

1. March 9, 2020 Agenda/CARS

Documents:

MARCH 9, 2020 - ITEM 2 FEB 24, 2020 MM.PDF  
MARCH 9, 2020 - ITEM 3 CHEASPEAKE.PDF  
MARCH 9, 2020 - ITEM 4 BLUE RUIN.PDF  
MARCH 9, 2020 - ITEM 5 BJAG.PDF  
MARCH 9, 2020 - ITEM 6 DHCD.PDF  
MARCH 9, 2020 - ITEM 7 CPD K-9.PDF  
MARCH 9, 2020 - ITEM 8 DNR.PDF  
MARCH 9, 2020 ITEM 1 - AGENDA.PDF  
MARCH 9, 2020 TGM (WORK SESSION)000.PDF

**5:04 pm Open Session**

Mayor Victoria Jackson-Stanley and Commissioners of Cambridge met in open session on Monday, February 24, 2020 at 5:04 p.m. in the Council Chambers, 305 Gay Street, Cambridge, Maryland for the purpose of voting to meet in closed session pursuant to Md. Code Ann., Gen. Prov. § 3-305(b)(3),(4) and (8) to discuss a proposal for a business to locate, expand, or remain in the City and to consult with Staff and the City Attorney regarding potential litigation.

Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster, Cannon, and Hanson.

Commissioner Sydnor made a motion to go into closed session. The motion was seconded by Commissioner Foster. The motion failed with a 2-3 vote. Commissioners Sydnor and Foster voted for the motion. Commissioners Rideout, Hanson, and Cannon voted against the motion.

Mr. Sandy McAllister, who has an office at 300 Academy Street, briefed city commissioners on an interest of a client of his to construct a multi-unit condominium building on a piece of property located adjacent to the Hyatt.

The city manager provided city commissioners with the Partial Proof of Loss Sworn Statement Form for consideration during the regular meeting. The city's insurance carrier Local Government Insurance Trust (LGIT) proposed settling a claim of damaged equipment presented by the County of Dorchester.

The city manager asked city commissioners if they were okay with the city acquiring the properties at 505 and 507 Race Street for the cost of a lien on the properties provided the state reimbursed the city for the cost.

The discussion continued until 6:00 p.m. when Mayor Jackson-Stanley called the regular meeting to order. Those Commissioners in attendance were Commissioners Rideout, Sydnor, Foster, Cannon, and Hanson. The Mayor asked for a moment of silence then Commissioner Hanson led the group in the Pledge of Allegiance.

**Agenda**

1. Council to approve or amend agenda as presented.

The city manager proposed amending the agenda to include the LGIT claim for consideration under old business. A motion to approve the amended agenda was properly made and seconded and approved unanimously.

**Public Comment**

Robert Aaron spoke regarding the location of the City elections being at the Cambridge Center of Chesapeake College. Mr. Aaron's concern was the placement of the supporters handing out literature.

Jane Devlin, Executive Director of the Richardson Museum, asked for a letter of support from the city. The support for their effort to obtain state funds to assist with the rehabilitation of their building at 103 Hayward Street. Commissioner Sydnor made a motion that was seconded by Commissioner Foster to provide the letter of support. The motion passed unanimously.

### **Requests from the Public**

#### **Consent Calendar**

The Consent Calendar was approved on a 5-0 vote. Commissioner Rideout made a motion to approve the consent calendar. Commissioner Hanson seconded the motion. The motion passed on a vote of 5-0.

2. The February 10, 2020 meeting minutes.
3. The request of the Nabb Center at Salisbury University to allow parking on both sides of High Street between Christ Church and William Street during a fund raiser party on May 2, 2020 from 4 pm – 7 pm.
4. The request of Cambridge Community Radio to host their 6th Annual Spring Gala on March 13th from 6-10 p.m. at 447 Race Street.

#### **Ordinances for Introduction and First Reading**

No ordinances for introduction were presented.

#### **Ordinances for Second Reading, Public Hearing, and Adoption**

No ordinances for a second reading were presented.

