the council" or "the city council" mean the **Mayor and the five Commissioners** board of commissioners of the City of Cambridge. **References to "the council" or "the city council" shall not be construed to grant the Mayor a right to vote in a manner inconsistent with the provisions of the Charter.**

* * *

~~Gender.~~ Words ~~importing~~ **imparting** the masculine gender shall include the feminine and neuter.

* * *

Sec. 1-15. Rules and procedures for the conduct of council meetings.

(a) **Meetings generally;** ~~Regular~~ **regular** meetings.

- (1) All regular meetings of the council shall be open to the public, unless closed pursuant to section 3-305 of the General Provisions Article of the Annotated Code of Maryland. **All council meetings, including regular meetings, work sessions, and special meetings, shall be open to the public, unless closed pursuant to the authority set forth in the Maryland Open Meetings Act, codified as Title 3 of the General Provisions Article of the Annotated Code of Maryland, as amended from time to time (hereinafter, the "Open Meetings Act").**
- (2) The city council shall hold regular meetings on the second and fourth Monday evenings of each month at 6:00 p.m., provided, however, that when the day fixed for any regular meeting of the council falls upon a day designated by law as a legal or national holiday, **or when other circumstances so warrant, such as inclement weather,** such meeting shall be canceled, or rescheduled, **including to a different time on the day fixed for the meeting** pursuant to subsection (3) herein below. ~~Work sessions and public hearings of the city council shall be held on an as-needed basis on the third Monday of each month, and the time therefor shall be 6:00 p.m., unless otherwise set by the council at least one week prior to the work session.~~ **Advance public notice of canceled and**

rescheduled meetings shall be provided as soon as practicable under the circumstances and shall be posted on the city's website and sent to the local news media.

- (3) ~~The time of a meeting may be amended by a three-fifths vote of the members of the council beyond the time specified above should additional matters remain on the council docket or agenda.~~ **Closed sessions shall be held prior to the regular meeting, work session, or special meeting, as the case may be; provided, however, that if any unfinished business remains at the time that the regular meeting, work session, or special meeting is scheduled to commence, then the council may adjourn the closed session and later reconvene in closed session at the conclusion of the regular meeting, work session, or special meeting agenda. Nothing herein shall be construed to prohibit the council from meeting in closed session at any other time, tot the extent permitted under the Open Meetings Act.**
- (4) Any meeting of the council may be ~~adjourned~~ **continued** to a later date and time, provided that no ~~adjournment~~ **such continuation** shall be for a longer period than until the next regular meeting.
- (5) **Except as may be otherwise specified in the meeting notice or agenda,** ~~All~~ **all** regular council meetings ~~of the council~~ shall be held in the council chambers of the city.
- (6) The council may, by ~~resolution or~~ motion approved by three council members **at a council meeting,** when necessary, change the time and place of ~~the regular~~ **an upcoming scheduled** meeting. The ~~resolution or~~ motion shall set forth the circumstances necessitating such change.
- (7) ~~Except for properly called executive sessions as permitted by state law, all regular~~ **All** meetings of the city council **other than closed sessions** shall be open to the media, **and** freely subject to recording by radio, television, and photography at any time, provided that such ~~arrangements~~ **recording does** not interfere with the orderly conduct of the meetings ~~under such rules as the council may prescribe.~~

(b) *Special meetings; work sessions.*

- (1) ~~Upon the approval of three council members, a special meeting of the council may be called whenever, in their opinion, the public business may require it.~~ **The council may, by motion approved by three council members at a council meeting, or upon the approval of three council members, given separately to the City Manager or their designee, schedule a special meeting or work session whenever the public business may so require.**
- (2) Special meetings shall ~~include, but not be limited to, meetings regarding~~ **be held for the purposes of conducting urgent business that must be addressed prior to the next regular meeting, to consider** projects or events concerning a particular ward of the city;

or a particular group of constituents or for other urgent matters as deemed appropriate by the council members requesting the meeting.

- ~~(2) Whenever a special meeting shall be called, a notice in writing shall be filed with the city clerk and served upon each member of the council either in person or by notice left at his place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted at the meeting except such as is stated in the notice.~~
- (3) No special meeting shall be held until at least 24 hours after the notice is issued. Work sessions shall be held for the purposes of reviewing forthcoming city matters, receiving progress reports on current actions or programs or projects, or receiving and discussing other information. No formal action shall be taken by the council during a work session unless advance notice has been provided in the agenda.
- (4) Special meetings and work sessions shall be held on an as-needed basis, to be scheduled for the third Monday of the month if practicable, and the time therefor shall be 6:00 p.m., unless otherwise set by the council at least one week prior to the special meeting or work session. Advance public notice of special meetings and work sessions, as well as any cancellation or rescheduling thereof, shall be provided in accordance with the Open Meetings Act.
- (5) Whenever a special meeting or work session shall be called as set forth in this subsection (b), the City Manager or their designee shall, as soon as practicable, provide notice thereof electronically to all council members and appropriate city staff, stating the date, place, and time of the meeting and the purpose for which such meeting is called.
- (c) *Work sessions.* ~~On the third Monday of each month, the council shall meet informally in work sessions. All work sessions shall be open to the general public, and shall be held to review forthcoming programs of the city, receive progress reports on current programs or projects, or receive other similar information, provided that all discussions and conclusions thereon shall be informal, and no formal action taken by the council, unless advance notice has been provided to the public and media that the council will be meeting in regular session either before or after the work session. Additional work sessions may be held upon the approval of three council members.~~
- ~~(d) *Executive sessions.* Executive sessions or closed meetings may be held in accordance with the provisions of the state open meetings act, as codified in section 10-508 of the State Government Article of the Annotated Code of Maryland.~~
- (e) *Minutes.*
- (1) Minutes of all regular and special meetings and work sessions shall be kept in accordance with the Open Meetings Act recorded. Such minutes shall be maintained in the office of the city clerk. The minutes and shall reflect:

- a. The date, time and place of the meeting or session;
 - b. The members recorded as either present or absent;
 - c. A general description of all matters proposed, discussed or decided; and
 - d. Record of any votes taken.
- (2) **Audio or video streaming of any meeting or work session may be substituted for written minutes if recorded live and archived by the city. In such instance, the city shall nonetheless endeavor to keep brief written minutes containing the information set forth in subsection (c)(1) above.**
- (3) Approval of minutes, **to include closed sessions,** of all ~~but closed meetings or sessions~~ shall be considered at the next regular council meeting. It shall not be necessary to read the minutes prior to approval. Such minutes may be revised by the clerk **City Manager or their designee** to correct spelling, numbering, and other such technical defects. Prior to approval, any **council** member may, through the presiding officer, request the privilege of amending or correcting the minutes to accurately reflect the substances of the prior meeting; **provided, however, that the contents of any closed sessions minutes shall not be discussed in open session.** If objection is made by any council member to such amendment or correction, a majority vote of the council shall be necessary for adoption of the correction or amendment.
- ~~(3) Minutes of closed meetings or sessions shall be reviewed periodically by the city council in closed session and shall be made available to the public or pursuant to the provisions of section 10-509 of the State Government Article of the Annotated Code of Maryland. Copies of the public disclosure of closed executive sessions, as set forth in section 10-509 of the State Government Article, shall be attached as an exhibit to the minutes of the next regularly scheduled council meeting.~~
- ~~(f) *Journal of minutes.*~~
- ~~(1) A journal of the transcription of the minutes of the council shall be kept by the city clerk, or his designated employee, and shall be entered in a book constituting the official record of the council.~~
 - ~~(2) The journal of minutes shall be open to public inspection, except for proceedings of closed meetings as permitted by state law.~~
- ~~(g)(d) *The presiding **Presiding** officer;—Election and duties.*~~
- (1) The presiding officer of the council meetings shall be the mayor. The mayor shall assume the duties of the presiding officer immediately following his **their** election and oath of office as set forth in section 3-21 of the City Charter. **In the event of a vacancy in the office of mayor, or if the mayor is temporarily unable to discharge their duties, the**

president of the commissioners shall preside over the council meetings as set forth in sections 3-18 and 3-21A of the City Charter. If the mayor and the president of the commissioners are both absent, the mayor may appoint another commissioner to preside over the meeting. The commissioner so chosen may take part in debate, make motions, and discharge the duties and powers of the presiding officer. Such substitution shall not continue beyond adjournment.

- (2) The presiding officer shall preserve strict order and decorum at all ~~regular and special meetings of the council~~ **meetings** and confine **council** members in debates to the question under discussion.
- (3) The presiding officer shall state every question coming before the council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council shall govern and conclusively determine such question of order.
- (4) Unless otherwise expressly permitted by statute **the City Charter** or **a city** ordinance, the mayor, ~~as presiding officer,~~ shall vote only in the event of a tie vote of the ~~council~~ **commissioners** on any questions.
- (5) The ~~presiding officer~~ **mayor** shall sign all ordinances and resolutions adopted by the council ~~during his/her presence,~~ **subject to the mayor's veto authority for ordinances set forth in section 3-20 of the City Charter.**
- (6) ~~The council shall select a chair pro tempore on an annual basis who shall preside in the absence of the mayor, in the capacity of presiding officer. The council member selected to serve as chair pro tempore shall be chosen by a majority vote of the council, on a rotational basis.~~
- (7) ~~In the absence of the mayor and chair pro tempore, the mayor may call any other council member to temporarily chair the meeting in order to take part in debate, to make a motion, or to cover a temporary absence. The council member so chosen shall discharge the duties and exercise the powers and authority of the presiding officer. Such substitution shall not continue beyond adjournment.~~
- (8) ~~In the absence of the mayor, the council member presiding as chair pro tempore may vote on all questions, his or her name being called last.~~
- (9) ~~Call to order presiding officer. The presiding officer shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the council to order.~~
- (10) ~~Roll call. Before proceeding with the business of the council, the city clerk or his deputy shall call the roll of the members, and the names of those present shall be entered in the minutes.~~

(11) Quorum. A majority of the members of the council shall constitute a quorum and be necessary for the transaction of business. If a quorum is not present, those in attendance shall be named and shall adjourn to a later time.

(12) ~~(7)~~ ~~Order of business. Promptly at the hour set by the law on the day of each regular meeting, the members of the council shall take their regular seats in the council chambers, and~~ **Call to order; order of business. At the time scheduled for the start of the meeting, the members of the council shall take their chairs, and the presiding officer shall then call the meeting to order. For work sessions and special meetings, the business of the council shall be taken up for consideration and disposition as set forth in the agenda. For regular meetings,** the business of the council shall be taken up for consideration and disposition in the following order:

- a. ~~Roll call~~ **Invocation;**
- b. ~~Approval of minutes of previous meeting~~ **Approval of agenda;**
- c. ~~Committee reports~~ **Presentations from approved guests;**
- d. ~~Appointments~~ **Consent agenda, including prior meeting minutes for council approval;**
- e. ~~Unfinished/old business~~ **Ordinances and Charter Amendment Resolutions for first reading;**
- f. ~~New business~~ **Ordinances and Charter Amendment Resolutions for second reading, public hearing, and council action;**
- g. ~~Appropriations~~ **Old business;**
- h. ~~Comments from mayor, council members, department heads and legal counsel; and~~ **New business;**
- i. ~~Adjournment~~ **Announcement of upcoming city meetings;**
- j. Public comment;**
- k. City Manager comment and report to the council;**
- l. Council comments;**
- m. Closed session (if necessary);**
- n. Reconvene in open session; and**
- o. Adjournment.**

(+) **(e)** *Agenda.*

- (1) All reports, communications, ordinances, resolutions, contract documents, or other matters to be submitted to the council for consideration shall be delivered to the ~~city clerk~~ **City Manager or their designee** on or before ~~12:00 noon on Thursday~~ **8:00 a.m. on Monday** prior to each council meeting, whereupon the ~~city clerk~~ **City Manager or their designee** shall immediately arrange a list of such matters according to the order of business **set forth in subsection (d)(7) above** and furnish each **council** member of the council, the mayor, and the city attorney with a copy of the same ~~at least 48 hours prior to the council meeting~~ and as far in advance of the meeting as time for preparation will permit **but not later than 5:00 p.m. on the Thursday prior to the meeting.**
- (2) ~~The agenda shall provide a time when the mayor or~~ **During council comments,** any council member may bring before the council any business that ~~he feels~~ **they feel** should be deliberated upon the council. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent council meeting, ~~except that immediate action may be taken upon a vote of four members of the council.~~

(+) **(f)** *Rules of debate.*

- (1) ~~The council president or such other member of the council as may be presiding~~ **presiding officer, if other than the mayor,** may move, second, and debate from the chair, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a ~~council member~~ **commissioner** by reason of acting as the presiding officer.
- (2) Every **council** member desiring to speak shall address the ~~chair~~ **presiding officer,** and, upon recognition by the presiding officer, shall **be confined himself** to the question under debate, avoiding all personalities and indecorous **any improper** language **or other lack of decorum.**
- (3) A **council** member, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided. If a **council** member, while speaking, ~~be is~~ called to order, **they** shall cease speaking until the question of order ~~be is~~ determined, and, if in order, **they** shall be permitted to proceed.
- (4) The council member moving the ~~adoption~~ **passage** of an ordinance or **the adoption of a** resolution shall have the privilege of closing the debate.
- (5) A motion to reconsider any action taken by the council may be made only on the day such action was taken. It may be made either immediately during the same session, or at a recessed or adjourned session thereof. Such motion must be made by one of the prevailing side, but may be seconded by any **other council** members, and may be made at any time and have precedence over all other motions or while a member has the floor,; ~~it~~ **A motion to reconsider** shall be debatable.

(6) Nothing herein shall be construed to prevent any **council** member ~~of the council~~ from making or remaking the same or any other motion at a subsequent meeting of the council.

(n) ~~(g)~~ *Addressing the council.* Any person desiring to address the council by oral communication shall first secure the permission of the presiding officer, provided, however, that preference will be given to those persons who have notified the city clerk by noon of the Thursday preceding the Monday council meeting of their desire to speak in order that their name may be placed on the agenda and they will be recognized by the presiding officer without further action. **Presentations from approved guests. Any person desiring to make a presentation to the council shall first secure the permission of the City Manager, with the order of presentation being on a first come, first served basis. Requests to make presentations must be submitted in writing to the City Manager at least two weeks in advance of the meeting at which they wish to present in order to be placed on the agenda. Unless otherwise approved by the City Manager or their designee in advance, all presentations shall be limited to ten minutes or less. Approved presenters shall be placed on the agenda and will be recognized by the presiding officer without further action.**

(o) ~~(h)~~ *Addressing the council after motion made.* After a motion is made by the council **Except as otherwise set forth in these rules**, no person shall address the council without first securing the permission of the presiding officer to do so.

(p) ~~(i)~~ *Manner of addressing the council—Time limit* **Public hearings and public comment.**

(1) Each person addressing the council **during any public hearing or public comment** shall step up to the microphone at the podium, shall give his **their** name and address in an audible tone of voice for the record, and unless further time is warranted, and granted by the presiding officer, shall limit his **their** address to 20 **three** minutes.

(2) All remarks shall be addressed to the council as a body and not to any **individual** member thereof.

(3) No person, other than ~~the mayor~~, the council and the person having the floor, shall be permitted to enter into any discussion, ~~either directly or through a member of the council~~, without the permission of the presiding officer.

(4) No question shall be asked **of** a council member except through the presiding officer, **and no council member shall be obligated to respond to any question asked by a member of the public.**

(q) ~~(j)~~ *Voting.*

(1) *Silence constitutes affirmative vote.* Unless a **council** member ~~of the council~~ states that **they are abstaining from** ~~is not~~ voting, his **their** silence in failing to respond to a roll call shall be recorded as an affirmative vote.

- (2) *Abstentions.* If a council member is required to abstain from voting on a matter due to a conflict of interest, as defined in the City Code, the council member shall state the reasons on the record for ~~his or her~~ **their** abstention.

(+) **(k)** *Decorum.*

- (1) While the council is in session, the **council** members must preserve order and decorum, and a **no council** member shall ~~neither~~, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council or disturb any member while speaking or refuse to obey the orders of the ~~council or its presiding officer, except as otherwise herein provided.~~
- (2) Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the council shall be forthwith, by the presiding officer, barred from further audience before the council at that meeting, unless permission to continue be granted by a majority vote of the council.

(+) **(l)** *Enforcement of decorum.*

- (1) The chief of police, or such member or members of the police department as ~~they~~ may designate, shall be sergeant-at-arms of the council meetings. ~~He, or they,~~ **The sergeant-at-arms** shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the council meeting.
- (2) Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms, ~~or any of them present, to place~~ **remove from the meeting** any person who violates the order and decorum ~~of the meeting under arrest, and cause him to be prosecuted under the provisions of this Code, the complaint to be signed by the presiding officer.~~

(+) **(m)** *Members may file protests against council action.* Any council member shall have the right to have the reasons for ~~his~~ **their** dissent from, or protest against, any action of the council entered in the minutes.