#### **Old Business**

5. A Memorandum of Understanding Agreement between the city and American Cruise Line, Inc. for the installation of electrical service for commercial vessels at the cost to American Cruise Lines, Inc. was approved on a motion by Commissioner Rideout and second by Commissioner Hanson with a 5-0 vote of approval.

The LGIT Claim Sworn Statement Partial Proof of Loss Form referencing the damage claim alleged by the County of Dorchester was presented. Commissioner Rideout made a motion to approve the settlement. Commissioner Cannon seconded the motion. The motion passed on a 5-0 vote.

**New Business**

6. A Marina Fund Budget amendment was presented to increase the budgeted revenue by \$179,000 for DNR grants. An increase of \$99,000 was proposed for expenditures for "Long Wharf Upgrades" and an increase of \$80,000 was proposed for "Franklin Street Ramp." A motion to approve the amendment was made by Commissioner Rideout and seconded by Commissioner Hanson. The motion passed on a 5-0 vote.
  
7. A proposal was made to amend the General Fund budget to accept \$18,500 in police retention grant funds for disbursement to officers with five or more years of service. The proposal was to amend the budget as follows:
 

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

A motion to approve was made by Commissioner Rideout and seconded by Commissioner Hanson. The motion passed 4-0-1 with Commissioner Foster abstaining.

8. The Superintendent of Public Works position description was passed over until the next city council meeting.
  
9. The City Organization Chart changes proposed by the City Manager was presented. A final review of those proposed changes would be taken up at the next city commission meeting.

**Comments**

The Mayor announced that Secretary Holt would be coming to Cambridge on Friday to take a tour of the city with over 100 members of his staff.

Commissioner Cannon mentioned that some residents have suggested that additional streetlights be placed around the city. The Mayor indicated that there was a committee for that purpose and she would check the records to determine who might be serving on that committee.

A request was made that parties associated with the shed at 207 High Street be invited to the next city commission meeting for the purpose of providing information on the status of the structure.

Chief Lewis announced that the police department had sought funding to obtain and train a K-9 and had received a \$10,000 grant to acquire one. In addition, Chesapeake Canine will assist the police department in raising funds for a second K-9 dog.

Chief Lewis also mentioned that a group of participants in the PAL program with adult supervision attended the PAL Conference held at the Great Wolf Lodge in Williamsburg where they had a great time.

### **New Business**

### **Adjourn**

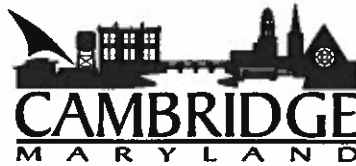
A motion by Commissioner Sydnor to adjourn the meeting was seconded and approved unanimously.

With no further business, Mayor Jackson-Stanley adjourned the meeting at 6:31 p.m.

I hereby certify that the foregoing is a true and accurate account of the Council meeting Monday, February 24, 2020.

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Victoria Jackson-Stanley  
Major



**APPLICATION FOR A SPECIAL EVENT LICENSE**

Date of Application: February 25, 2020

Event Title or Type: Chesapeake College Field Day

Location of Event: Municipal Parking lot behind Chesapeake College Cambridge Center

Date(s) of Event: Wednesday, May 6, 2010

Hours of Event: 4-6 p.m.

Organization/Corp. Name: Chesapeake College

Signature of Holder of Event: 

Printed Name: Brandon Hesson Title: Director, Chesapeake College Cambridge Center

Address of Holder of Event: 418 Race Street, Cambridge Maryland 21613

Business Telephone: 410-228-4360 Residence Telephone: 443-521-9904

Is Organization Non-Profit? Yes No Is there a charge for admission? Yes No

Is event to on City, State, or Private Property? City If private, name of owner: N/A

You requesting the city to provide trash containers? No

Is water available at event? Yes

If yes, list source of water (i.e. fire hydrant, Great Marsh, Sailwinds, etc.):

Will a tent be erected? No (Include on plan)

Expected Attendance: 50 Venue Seating Capacity: Outdoor parking lot

Is parking available: Yes For how many vehicles? 50+

Is staging or platform required? Yes Amplification? Yes

List types of musical instruments: Recorded Music

Are required approvals attached, e.g., State, County: Yes No

Is a street closing being requested (attach map)? Yes, use of parking lot and spaces

If yes, indicate closure time (consider set up and breakdown time): 3 p.m.-7 p.m.