(+) **(n)** *Ordinances, resolutions, motions, and contracts.*

- (1) All ordinances **and resolutions** shall be prepared by the city attorney, **assigned a number**, and presented to the council only in printed or typewritten form. No ordinance **or resolution** shall be prepared for presentation to the council unless **prepared by the city attorney upon** requested by **of** a **council** member **or the city manager** ~~of the council, the mayor, or prepared by the city attorney on his~~ **on the city attorney's** own initiative.
- (2) All ~~ordinances, resolutions and~~ contract documents shall, before presentation to the council, have been approved as to form and legality by the city attorney ~~or an authorized representative~~, and shall have been examined and approved for administration by the ~~clerk/treasurer or an authorized representative~~ **city manager or their designee**, where

there are substantive matters of city administration involved. All such ~~instruments~~ **documents** shall have first been referred to, **and reviewed by,** the head of the department under whose jurisdiction the administration of the subject matter of the ~~ordinance, resolution or contract document would devolve~~ **fall** ~~and be reviewed by said department head.~~ The department head's comments shall be returned to the ~~clerk/treasurer~~ **city manager** and forwarded to the ~~mayor and council.~~

- ~~(3)~~ **Ordinances, resolutions, and other matters or subjects requiring action by the council must be introduced and sponsored by a member of the council, except that the mayor or city attorney may present ordinances, resolutions and other matters or subjects to the council, and any council member may assume sponsorship thereof by moving that such ordinances, resolutions, matters or subjects be adopted; otherwise, they shall not be considered.**
- ~~(4)~~ **No ordinance, resolution, or motion shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance or resolution, or section thereof, shall be amended or repealed unless the new ordinance or resolution references the previous ordinance or resolution, or section thereof, being contains the title of the ordinance or section amended or repealed.**
- ~~(5)~~ **(4) The city clerk shall prepare copies of all proposed ordinances for distribution to the mayor and all members of the council at least 72 hours before the council meeting at which the ordinance is to be introduced. If the ordinance carries an emergency clause, copies of the ordinance must be distributed at least six hours prior to the meeting at which said ordinance is to be considered. Ordinances and resolutions shall be distributed to the council as set forth in subsection (e)(1) above with the exception of emergency ordinances, which shall be distributed to the council as soon as practicable prior to the meeting at which the same is to be considered.**
- ~~(6)~~ **(5) All ordinances shall have two separate readings, but the second shall never be had on the same day as the first, with the exception of emergency measures ordinances.**
- (6) Subject to the provisions of subsection (n)(7) below, all ordinances shall be subject to a public hearing prior to final council action. Unless otherwise required by applicable law, such as zoning text and map amendments and Charter Amendment Resolutions, notice of the public hearing shall be posted on the main page of the city's website and on any city social media at least two weeks in advance of the hearing.**
- ~~(7)~~ **Ordinances introduced at a council meeting shall not be finally acted upon until at least the next official meeting Notwithstanding the provisions of subsection (n)(6) above, except that appropriation and emergency ordinances may be acted on immediately and without a public hearing, and provided further that an affirmative vote of at least four members of the council shall be required for the final passage of an emergency ordinance.**

- (8) ~~The yeas and noes shall be taken upon the passage of all ordinances and resolutions and entered upon the official record of the council.~~
- (9) **With the exception of emergency ordinances, for which an affirmative vote of at least four commissioners shall be required in order to pass, An an affirmative vote of at least a majority of the members of the council three commissioners, or two commissioners and the mayor, in the event of a tie vote between the commissioners, shall be necessary to pass an ordinance or adopt a resolution, including a Charter Amendment Resolution, unless any applicable City Code or charter City Charter provision expressly requires otherwise, a four-fifths or unanimous vote, but a resolution, A motion or any other proposition may be adopted approved by a majority voting on the issue.**
- (10) ~~Upon passage, a number shall be assigned to each ordinance or resolution by the city clerk.~~
- (11) **(9) Subject to the provisions of subsection (d)(5) above, When passed by the council, an ordinance all ordinances passed and resolutions adopted by the council shall be signed by the presiding officer mayor and be attested by the city clerk City Manager; and it shall be immediately filed and thereafter preserved in the office of the city clerk as a public record.**
- (12) **(10) The mayor and any member of the Any council member may request written legal opinions, whether verbal or written, relating to city business legal matters, from the city attorney.**
- (13) ~~The mayor and any member of the council may, for purposes of inquiry, request verbal opinion or advice on city legal matters from the city attorney.~~
- (v) ~~Reports and resolutions to be filed with clerk. All reports and resolutions shall be filed with the clerk and entered in the minutes.~~
- (w) ~~Access to proposed ordinances and resolutions. Copies of all ordinances and resolutions for consideration by the council shall be made available for review by the public and the media.~~
- (x) **(o) Adjournment.** A motion to adjourn shall always be in order and decided without debate.
- (y) **(p) Suspension and amendment of these rules.**
- (1) Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended by a vote of a majority of the council. The vote on any such suspension shall be taken by yeases and noes and entered upon the record.
- (2) These rules may be amended, or new rules adopted, **by ordinance passed by the council in accordance with this section** by a majority vote of the members of the council,

~~provided that the proposed amendments or new rules shall have been introduced into the record at a prior council meeting.~~

SECTION 2. The recitals to this Ordinance are incorporated herein and deemed a substantive part of this Ordinance.

SECTION 3. In this Ordinance, unless a section of the City Code is expressly repealed in its entirety and reenacted, new or added language is underlined and in boldface type, and deleted text is crossed out with a single strikethrough. With respect to the substantive provisions of this Ordinance set forth in Section 1, language added after the date of introduction is in bold, italicized font and language deleted after the date of introduction is crossed out with a double strikethrough.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions of this Ordinance, it being the intent of the Commissioners of Cambridge that this Ordinance shall stand, notwithstanding the invalidity of any section, subsection, sentence, clause, phrase, or portion hereof.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 6. The title of this Ordinance, or a condensed version thereof, shall be deemed to be, and is, a fair summary of this Ordinance for publication and all other purposes.

AND BE IT FURTHER enacted and ordained that this Ordinance shall become effective immediately upon passage.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

Glenn Steckman, III, City Manager

By: _____
Lajan Cephas Bey, Mayor

Introduced the 12th day of January, 2026
Passed the ___ day of _____, 2026
Effective the ___ day of _____, 2026



TO: The Mayor and City Commissioners

FROM: Glenn Steckman

RE: Proposed Amendments to Ordinance No. 1263

The ordinance amendments are for housekeeping purposes. When the form of government was changed several of our ordinances were not updated. A change in this ordinance, for example, eliminates the mention of the clerk. This position no longer exists. It clarifies how meetings are to be run and managed. Meetings are no longer “adjourned” to a later date but “continued”.

The major change is that executive sessions will be held prior to meeting. If an executive session cannot be completed prior to the start of the regular session, the meeting may be continued after the public session of the council is completed.

Any proposed changes are bold to be added and struck to be eliminated.



MAYOR & CITY COUNCIL PRESENTATION

FEBRUARY 9, 2026

CAMBRIDGE RESILIENCE INITIATIVE AGENDA

Community Resilience and Adaptive Management in Cambridge and Dorchester County - **Carrie Decker**, Section Chief Community Partnerships in Restoration, Watershed and Climate Services and **Dylan Tallie**, Senior Coastal Analyst, Department of Natural Resources.

Flood Mitigation Project 60% Design Review & Permitting Process - **Anna Johnson, P.E.** Project Engineer, Bayland Consultants and Designers

Make Cambridge Resilient Initiative Update - **Larry White, P.E.** Project Manager

Community Resilience and Adaptive Management in Cambridge and Dorchester County

Carrie Decker & Dylan Taillie
Watershed and Climate Service
MD Department of Natural Resources

Land and Water Changes within Dorchester County



- Marsh Loss and Rising waters
- Stormwater management & wetland updates and adaptation needs
- Habitat preservation for fisheries and wildlife & aquatic environments
- Public access/boating/fishing
- Infrastructure/development



Changes on the Shore



SEA-LEVEL RISE

Sea-level rise of more than one foot in the last century, causing increased coastline flooding and erosion.



WATER TEMPERATURE

Increasing water temperatures in the Chesapeake Bay, which reduces suitable habitat for blue crab and oysters.



HEAT WAVES & DROUGHT

Intensifying heat waves and drought, which damage agricultural crops, raise energy bill costs and put vulnerable populations at risk.

TOURISM IMPACTS

Climate change impacts threaten tourism through reduced opportunities for winter snow sports and loss of beach coastline.