Will food be prepared on the premises? No

If yes, is County Health Dept. Inspection Approval attached? Yes No

Will alcohol be served? No

If yes, please attach a copy of the county liquor license

If no, please submit a copy after you receive it

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway Yes No

On Sidewalk Yes No

Will notification be made to residents along the route? Yes No

Will temporary signs be posted? Yes No

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

**SPECIFIC ROUTE:**

**-FOR OFFICE USE ONLY-**

City Manager Approved/Denied: \_\_\_\_\_

Date:

Special Conditions, if :

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$

Cambridge Police Department: Approved: \_\_\_\_ Denied: \_\_\_\_ Signature:

Rescue Fire Department: Approved: \_\_\_\_ Denied: \_\_\_\_ Signature:

Department of Public Works: Approved: \_\_\_\_ Denied: \_\_\_\_ Signature:

Are required approvals attached, e.g., State, County: Yes No

Is a street closing being requested (attach map)? Yes, use of parking lot and spaces

If yes, indicate closure time (consider set up and breakdown time): 3 p.m.-7 p.m.

Will food be prepared on the premises? No

If yes, is County Health Dept. Inspection Approval attached? Yes No

Will alcohol be served? No

If yes, please attach a copy of the county liquor license  
If no, please submit a copy after you receive it

**ROAD RACE, WALK-A-THON, ETC.**

On Roadway Yes No

On Sidewalk Yes No

Will notification be made to residents along the route? Yes No

Will temporary signs be posted? Yes No

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

**SPECIFIC ROUTE:**

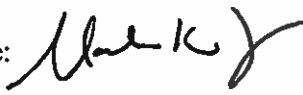
**-FOR OFFICE USE ONLY-**

City Manager Approved/Denied: \_\_\_\_\_

Date:

Special Conditions, if :

Police Detail Estimated Cost: \$ \_\_\_\_\_ DPW Personnel Estimated Cost: \$ \_\_\_\_\_

Cambridge Police Department: Approved:  Denied:  Signature: 

Rescue Fire Department: Approved:  Denied:  Signature: \_\_\_\_\_

Department of Public Works: Approved:  Denied:  Signature: 







# APPLICATION FOR A SPECIAL EVENT PERMIT

Date of Application: February 21, 2020Event Title or Type: Masters Goes BlueLocation of Event: Alleyway behind Blue RuinDate(s) of Event: April 10, 2020Hours of Event (Actual): 5pm-9pmName of Applicant: Paul Dendorfer Title: Head MixologistIf representing an organization or company, name(s): Blue RuinSignature of Applicant: Paul DendorferIf application is presented on or behalf of 1 or 2 businesses only, list names of business(es):  
Address of Applicant: 400 Race St Cambridge, Md. 21613Telephone: 443-736-0218 Email: paul@blueruinbar.comExpected attendance: 100Is a street closing being requested? Yes  (show on map) No If yes, what street(s) If yes, indicate street closure & reopen times  
(include set up and breakdown time): Is staging or a platform required? Yes  (show on map) No  Amplification: Yes  No If event is on private property, name of Property Owner: Doug KyleWill trash barrels & pick-up be provided by event holder? Yes  No Will portable toilets be provided? Yes  (show on map) No Will Tent be erected? Yes  (show on map) No Will food be prepared on the premises? Yes  No Will  be present? (list names on back of form) Yes  No Will alcohol be served? Yes  No





# APPLICATION FOR A SPECIAL EVENT PERMIT

## ROAD RACE, WALK-A-THON, ETC.

On Roadway?                      Yes       No

On Sidewalk?                      Yes       No

Will temporary signs be posted?      Yes       No

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

Specific Route:

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I attached a map showing locations of street closures, vehicles and temporary structures.

**X** For new events, I have attached documentation of notification of the application to all affected businesses and residents, and attest that a majority have supported and/or not objected to this event.

**X** I have read & agree to the City's Street Closures Policy.

### FOR OFFICE USE ONLY

Conditions of Special Event Permission: \_\_\_\_\_

Police Costs: \$ \_\_\_\_\_ DPW Costs: \$ \_\_\_\_\_ Other Costs: \$ \_\_\_\_\_

TOTAL COSTS REQUIRED BY CITY COUNCIL: \$ \_\_\_\_\_

#### Recommendations:

Cambridge Police Department    Approval       Denial

*Melvin J*  
Signature


Rescue Fire Department            Approval       Denial

Public Works Department          Approval       Denial

Signature  
*Calvin Johnson*  
Signature



## Council Agenda Report

**Date:** March 9, 2020  
**Prepared by:** Lisa Jones, Executive Assistant  
**Submitted by:** Chief Mark Lewis   
**SUBJECT:** Appropriation of Federal Byrne Justice Grant (Byrne JAG) 2019-BJ-BX-0346

**Recommendation:** That Council appropriate \$11,835.00 to the FY20 Federal BJAG grant 234.330.

**Discussion:** The GOCCP (Governor's Office of Crime Control and Prevention) has awarded a Federal BJAG Grant to the Cambridge Police Department for the FY20 Police Equipment. This grant is to be divided equally with Dorchester County Sheriff's Department. Once the funds are appropriated to the Federal BJAG account a check in the amount of \$5,910.50 will be issued to the Dorchester County Sheriff's Department. Cambridge Police Department will use \$5,910.50 to purchase laptops for K-9 vehicles.

**Fiscal Impact:** None

**Approved by:**



## **Council Agenda Report**

**Date:** March 9, 2020  
**Submitted by:** Pat Escher, Division Manager, City Planner

**SUBJECT:** Acceptance of Department of Housing and Community Development Grant Award for FY 2020

**Recommendation that Council:**

Adopt the Resolution to accept the grant funds from DHCD to implement the development of Cannery Park.

**Discussion:** The City has been awarded a CDBG grant from DHCD. Staff is requesting that the Council approve staff's request to accept these funds. The City was awarded a total of \$510,000.

**Fiscal impact:** NA

**Approved by:** Patrick Comiskey





## Council Agenda Report

**Date:** March 9, 2020

**Prepared by:** Lisa Jones, Executive Assistant

**Submitted by:** Chief Mark Lewis

**SUBJECT:** Appropriation of K-9 donation

**Recommendation:** That Council appropriate \$1,000.00 to the CPD Event Fund for K-9 expenses.

**Discussion:** The Police Department received a donation for \$1,000.00 from Mullikin's Autobody to be used for K-9 expenses.

**Fiscal Impact:** \$1,000.00 will help defray expenses for a new K-9.



## Council Agenda Report

**Date:** March 9, 2020  
**Submitted by:** Pat Escher, Division Manager, City Planner

**SUBJECT:** DNR – CBTrust Green Streets, Green Jobs, Green Towns Grant Program

**Recommendation that Council:**

- A. Hold a Public Hearing to discuss the City to apply for a grant to make improvements to Cannery Park
- B. The Council close the Public Hearing
- C. The council direct staff to apply for a grant from DNR-CBTrust for up to \$50,000.00 and authorize the Mayor to sign any of the required application forms as necessary.

**Discussion:** The City has been awarded \$510,000 to construct the initial phase of Cannery Park. The funds will pay for the drafting of construction documents to guide the design implementation of the park, demolition and clearing, grading, site utilities, sidewalks, lighting within the great lawn area, and the construction of the overlook improvements. The park design requires various portions of the property to be landscaped with trees and shrubbery. Department of Housing and Community Development (DHCD) does not fund “living amenities”. Given that lack of funding for these very important elements, staff is requesting permission to apply for a DNR-CBTrust grant to supplement the work that will be done on the park.