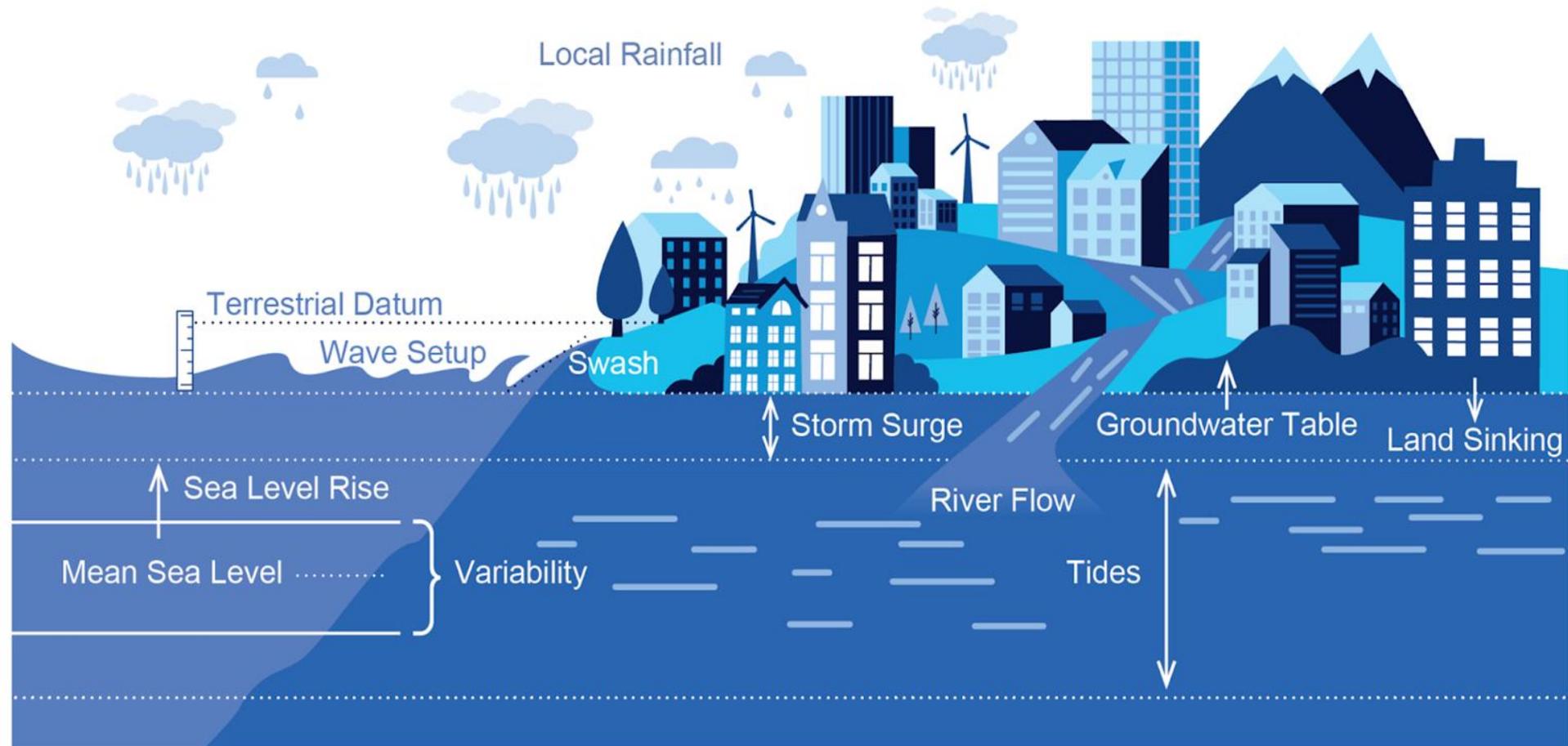
HEAVY RAINS

More frequent heavy rain and flooding events, which can devastate local communities.

Sea Level Rise, Temperature, Precipitation, and Storm Intensity will impact Chesapeake Bay Water Quality.

Multiple Factors [Mechanics]

Physical Factors Directly Contributing to Coastal Flood Exposure



Strategy: Community Resilience Planning & Restoration



- **Understand** local risk to built and natural infrastructure
- **Plan** for risk (incorporate activities that lower flood risk and exposure to flooding, storm surge, and sea level change within local planning activities)
- **Implement** nature-based restoration practices, land conservation, and green infrastructure solutions



Nature-based Restoration Design

Engineered

- Immediate and predictable storm surge protection.
- Infrastructure defense for urban areas.
- Engineered to withstand extreme events.
- Requires regular maintenance (not self-maintaining).

NNBF

- Coastal flood protection.
- Erosion reduction.
- Habitat to support fisheries and biodiversity.
- Long-term sustainability with proper maintenance.

Natural Features

- Wave energy dissipation.
- Carbon sequestration and water filtration.
- Recreational/tourism opportunities.
- Can be less costly to implement than engineered structures.
- Adaptable and self-repairing over time in many cases.

Engineered



Natural & Nature-Based Features (NNBF)



Natural Features



Cambridge and Documenting Change



The City of Cambridge has major risk from flooding. According to First Street, provider of climate risk data, this year 20.9% of properties in Cambridge have risk of flooding. There are 2,576 properties in Cambridge at risk of flooding over the next 30 years. This represents 33.7% of all properties in Cambridge. [excerpt from GIP]



[MD MyCoast](#) [High Tide Flooding](#) [Storm Reporter](#) [Coastal Storm Damage](#) [Restoration Tracker](#) [Log In](#) [Register](#) [More...](#)

MyCoast:

Maryland Documenting Flooding & Storm Damage to Inspire Action

MyCoast: Maryland allows you to communicate flooding and storm damage in your community. It is a portal to collect and analyze photos which are linked to precipitation, riverine, and tidal data to create reports that help government agencies, business owners, and residents understand impacts in your community and encourage action to reduce localized flooding. Thank you for submitting photos!

DNR Coastal Flood Explorer Tool: High Tide Flood Event

mdfloodexplorer.org



Maryland Coastal Flood Explorer
Sea-level, High-tide, and Historic Flooding

← Cambridge →



- Sea-level Rise
- High Tide Flooding
- Historic Event

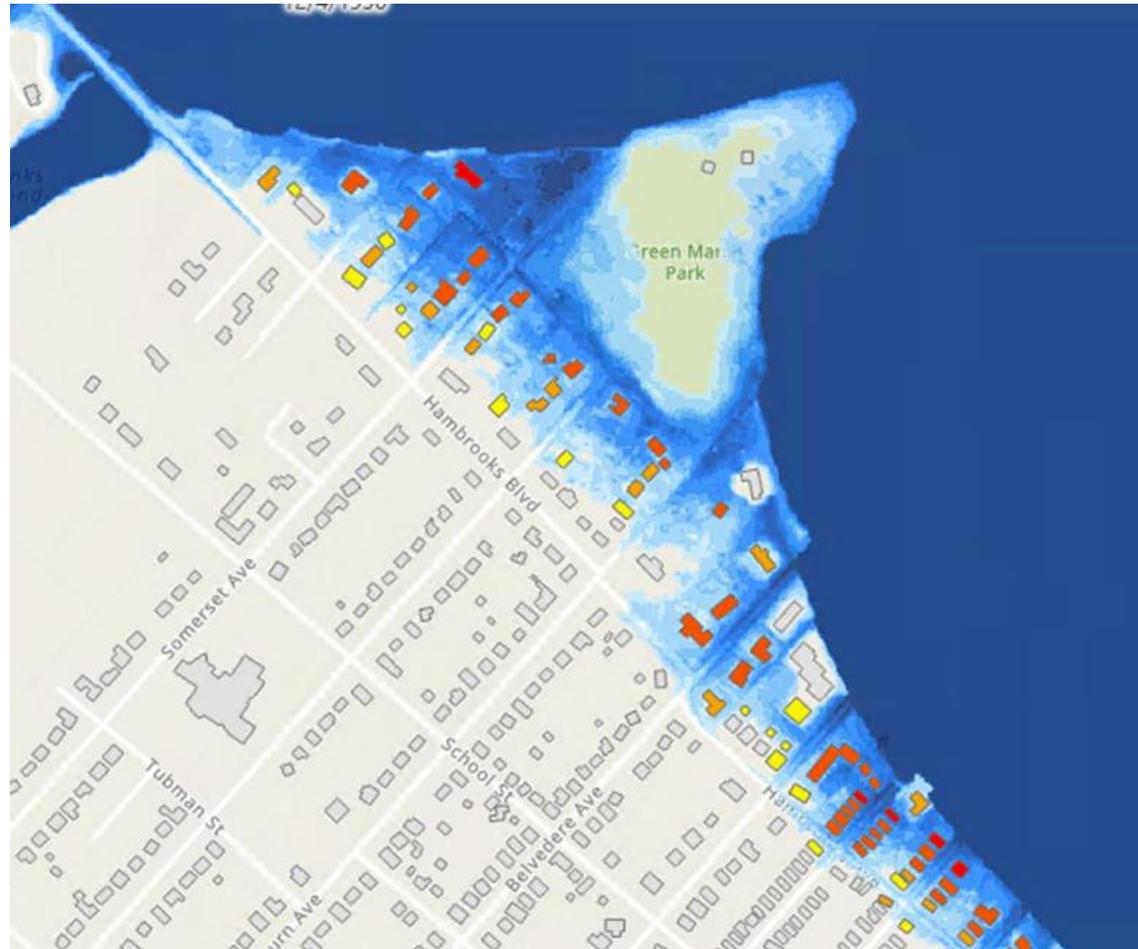


DNR Coastal Flood Explorer Tool: Analysis and Education



mdfloodexplorer.org

- Layers from MD Flood Explorer are downloadable for analysis
- Example analysis: building footprints within 3ft inundation in Dorchester County (2050 SLR + minor flooding)
- 3,730 building footprints of 20,139 impacted in Dorchester County (18.52%)
- Find out more, download layers, and read case studies here:
<https://dnr.maryland.gov/cs/Pages/Coastal-Flood-Explorer.aspx>



MyCoast App
mycoast.org/md

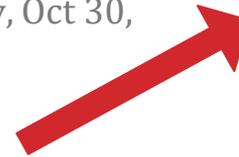


Chronicle the Coast with MyCoast

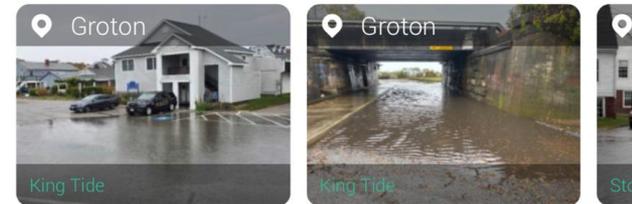
Use MyCoast to document tides, storm damage, beach cleanups, and more. Coastal decision makers, emergency managers, and others use your reports to make better decisions.