Per the Green Streets, Green Jobs, Green Town Grant Program, the City can apply up to \$50,000.00 dollars for these improvements. It is anticipated that the overall landscape improvements will cost approximately \$140,000.00 (in 2018 dollars). So, while this will get the park improvements underway, more funds will be needed to complete the park as it builds out as designed.

**Fiscal impact:** NA

**Approved by:** Patrick Comiskey



## **AGENDA**

### **City of Cambridge City Council Meeting March 9, 2020**

Council Chambers - 305 Gay Street  
Cambridge, MD 21613

- 5:00 p.m. Mayor and City Council Work Session  
-Accounting Firm Services Proposal – Serving as the City Finance Director
- 6:00 pm Mayor to Convene Council in Regular Session

#### **Agenda**

1. Council to approve or amend agenda as presented.

#### **Public Comment**

#### **Requests from the Public**

City staff provide city commissioners with a background of the shed at 207 High Street and the actions taken by city staff, city commissions, and the property owner to resolve the matter or bring the structure into compliance. The city property owner and any neighbors present are invited to comment. Also, any member of a city commission is also encouraged to provide information, observations, or opinions.

#### **Consent Calendar**

2. February 24, 2020 Meetings Minutes
3. Chesapeake College is requesting to hold an event in the municipal parking lot behind Chesapeake College Cambridge Center on May 6, 2020 from 4pm-6pm.
4. Paul Dendorfer of the Blue Ruin is requesting to have “Masters Goes Blue” in the alleyway behind Blue Ruin on April 10, 2020 from 5pm-9pm.

#### **Ordinances for Introduction and First Reading**

#### **Ordinances for Second Reading, Public Hearing, and Adoption**

## **Old Business**

5. SUBJECT: Request to accept the Federal Byrne Justice Grant (Byrne JAG) 2019-BJ-BX-0346 and adopt the required budget revision:  
Increase the Byrne Grant Revenue line item 33361 by \$11,836 and  
Increase the Byrne Grant Operations Supplies line item 234-330 by \$5,918  
Increase the Byrne Grant Contribution to the County line item of 234 by \$5,918.  
Recommendation: That Council accept the grant and make the appropriate budget revision.
6. SUBJECT: RESOLUTION NO. 20-01, Accepting the terms and conditions required to receive \$510,000 CDBG grant from the state for the development of Cannery Park

## **New Business**

7. SUBJECT: Appropriation of K-9 Donation  
Reduce the CPD Event Fund balance by \$1,000  
Increase the Police Patrol K-9 line item 201-321 by \$1,000

Recommendation: That Council appropriate \$1,000 of the CPD Event Fund for K-9 expenses.

8. SUBJECT: DNR Grant Application
  - A. Hold Public Hearing
  - B. Close Public Hearing
  - C. Authorize Staff to Apply for the Grant

## **Meetings**

## **Notices**

## **Mayor and Council**

## **Public Comment**

## **Adjourn**

<p>City Council meetings are conducted in open session unless otherwise indicated. Pursuant to the Maryland Open Meetings Act, all or a portion of the Council meeting may be held in closed session by vote of the Council. Please note that the order of agenda items is subject to change and that meetings are subject to audio and video recording.</p>
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Herbert J. Geary III  
Carey N. Duncan  
Roy J. Geiser  
Chris A. Hall  
Ronald W. Hickman  
Charles M. Meenehan  
Craig A. Walter  
Mark A. Welsh



February 24, 2020

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

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

We will:

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

You agree to:

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



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

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

	2020		2021		2022	
	Hours	Fee	Hours	Fee	Hours	Fee
Start-up costs	48	\$ 8,500	8	\$ 1,400	-	\$ -
Weekly consulting	400	70,900	400	70,800	400	70,300
Preparation of GASB financial statements	60	10,600	44	7,800	44	7,700
<b>Estimated fee</b>	<b>508</b>	<b>\$ 90,000</b>	<b>452</b>	<b>\$ 80,000</b>	<b>444</b>	<b>\$ 78,000</b>

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

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

Very truly yours,



Roy J. Geiser, CPA  
Member

**RESPONSE:**

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

Accepted by:

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

MEMO

To: Mayor and City Commissioners  
FR: Patrick  
CC: City Attorney and Asst. City Attorney  
DT: February 28, 2020  
RE: Hiring an Accounting Firm to be the City's Finance Director

Dear All:

I am proposing we hire an accounting firm to be our finance director. I think it will help us put our books in order, provide us with reliable monthly financial reports, and potentially save us time and money.

Three Friday afternoons ago, I contacted Roy Geiser about having his company serve as the city's finance director. He and I discussed it again the next week; and last Friday, he brought a senior accountant by who would potentially serve as their point person on the project. I wrote up an RFP draft and sent it to Roy to review. I asked him to give us a proposal to provide services for three years; but advised we would likely want to look at a time frame of up to one year with an option to exit earlier if commissioners chose to hire someone or send out an RFP. My RFP draft and his proposal are provided for your review. I sent him some language changes to his proposal that he has not responded to yet. I contacted Roy because they are the most familiar with our books and our staffing.

An advantage to this approach is having a senior accountant with a significant amount of work experience review our system and help us make appropriate corrections. Another expected improvement is to have more reliable monthly financial reporting prepared and provided to us. Another is to have a seasoned accountant review the work of staff and provide coaching where needed. And finally, we would have someone to prepare for us an annual financial report that will be ready for the selected auditing firm. This last benefit should save us money on the annual audit cost.

On a side note, we solicited and received the following three-year auditing proposals.

- |   |                                  |
|---|----------------------------------|
| 1. Murphy and Murphy of La Plata, MD<br>Single Audit, \$2,650 | \$24,900; \$25,700; and \$26,500 |
| 2. Zelenkofske Axelrod<br>Single Audit, \$3,500               | \$28,750; \$29,325; and \$29,910 |
| 3. TGM<br>Single Audit, \$4,000                               | \$31,000; \$31,500; and \$32,000 |
| 4. WCS<br>Single Audit, \$6,000-\$10,000                      | \$30,000; \$30,750; and \$32,250 |
| 5. PKS<br>Single Audit, \$3,500                               | \$40,000; \$40,000; and \$42,000 |

These prices will likely not hold up as last year's audit proposal evidently did not. The firms will likely come in and find they need to perform more preparation work for us than they expected so they will likely bill us more than the original proposal. I think it could be even more so, the case, this year because we changed software.

City staff have advised they have not been able to perform the same tasks as they did under the old software. I have asked Jane and Chris to assist staff members with what they know about the Edmonds System. This has been a plus; however, I suspect we will find we are in as much need of assistance this year as we were last year, probably more.

The cost for one year of the firm's services as our finance director is projected to be \$90,000. This cost is less than the cost of a full-time finance director who may or may not be knowledgeable enough to provide the accounting work product we require. Also, the added potential of reducing our auditing costs is a plus. And, if after several months, we decide we are not satisfied with the service we can either send out an RFP or hire someone and end the agreement with a 30-day notice.

We will want to send out a multi-year RFP at the end of the calendar year if we like the service to ensure we secure the best available service. Right now, we need to prepare our books for the annual audit, so we need to secure services as soon as possible. I spoke with Chip about this Monday evening and I think he will be okay with what I am proposing.

We can set up a work session next week if commissioners want to meet with Roy. Otherwise, I can present the proposal at the next city commission meeting on March 9<sup>th</sup> and have Roy attend to answer any questions. Either way, I am going to work with Roy on the language in the proposal.

Also, we have posted an ad for a finance director. We have received one resume and will continue to post the position and receive resumes in case we decide to go that route.

## Request for Proposals Finance Director Services

The City of Cambridge is seeking proposals for finance director services from regional accounting firms. The city is requesting prospective vendors to provide a three-year proposal indicating the total cost to provide finance director services for each year beginning April first of 2020.