Cambridge Tide
Gauge running >2ft
over predicted
Thursday, Oct 30,
2025



[Remind me!](#) [Daily](#)



MyCoast App mycoast.org/md



Cambridge Tide Gauge running >2ft over predicted Thursday, Oct 30, 2025

10/30/2025 | 12:33 pm

Tidal Overview

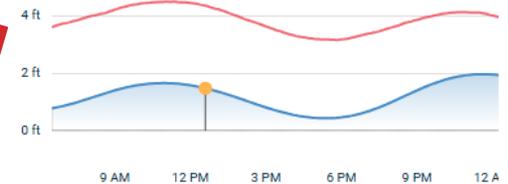
1 hours 37 minutes after high tide

Data from **CAMBRIDGE** (1.1 miles away)

Water Level (at time of report): 12:33 pm, 4.4'

High Tide (Predicted): 10:56 am, 1.7'

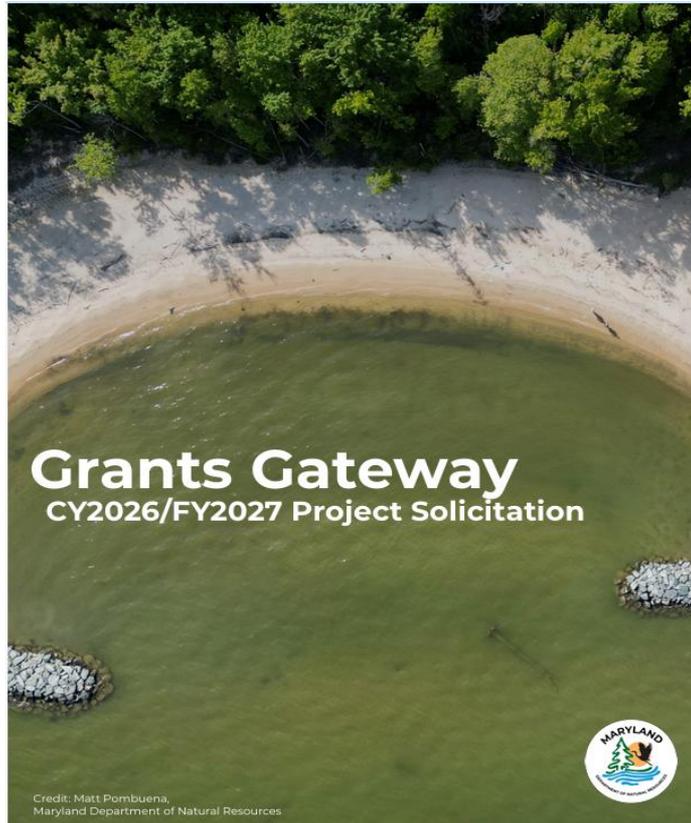
■ Observed ■ Predicted water level ● Report time



[\(Click here for full tide details from NOAA Tides & Currents\)](#)

- High Tide Flooding (1490)
- Storm Reporter (405)
- Restoration Tracker (115)
- Coastal Storm Damage (106)
- Recreation (3)
- King Tide (1)

Local and State Work Plans and Grants



Funding Opportunity:

<http://dnr.maryland.gov/ccs/Pages/funding/grantsgateway.aspx>

Questions?



Contact Information:

Carrie Decker

Community Partnerships Program

Carrie.decker@maryland.gov

443-758-4912

Dylan Taillie

Center for Socioecological and Geospatial Science

dylan.taillie@maryland.gov

443-786-9942



FLOOD MITIGATION PROJECT 60% DESIGN REVIEW AND PERMITTING PROCESS

Anna Johnson P.E. Bayland Consultants

- OPEN PUBLIC MEETINGS TO EDUCATE RESIDENTS ON RISKS AND WHY WE NEED THIS PROJECT BASED ON DNR RISK ASSESSMENT TOOLS AND RESOURCES
- REVIEW 60% DESIGN DETAIL & PERMITTING PROCESS WITH RESIDENTS
 - ✓ OPEN HOUSE SESSION PLANNED FOR FEBRUARY 10
 - ✓ IN PERSON OR VIRTUAL MEETING WITH EACH RESIDENT ALONG ALIGNMENT FEBRUARY 9 – 14
- PUBLIC MEETING ON 60 % DESIGN FEBRUARY 24
- EVALUATE OPTIONS TO ADDRESS ANY REMAINING CONCERNS RAISED BY RESIDENTS
- CONDUCT FOLLOW-UP MEETINGS WITH RESIDENTS AS REQUIRED
- DOCUMENTATION OF ALL COMMUNICATIONS
 - ✓ CERTIFIED LETTERS, EMAILS, PHONE CALLS, IN-PERSON MEETINGS, HOME VISITS
 - ✓ TRACKING COMMUNICATION STATUS FOR CITY LEADERSHIP

FLOOD MITIGATION PROJECT PHASE I DESIGN PERMITTING PROCESS – WHO AND WHY?

- PERMITS REQUIRED:
 - MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE): TIDAL WETLANDS LICENSE
 - CONSULTS WITH OTHER STATE AGENCIES:
 - MHT – IMPACTS TO HISTORICAL PROPERTIES
 - DNR – RESOURCE IMPACT REVIEW
 - BPW – IMPACTS TO WETLANDS, PUBLIC
 - CRITICAL AREA COMMISSION – IMPACTS TO CRITICAL AREA BUFFER (AREA ADJACENT TO SHORELINE)- MAY REQUIRE SEPARATE PERMIT
 - US ARMY CORPS OF ENGINEERS (USACE): ALTERATION OF TIDAL WETLANDS AND/OR TIDAL WATERS CLEAN WATER ACT SECTION 404 AND/OR RIVERS & HARBORS ACT SECTION 10
 - CONSULTS WITH OTHER FEDERAL AGENCIES:
 - USFWS – IMPACTS TO MIGRATORY BIRDS, THREATENED & ENDANGERED SPECIES, OR CRITICAL HABITAT
 - NOAA-NMFS - MARINE/ESTUARINE FISHERIES RESOURCES OR PROTECTED SPECIES/HABITAT
 - EPA – COMPLIANCE WITH CLEAN WATER ACT AND MORE.
 - USGC – IMPACTS TO NAVIGATION

FLOOD MITIGATION PROJECT PHASE I DESIGN PERMITTING PROCESS – HOW?

- STEP 1 – DEVELOP A JOINT PERMIT APPLICATION (JPA) FOR FLOOD PROTECTION PROJECT
- STEP 2 – OBTAIN LETTER OR SIGNATURE FROM ALL CO-APPLICANTS (DEFINED AS PROPERTIES ALONG THE SHORELINE WHOSE RIPARIAN RIGHTS ARE IMPACTED)
 - 19 PRIVATE PROPERTIES
 - ADDITIONAL JPA FOR THOSE PROPERTIES WITH PIERS (9 PROPERTIES)
- STEP 3 – SUBMIT APPLICATION AND BEGIN COMMENT-AND-RESPONSE PROCESS
- STEP 4 – PROJECT GOES TO PUBLIC NOTICE
 - 30 DAYS FOR MDE
 - 30 DAYS FOR USACE
- STEP 5 – PUBLIC HEARINGS, AS NECESSARY
- STEP 6 – PERMIT CONDITIONS, REVIEW AND APPROVAL
- PROCESS: SUBMIT JUNE 2026, 12 – 15 MONTHS DURATION

NOTE: PERMITTING/ APPROVAL FOR UPLAND FEATURES TO FOLLOW TIDAL PERMITTING (CITY OF CAMBRIDGE, DORCHESTER COUNTY, CRITICAL AREA COMMISSION, SOIL CONSERVATION DISTRICT)

MAKE CAMBRIDGE RESILIENT

FLOOD PROTECTION AND HABITAT ENHANCEMENT

**JOINT PERMIT
APPLICATION**

MAY 2026

Prepared for:
City of Cambridge

Prepared by:


"Integrating Engineering and Environment"
7455 New Ridge Road, Suite T Phone: (410) 694-9401
Hanover, Maryland 21076 Fax: (410) 694-9405
Website: www.baylandinc.com

MAKE CAMBRIDGE RESILIENT INITIATIVE UPDATE

- STEERING COMMITTEE MEETING ON 60 % DESIGN JANUARY 27
- PUBLIC MEETING ON 60 % DESIGN FEBRUARY 24
- BENEFIT COST ANALYSIS UPDATE
- MEETING WITH USACE ON FAILURE OF ROOSTER ISLAND JANUARY 23
- MDE STORMWATER FLOOD MITIGATION PROJECT GRANT APPLICATION FEB 4, 2026
- PREPARATION FOR NFWF-NCRF GRANT APPLICATION FOR CONSTRUCTION IN APRIL 2026.

DISCUSSION



TO: The Mayor and Commissioners

FROM: Glenn Steckman

RE: CM Notes

February 5, 2026

Hearn Building:

I met with the Mayor, Commissioners Frank Stout and Brian Roche after different times over the Hearn building and its redevelopment.

Shoreline Resiliency Project:

Several meetings have been held regarding the planning process. This includes the education component to inform the residents and address any concerns.

Monday night you will hear from DNR, Bayland Consultants and stormwater updates.

Land Bank:

While there appears to be a rush to approve the Land Bank, I am recommending a slower approach as the city stands it up. There has been decision on its governing component, staffing, how board members would be appointed or reappointed, insurance, salaries and benefits for the employees and where this organization would be housed.

Brian White will be speaking with you throughout the day next Tuesday on this issue.

Horn Point:

Representative from Horn Point met with me to discuss opportunities with city.

Leadership Team:

Over the past two weeks, I have been meeting with the city's leadership team to discuss priorities for 2026 and how they complement the Commissioners' goals as outlined in the recent resolution passed on 2/2/26.

These meetings have been in preparation for the annual budget.

Budget Report- Six Months:

Attached is the budget report from 7/1/25 to 12/31/25. If you have any questions, please contact Perry Peregoy or me.

The Commissioners of Cambridge



Revenues and Expenditures July 1, 2025 – December 31, 2025



To: The Honorable Madam Mayor Cephas and Commissioners of Cambridge

From: Perry Peregoy, Finance Director

Date: January 29, 2026

Subject: Financial Results for Quarter Ended December 31, 2025

Attached for your review and consideration is a suite of financial schedules for the six (6) months ended December 31, 2025.

Financial results are presented by Fund – General, Marina, Sewer and Water, respectively. For each Fund, Revenues and Expenditures are presented separately and include the following –

The first two columns shows results for the previous Fiscal Year corresponding to the same period – Quarter Ending 12.31.24

- **Prior FY Period** – reflects the results for the corresponding period for the previous Fiscal Year; in this case for the quarter ended 12.31.24
- **Prior %** - percent of the FY24 Budget represented by the actual results

The next three columns reflect information pertaining to the current Fiscal Year (FY2026)

- **Budget** – reflects full twelve-month budget for FY26
- **Actual XX/XX/XX** – reflects the actual results for the respective Revenue or Expenditure
- **% Expended** - is the Actual dollars as a percentage (%) of the FY26 Budget; second quarter would represent 50% of total FY2026 budget

Behind each schedule of Revenue and Expenditures is an explanation of the respective components of each line item and a brief comment about any variance (neutral, positive or negative).

I welcome any and all questions.



**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
General Fund
As of December 31, 2025**

Revenues	Prior	Prior%	Budget	FY 2026	
				Actual as of 12/31/25	% Expd
Taxes and Utility Fees	10,292,285	86%	12,597,000	11,461,766	90%
Licenses and Permits	507,172	36%	1,151,800	397,141	34%
Intergovernmental	293,718	18%	1,757,500	379,340	21%
Charges for Services	71,051	5%	1,456,700	706,820	48%
Fines and Forfeitures	16,531	52%	32,250	28,251	87%
Non-Departmental	55,814	41%	134,000	59,639	44%
Carry Over Reserve	0.00	0%	148,034	0.00	0%
Interest & Dividends	367,460	48%	763,000	319,024	42%
Grant Income	0.00	0%	135,000	7,972	0%
Miscellaneous	35,205	88%	52,000	121,745	234%
Total Revenues	11,639,237	63%	18,227,284	13,481,696	74%
Expenditures					
Departments -					
General Government	1,150,384	47%	2,687,371	1,219,163	45%
Public Safety	3,827,080	54%	7,748,389	3,233,447	42%
Public Works	2,687,870	44%	6,496,405	2,603,870	40%
Development	335,212	41%	1,104,155	389,024	35%
Debt Service	930,071	28%	1,414,869	945,856	67%
Grants General Fund	0.00	0%	135,000	39,288	0%
Non-Departmental	(703,584)	63%	(1,328,907)	(530,934)	40%
Capital Outlay	-	-	-	-	0%
Total Expenditures	8,227,034	19%	18,257,282	7,899,714	43%
Revenues over Expenditures	3,412,203		(29,998.00)	5,581,983	
Other Financing Resources					
Transfers (net)					
Gain on disposal of Assets	6,084	0%	30,000	18,406	61%
Total Other Financing Resources	6,084		30,000	18,406	
Change in net position	3,418,287		2.00	5,600,389	

**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
General Fund Comments
As of December 31, 2025**

Revenues	Description	% of Budget	Notes
Taxes and Utility Fees	Primary components include Real Property Taxes, Business Personal Property Taxes, Personal Income Tax and Room Tax.	90%	Majority of billing was weighted toward the beginning of year. Collections as of 12/31/25 Real Estate taxes -76%; Room Tax 44%; Income Taxes 50%
License and Permits	Includes fees from numerous permits (e.g. Building, HVAC, Plumbing, Electrical) with Building permits being the biggest contributor. Also includes Housing Rental Registration fees.	34%	Behind trend, construction is below anticipated levels.
Intergovernmental	Includes fees from various governmental agencies. Highway User Fees are the largest contributing factor.	21%	On trend based on timing of revenues.
Charges for Services	Includes Disposal/Garbage fees, lease income, short term rental registration, citations for failure to register as rental, and property cleanup.	48%	On trend to achieve FY 2026 Budget
Fines and Forfeitures	Largest componet is municipal infractions	87%	Municipal Citations above trend due to increased code enforcement efforts.
Non-Departmental	Employee contributions to health plan and prescription drug rebates.	44%	On trend to achieve FY 2026 Budget
Carry Over Reserve	Portion of reserves allocated toward FY 26	0%	
Interest & Dividends	Interest earned on bank accounts.	42%	On trend to achieve FY 2026 Budget
Grant Income	Certain police department grants.	0%	Grant revenues vary widely due to timing
Miscellaneous	Includes opioid revenue & fees collected from CPD for copies, insurance settlements, etc.	234%	Above trend, prior year accounting adjustment (75,000.00) City needs to file opioid action plan
Gain on disposal of Assets	Sales from Gov Deals city vehicles	61%	On trend to achieve FY 2026 Budget

**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
General Fund Comments
As of December 31, 2025**

Expenditures	Description	% of Budget	Notes
General Government	Includes Departments providing leadership and operational support to City Government (eg. Mayor, Council, City Manager, Finance Admin. Svcs., IT, etc)	45%	On trend to achieve FY 2026 Budget
Public Safety	Includes City Police Dept. and Rescue Fire	42%	On trend to achieve FY 2026 Budget
Public Works	Includes Building and Grounds and Highway and Streets within DPW and Planning & Zoning and Building Safety Services (Code Enf.)	40%	1st Quarter P & Z position open Inspections have slowed down - Middle Department Inspection
Development	Includes Economic Development. Housing Development	35%	Below trend to achieve FY 2026 Budget - Timing
Debt Service	Includes Public Safety Bldg. Bond and Vehicle Leases	67%	On trend to achieve FY 2026 Budget timing
Grants General Fund	Grants under general fund	0%	Non-Capital Grants, accounted for in General Fund
Non-Departmental	Includes health program, Cannery Way redevelopment, Hyatt Heron Blvd., Non-Profits, Homeless Initiative, Salary & Wage Adj., Vacancy Credit, Reimb. Expenses, Overhead Allocation	40%	Below trend timing of expenditures delayed



**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Marina Fund
As of December 31, 2025**

			FY 2026		
	Prior	Prior %	Budget	Actual	% Expd
Operating Revenues					
Charges for services	208,856	25%	541,640	208,631	38%
Service Bank Fees	0.00	0%	0.00	95	0%
Total Revenues	<u>208,856</u>	<u>25%</u>	<u>541,640</u>	<u>208,726</u>	<u>38%</u>
Operating Expenses					
Salaries and Related cost	121,894	23%	238,547	108,120	45%
Repairs and Maintenance	40,232	11%	278,285	4,047	1%
Operating Expenses	123,920	39%	204,141	136,741	67%
Professional services	0.00	0%	15,000	0.00	0%
Depreciation	0.00	0%	0.00	0.00	0%
General and Administrative	31,772	35%	78,832	48,595	62%
Total Operating Expenses	<u>317,819</u>	<u>30%</u>	<u>814,805</u>	<u>297,503</u>	<u>37%</u>
Operating Income	<u>(108,964)</u>		<u>(273,165)</u>	<u>(88,777)</u>	
Capital Outlay	0.00		0.00	0.00	
Non - Operating Revenues (Expenses)					
Interest Income	0.00	0%	22,000	15,473	70%
Grant Income	0.00	0%	255,000	10,000	4%
Total Non-Operating Revenues	<u>0</u>		<u>277,000</u>	<u>25,473</u>	
Change in net position	<u>(108,964)</u>		<u>3,835</u>	<u>(63,304)</u>	