### **Deliverables**

The firm will provide a highly qualified point accountant who will oversee the financial maintenance and reporting function of the city. This service will include providing monthly financial reports showing line item revenues and expenditures for each fund for the current month and year-to-date by the 20<sup>th</sup> of the month following each report month. The firm will also provide a monthly cash report for each fund showing total cash and each earmarked cash restriction or allocation. The firm will perform monthly reconciliations, journal entries, adjusting entries and postings. The lead accountant and firms support staff will perform work remotely, but the point accountant will be on-site one day of the week; preferably Wednesdays, to oversee city staff, answer questions, and direct work tasks.

The city expects that at the close of each fiscal year, the firm will present to the assigned auditing firm a set of annual financial reports that are complete and in need of a basic audit review without requiring adjusting entries or additional accounting preparation work. The city also expects the firm to provide city management with efficiency suggestions, cost effective internal control ideas, and general or specific thoughts for improvement.

### **About the City**

The City of Cambridge has, in addition to the general fund, three enterprise funds, and an internal service fund. The city has a residential garbage service that is accounted for in the general fund. The city and municipal utility commission (water company) issue over 1,000 checks in a given year. The annual operating revenues for each fund are as follows: General fund, \$12.5 million; Sewer Fund, \$4.5 million; Water Fund (MUC), \$1.8 million; Marina Fund, \$.4 million; and Internal Service Fund (Partially self-funded health insurance program), \$1.2 million. The city has 4,200 residential accounts and 600 commercial accounts (includes factories). The combined entities have just over 100 employees who are paid bi-weekly. The city utilizes the Edmonds software system. The city MUC has utilized Edmonds for several years; however, the city general fund operations were transferred to Edmonds in time for the start of the current fiscal year in July 2019. The county collects approximately \$6 million annually in property taxes for the city distributing the funds to the city twice a month primarily in the last third of the calendar year. The city issues a monthly bill to each customer that includes water,

sewer, garbage, and the state Bay Fee. The city receives two large grants annually from the state of \$600,000 for road services and \$200,000 for police services. The city applies for multiple other state and federal grants each year typically totaling less than what is required for a single audit.

## **City Staff**

The city finance staff currently consists of two full-time workers and one part-time worker. The expectation is the city will have three full-time workers within the next three months. The MUC office, in the same building as the finance office, has four full-time clerks who accept and post 4,200 monthly payments (totaling \$650,000 monthly) and 3,000 annual rental property registrations (totaling approximately \$150,000). The MUC has one full-time accounts payable clerk who also handles payroll for the MUC and city staff. One of the MUC office clerks assists part-time with payroll and serves as the payroll and accounts payable clerk's back-up. The MUC has an office manager who oversees the five clerks, the meter reader, and coordinates the MUC Commission Meetings providing minutes and monthly financial reports on water operations only.

The city has a building permit office off-site that collects typically less than \$100,000 in permit fees each year. The fees are determined by set schedules overseen by the code enforcement division leader and the checks or cash are handled by two clerks who deliver the funds to the city hall finance office staff for posting and depositing. Police fines are minimal and paid by individuals at the city hall finance office. Marina fees are collected by the private marina company and deposited to an account controlled by both the city and the marina company.

The city staff will prepare the annual budget document.

## **Proposals**

The city is requesting prospective vendors to prepare and submit a proposal to City Hall at 410 Academy Street, Cambridge, Maryland 21613, Attention: City Manager and e-mail a proposal to [pcomiskey@choosecambridge.com](mailto:pcomiskey@choosecambridge.com). The firm should submit both a hard copy of all proposal documents and an electronic copy. The proposal should provide an overview of the services the vendor is planning to provide and a sample of the work product the city will receive. The prospective vendor will provide the city with a total cost for each year and a break-down of any expected start-up costs. The firm should identify the lead accountant and provide a listing of the accounting team members who will work on the Cambridge account and the role, education, and work experience of each member. The prospective finance director firm should provide a list of other customers a similar service has been provided for in the past three years. The city will accept proposals until March 19<sup>th</sup> at 2:00 p.m.