The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Marina Fund
As of December 31, 2025

Revenues	Description	% of Budget	Notes
Charges for Services	Represents fees for annual/transient slip rental, fuel sales, pumpout services and sundry sales	38%	On trend to achieve FY 2026 Budget Fuel Revenue is above Trend - Seasonal
Interest Income	Interest on Bank Account	70%	Above trend, bank account is now a Money Market
Grant Income	Income on Grants	4%	Grant revenues vary widely due to timing of receipts of grant proceeds
Expenditure	Description	% of Budget	Notes
Salaries & related costs	Represents cost of Salaries & Benefits	45%	On trend to achieve FY 2026 Budget
Repairs & Maintenance	Includes costs for parts and tools and equipment and Lighthouse	1%	Below trend, Seasonal
Operating Expenses	Cost of fuel, sundries, electricity, trash service associated with operating the Marina.	67%	Fuel & Motor oil expenditures up, Seasonal
Professional Services	Services provided	0%	Below trend - consultant for deck replacement project - Timing
Other General and Administrative	The cost associated with running a business that does not relate to production or cost of goods (e.g. insurance, telephone, utilities, office supplies, etc.)	62%	On trend to achieve FY 2026 Budget -Seasonal



**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Sewer Service
As Of December 31, 2025**

Revenues	Prior	Prior%	FY 2026		
			Budget	Actual	% Expd
Charges for Services	398197.96	7%	5,729,800	2,618,439	45%
Operating Grants	255,740	6%	250,000	243,000	97%
Non-Bonded Debt	0.00	0%	0.00	0.00	0%
Loan and Grant Proceeds	0.00	0%	1,000,000	0.00	0%
Miscellaneous Revenue	0.00	0%	500	0.00	0%
Total Operating Revenues	653,938	8%	6,980,300	2,861,439	40%
Expenses					
Salaries and Related Cost	591,943	43%	1,372,504	638,499	47%
Repairs and Maintenance	14,449	3%	1,407,901	275,634	20%
Distribution and operating Expenses	3,305,943	34%	3,074,500	1,211,354	39%
Debt	18,725	7%	276,978	67,220	24%
Transfer from Sewer, (1%Arts)	0.00	0%	600	0.00	0%
Depreciation	0.00	0%	0.00	0.00	0%
Other General and Administrative	7,386	2%	512,994	132,480	26%
Total Operating Expenses	3,938,447	35%	6,645,477	2,325,187	35%
Operating Income	-3,284,509		334,823	536,252	
Non-Operating Revenue (Expenses)					
Impact Fees Revenues	0.00	0%	6,900	0.00	0%
Interest & Dividends Revenues	13,184	0%	70,000	12,083	17%
Total Non-Operating Expenses	13,184		76,900	12,083	
Change in net position	(3,271,325)		411,723	548,335	

**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Sewer Fund Comments
As of December 31, 2025**

Revenues	Description	% of Budget	Notes
Charges for Services	Represents fees for residential and commercial sewer service billed on a monthly basis. Grant from Federal State agencies to offset certain operating projects.	45%	On trend to achieve FY 2026 Budget
Operating Grants	Grants from Federal/State agencies to offset certain operating projects.	97%	1st Quarter no funds received, received in 10/25; timing
Loan & Grant Proceeds	Proceeds	0%	Budget represents funds for Trenton Street; timing
Interest & Dividends	Interest	17%	1st quarter, interest rates are down
Miscellaneous Revenue	Miscellaneous Revenue	0%	
Operating Expenses - Salaries & related costs	Represents cost of Salaries & Benefits	47%	On trend to achieve FY 2026 Budget, O/T reflects Cedar Street Repairs
Repairs & Maintenance	Includes cost for parts and tools/equipment to maintain sewer lines and waste water processing plant.	20%	Includes Emergency Stormwater Repair Cedar Street \$238,393 Retallack & Sons Inc. 9/25; timing
Distribution and Operating	Cost to operate waste water treatment plant.	39%	Below Trend - Timing of Maryland Enviomental Services invoices; Rec'd 10/7/25
Debt	Tech Pk & West End Sewer Principal Payments	24%	On trend to achieve FY 2026 Budget; timing
Other General and Administrative	The cost associated with running a business that does not relate to production or cost of goods (e.g. insurance, telephone, utilities, office supplies, etc.)	26%	Below trend; timing



**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Water Fund
As of December 31, 2025**

		-----FY 2026-----				
		Prior	Prior %	Budget	Actual	% Expd
Operating Revenues						
Charges for Services	100-09	\$1,310,415	49%	\$2,799,200	\$1,297,055	46%
Total		<u>\$1,310,415</u>		<u>\$2,799,200</u>	<u>\$1,297,055</u>	<u>46%</u>
Expenses						
Salaries and Related cost	600-01	653,208	51%	1,202,942	526,972	44%
Repairs and Maintenance	600-03	383,179	49%	1,033,000	495,010	48%
Special Proj,1% Art		0.00	0.00	0.00	0.00	0%
Other Operating Expenses	600-031	137,497	50%	289,144	124,998	43%
Depreciation	600-05	0.00	0%	0.00	0.00	0%
Miscellaneous	100-10	474	0%	0.00	1,040	0%
Interest Expense	0750	0.00	0%	0.00	0.00	0%
General and Administrative	600-08	153,643	45%	328,150	140,031	43%
Total Operating Expenses		<u>1,328,001</u>	<u>49%</u>	<u>2,853,236</u>	<u>1,288,051</u>	<u>45%</u>
Operating Income		<u>(17,587)</u>		<u>(54,036)</u>	<u>9,004</u>	
Non-Operating Revenues (Expenses)						
Interest Income	1003	20,190	25%	80,000	18,414	23%
Impact Fees	0100-10	0.00	0%	1,850	0.00	0%
Principal Payments		0.00	0%	(12,024)	(6,011)	50%
Total Non-Operating Expenses & Revenue		<u>20,190</u>		<u>69,826</u>	<u>12,403</u>	
Change in net position		<u>\$2,604</u>		<u>\$15,790</u>	<u>\$21,407</u>	

**The Commissioners of Cambridge
Schedules of Revenues and Expenditures
Water Fund
As of December 31, 2025**

Operating Revenues	Description	% of Budget	Notes
Charges for Services	Represents fees for residential and water service billed on a monthly basis.	46%	On trend to achieve FY 2026 Budget
Non-Operating Revenues -			
Interest	Interest on Bank Accounts	23%	Below trend; Interest rates and average daily balances are both lower than anticipated during budget preparation.
Impact Fees	Billed only to new water connections of properties outside City limits	0%	Construction based
Expenditures			
Salaries & related costs	Represents cost of Salaries & Benefits	44%	On trend to achieve FY 2026 Budget Head Count down 1
Repairs & Maintenance	Includes cost for parts and tools/equipment to maintain water lines (e.g. water meters, piping)	48%	On trend to achieve FY 2026 Budget
Other Operating Expense	Includes cost for Utility Vehicles - gas and oil, uniforms, street repairs and utilities such as Electric, Telephone and gas expense.	43%	On trend to achieve FY 2026 Budget
Depreciation	Depreciation on Fixed Assets	0%	Timing
Miscellaneous Expense	Customer Refunds	0%	Customer Refunds are as they happen
General and Administrative	The cost associated with running a business that does not relate to production or cost of goods (e.g. insurance, telephone, utilities, office supplies, etc.)	43%	On trend to achieve FY 2026 Budget
Principal Payments	Tech Park Loan Payments	50%	On trend to achieve FY 2026 Budget



To: The Mayor and City Commissioners

From: Glenn Steckman

RE: Congressionally Directed Spending Grant

February 6, 2026

INFORMATIONAL:

Better known as Earmarks, Congress requests from all levels of government, projects that local communities need funding for. These projects are evaluated and prioritized by congressional staff and submitted to the appropriate funding bodies. Last year the city received \$750,000 toward the cost of a new piece of fire apparatus.

City staff are recommending five projects for possible inclusion on this request:

1. HVAC Public Safety Building \$1.5M
2. Stormwater Culvert on Cedar Street \$1M
3. Wastewater Interceptor pipe relining \$3.1M
4. Old City Hall upgrade \$8-10M
5. Shoreline Resiliency TBD. A Federal judge has restored the funding to the current project, but it may need an additional \$8M to complete.

A resolution will need to be drafted from the commissioners for this submittal. I have ranked them in order of priority. Please forward any ideas that you may have to me.



TO: The Mayor and City Commissioners

FROM: Glenn Steckman

RE: Lobbyist Contract

February 5, 2026

RECOMMENDATION APPROVAL: Green Consultants

The city issued an RFP for lobbying services. The city received seven responses. The bids received were from no price submitted to \$60,000 annually. Most proposals received had pricing from \$48,000 to \$60,000. The city had only budgeted \$18,000 for lobbying services this year before Paul Ellington retired.

After a review for firms were interviewed by Mayor Cephas Bey and me. I am recommending awarding the bid to Green Consultants for a period of one year at \$30,000 from 2/1/26 to 1/31/27.

While Tax Differential legislation is a major objective for the city, other priorities include raising the profile of the city to state agencies and key personnel in state government. Green Consultants has strong ties with the Moore Administration. Mr. Green, the principal, brings to the table an enthusiasm to the position to further the city's needs in Annapolis

Green Consultants will work closely with the mayor and my office to monitor both positive and negative legislation affecting the city, provide access to state agencies, legislators and funding opportunities for the city



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“Agreement”) is entered into by and between **Green Consultants, LLC** ("Consultant"), with Derrick L. Green, serving as the principal Consultant and **The Commissioners of Cambridge, a Maryland Municipal Corporation** (the “City”), having an address of 410 Academy Street, Cambridge, MD 21613.

PART I: PURPOSE

Consultant will provide lobbying, government relations, and grassroots services utilizing our successful methodology, EDUCATE, ORGANIZE, and MOBILIZE, for the City in Annapolis, MD, during the 2026 Maryland Legislative Session. As part of the government relations and lobbying services, we will also include related marketing and public relations that contribute to the City’s legislative goals.

PART II: SCOPE OF SERVICES

SECTION 2.1. The Consultant, solely upon the direction of the City, shall:

- a) Educate legislators and senior officials in the Moore Administration, including relevant Cabinet members and departments, on legislative and other State priorities identified by the City leadership.
- b) Organize the Moore administration and legislators around supporting these priorities identified. In addition, the Consultant will coordinate issues campaigns identifying grassroots and grasstops support for these priorities.

- c) After educating and organizing, the Consultant will then mobilize the administration and legislators to act on behalf of the City of Cambridge through the passing of legislative priorities, allocation of more resources in the budget, and other priorities identified by the leadership of the City.
- d) Brief the City, as needed, on the implications and status of pending legislative and administrative matters impacting their goals and objectives.
- e) Represent the City's interest on matters before the General Assembly, Governor and/or State Government Officials, including providing written and oral testimony at work sessions and public hearings of the General Assembly.
- f) Attend meetings of the General Assembly and provide testimony as needed and requested before Members of the General Assembly on legislative matters on behalf of the City.

SECTION 2.2. As part of the work and services to be performed, the Consultant shall furnish intermediate reports to the City from time to time, when requested, in such form and number as may be required by the City, and shall make such final reports as may be required by the City concerning the work and services performed under this Agreement.

SECTION 2.3. The Consultant shall, in consultation with the City, determine the method, details and means of performing services set forth in this Agreement.

SECTION 2.4. The Consultant shall not recommend or pursue actions on behalf of the City without the prior approval of the City.

PART III: TERM OF AGREEMENT

The term of this Agreement shall be effective from February 1, 2026, to January 31, 2027, subject to the continued availability of City funding.

PART IV: COMPENSATION

SECTION 4.1. The Consultant shall be paid a maximum fee of Thirty Thousand Dollars

(\$30,000.00) over the term of this Agreement. The City shall pay the Consultant no more than fifteen (15) days after receipt of a proper invoice. The invoice shall include the following: (1) Consultant's name and remittance address; (2) The Consultant's banking information for wire transfers; (3) invoice number (different and increasing for each succeeding month); and (4) documentation as to resultant work product or tasks completed during the period of time covered by the invoice submitted, including any reasonable, necessary expenses incurred.

SECTION 4.2. The maximum total amount payable pursuant to this Agreement shall not exceed Thirty Thousand Dollars (\$30,000) not including expenses, and will be billed on quarterly bases of \$7,500.

PART V: TERMINATION OF AGREEMENT

SECTION 5.1. This Agreement is subject to termination upon thirty (30) days prior written notice by either party to the other party at its address as herein specified.

The City: Attn: City Manager
 410 Academy Street,
 Cambridge, MD 21613

The Consultant: Derrick Green
 Green Consultants, LLC
 1401 Mercantile Lane
 Upper Marlboro, MD 20774

SECTION 5.2. In the event of such termination, and if the Consultant is entitled to compensation properly incurred in the performance of the provisions of this Agreement up to the date of termination, Contractor shall be compensated therefor accordance with Part IV hereof. The Consultant shall not be paid any damages arising from such termination nor compensated for any anticipatory profits that have not been earned up to the date of termination.

PART VI: MISCELLANEOUS

A. Notice to Consultant. All notices hereunder shall be deemed sufficient if addressed in accordance with Section 5.1 herein.

B. Compliance with Local, State and Federal Rules, Regulations and Law.

The Consultant shall comply with all applicable federal, state, and local laws, orders, and codes as they pertain to this Agreement.

D. Findings Confidential.

Unless otherwise required by law, all of the reports, information, data, etc., prepared or assembled by the Consultant under this Agreement are confidential. The Consultant agrees that the same shall not be made available to any individual or organization without prior written approval of the City.

E. Ownership of Documents.

All documents prepared or obtained by the Consultant relating to the subject matter hereof are, and shall remain, the property of the City. In the event of termination of services, any information or documentation contained in the Consultant's files shall be disposed of according to instructions from the City.

F. Headings.

All headings and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

G. Entire Agreement: Governing Law

This Agreement incorporates the entire understanding of the parties hereto and supersedes any and all prior agreements or understandings (written or oral). This Agreement can only be modified in writing signed by duly authorized representatives

of both parties hereto. This Agreement shall be governed by and interpreted under the laws of the State of Maryland and Cambridge.

PART VII: LOBBYING DISCLOSURE

The Consultant shall provide to the City a copy of all lobbying registration forms and activity reports associated with services performed under this Agreement that have been filed with the Maryland State Ethics Commission as required pursuant to the Annotated Code of Maryland, State Government Article, Title 15 (Public Ethics Law) for the period covering the term of this Agreement. Failure to file the above stated documents with the Maryland State Ethics Commission or to provide a complete and valid copy of the above stated documents to the City may result in termination of the Agreement and is required prior to receiving any payments pursuant to Section 4.1 of this Agreement. The Consultant shall maintain a valid registration with the Maryland State Ethics Commission during the term of this Agreement. In the event the Consultant's registration becomes invalid at any time during the term of this Agreement, any payments pursuant to Section 4.1 of this Agreement will be withheld until the registration is determined to be valid by the Maryland State Ethics Commission.

PART VIII: INDEMNIFICATION

The Consultant shall indemnify, defend and hold harmless the City, its agents, officials and employees, from any liability, claims, losses, expenses, or costs arising from or out of the acts, failures to act, or negligence of the Consultant, its agents, employees and subcontractors, in connection with or arising out of performance of this Agreement, including but not limited to personal injury and property damage. The Consultant shall, at its own expense, appear, defend and pay all charges of attorney's fees and all costs and other expenses arising there from or

incurred in connection therewith, and if any judgments shall be rendered against the City in any such action, the Consultant shall at its own expense, satisfy and discharge the same. The Consultant expressly understands and agrees that any performance bond or any insurance protection required by this Agreement or otherwise provided by the Consultant shall in no way limit the responsibility to indemnify, keep and save harmless and defend The City as herein provided. The City does not waive any rights or defenses or forbear any action in connection herewith.

PART IX: INSURANCE REQUIREMENTS

During the term of this Agreement, the Consultant shall obtain and maintain the following insurance in the stated amounts, with the City named as an additional insured:

WORKER’S COMPENSATION: An insurance policy complying with the requirements of the statutes of the jurisdiction(s) in which the work will be performed. The Consultant will provide coverage for these exposures on an “if any” basis. The coverage under such an insurance policy or policies shall have limits not less than:

Worker’s Compensation:	MARYLAND STATE STATUTORY LIMITS	
Employer’s Liability:	Each Accident	\$500,000
	Disease Policy Limits	\$500,000
	Disease - Each Employee	\$500,000

PART X: CONSULTANT AS AN INDEPENDENT CONTRACTOR

Consultant or affiliates of the City shall provide said services as an independent contractor, and not as an employee of any City or of any affiliate of the City. Consultant has no authority to bind City or any affiliate of City to any legal action, contract, agreement, or purchase, and such action shall not be construed to be made in good faith or with the ratification of City; and shall be the sole responsibility of Consultant.

The City hereby acknowledges notification by Consultant and understands that Consultant does, and shall, represent and service other and multiple clients in the same manner as it does City, and that City is not an exclusive client of Consultant.

However, during the term of this Consulting Agreement, Consultant shall notify City of any prospective client which seeks to hire Consultant or any other interest which may be in conflict with the City's interests, and City shall have the right to approve or deny of such future client or representation.

[THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK]

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the parties executed this Agreement effective as of the date of the last signature provided below (“Effective Date”).

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

BY: _____
Glenn Steckman
City Manager

BY: _____
Lajan Cephas-Bey
Mayor

DATE: _____

WITNESS:

GREEN CONSULTANTS, LLC

BY: _____

BY:  _____
Derrick L. Green
Founder

DATE: _____

REVIEWED AND APPROVAL RECOMMENDED BY
