



City of Cambridge

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

AMENDED AGENDA

City Commission Meeting
Monday, January 12, 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. Presentation of Citations to the 13U Vikings Football Team
3. Presentation of Citations and Key to the City Honoring:
 - Cambridge Main Street
 - Dorchester Elks Lodge #223
 - Ironman/Eagleman
4. LaKesha Graves
 - a. Presentation Topic: Violence in Dorchester County Public Schools

5. Chase Powell, Green Street
 - a. PowerPoint Presentation Topic: Hearn Building Update

Consent Agenda

6:48 pm

6. Chuck Davis, Director of Skilled Trades at Chesapeake College, is seeking to hold “Mobile Welding Lab Training” from Friday, February 20, 2026, through Friday, March 20, 2026. The training will take place behind the Chesapeake College Cambridge Center in the designated city parking lot. Please refer to the attached application and map for the specific parking spaces to be utilized.
7. Amanda Fenstermaker, MERGE Community Manager for Cross Street Partners, is seeking to hold the “Explore the Shore Outdoor Expo” on Saturday, February 21, 2026, from 10:00 a.m. to 5:00 p.m. at The Packing House, located at 411 Dorchester Avenue. The request includes a noise variance, city services, and use of the Cannery Park Event Pavilion. Please refer to the attached application for additional details.
8. Christina Wingate-Spence, Executive Director of Main Street, is seeking to hold the Cambridge Farmers Market every Thursday from April 23 through November 19 at Long Wharf, from 3pm to 6pm. The request includes a noise variance to allow occasional music amplification during the market. Please refer to the attached application and map for additional details.
9. Old City Hall Update and Easement Document
 - a. Council Agenda Report from Special Projects Coordinator, Cheryl Hannan

Ordinances for First Reading

6:49 pm

10. ORDINANCE NO. 1261 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. City Manager, Glenn Steckman
11. 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

Ordinances for Second Reading

Old Business

New Business

7:04 pm

12. Land Bank Update
 - a. Council Agenda Report from Housing Programs Manager, Ed Crosby
 - b. PowerPoint Presentation from Brian White, eProperty/Innovations, LLC
13. MOU of Agreement, CPD and Dorchester County Health Department, FY25 LEMHWA Implementation Projects, Embedded Clinician Services
 - a. Council Agenda Report from Chief of Police, Justin Todd
 - b. Council Action

Meetings

-  Traffic & Safety meeting will be held on Thursday January 15, 2026, at 1 p.m. (Virtual Meeting) [Join the meeting now](#) Open to the Public
-  Planning & Zoning Work Session will be held on Tuesday, January 20, 2026, at 5 pm at Council Chambers, 305 Gay Street, Cambridge, MD 21613
-  Historic Preservation meeting will be held on Wednesday January 21, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  CWDI Board Meeting will be held on Thursday January 22, 2026, at 4 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  City Council Regular Meeting – January 26, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613
-  Planning & Zoning Work Session will be held on Thursday, January 29, 2026, at 5 pm at Council Chambers, 305 Gay Street, Cambridge, MD 21613
-  Planning & Zoning meeting will be held on Tuesday, February 3, 2026, at 6 pm at Council Chambers, 305 Gay Street, Cambridge, MD 21613
-  Mayors Accessibility Committee Meeting will be held on Thursday February 5, 2026, 6 p.m. at Council Chambers, 305 Gay Street Cambridge, Maryland 21613

Public Comment

7:25 pm

City Manager Comments

7:35 pm

14. Administrative Report from City Manager Glenn Steckman

15. Quarterly Report, Grants

a. Council Agenda Report from Grants Coordinator, Tara Felts

16. Registration Program

a. Council Agenda Report from Assistant City Manager Brandon Hesson

Mayor and Commissioners' Comments

7:50 pm

17. Commissioner Summers

a. Discussion on Council Voting Process for Mayoral and Commissioner Citations

Closed Session

8:20 pm

18. 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)(7) to obtain legal advice from the City Attorney; and §3-305(b)(14) to discuss matters directly related to negotiating strategy or the contents of a bid or proposal prior to contract award or bid opening, where public disclosure would adversely impact the public body's ability to participate in the competitive bidding process.

Reconvene in Open Session

8:50 pm

Adjourn

8:52 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.



EXTERNALOnline Form Submittal: Application for a Special Event License

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

Date Fri 12/12/2025 4:22 PM

To mdixon@choosecamrbridge.com <mdixon@choosecamrbridge.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	12/12/2025
Date of Event	2/20/2026
Does this event take place over multiple days?	Yes
Other Date(s) for your event	02/20/2026-3/20/2026
Time of Event	12:00 AM - 11:45 PM
Rain Date, If Applicable	<i>Field not completed.</i>
Event Title or Type	Mobile Welding Lab Training
Cost of Admission	\$50+
Organization Name	Chesapeake College
Non-Profit	Yes
Location of Event	Behind the Chesapeake College Cambridge Center in the parking lot
Upload a map of your event	Mobile Welding Trailer Deployment - Cambridge Center 0226.jpg
Will alcohol be served?	No
If available, please upload County liquor license.	<i>Field not completed.</i>
Will food be prepared on premises?	No

If available, please upload County Health Department approval.	<i>Field not completed.</i>
Expected attendance:	8
Venue seating capacity:	<i>Field not completed.</i>
Is parking available?	Yes
If there is parking, how much?	10 spaces
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?	City
If private, name owner.	<i>Field not completed.</i>
Is staging or a platform required?	No
Will there be amplified music?	No
What types of musical instruments?	<i>Field not completed.</i>
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?	Yes
Are you requesting police presence?	No
Is Water Available at the event?	No
If water is available, please describe the source.	<i>Field not completed.</i>

Contact Person	Chuck Davis
Email Address	[REDACTED]
Address	[REDACTED]
City	[REDACTED]
State	[REDACTED]
Zip Code	[REDACTED]
Cell Phone Number	[REDACTED]
Office Phone Number	Field not completed.
Electronic Signature Agreement	I agree.
Electronic Signature	Chuck Davis
Please complete the following section for a road race, walk-a-thon, etc...	
Will this require use of roads?	Field not completed.
Will this require use of sidewalks?	Field not completed.
Will residents on the route be notified?	Field not completed.
Will temporary signs be posted?	Field not completed.
Please describe the specific route.	Field not completed.

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



402

324C

Leaky Petes Oyster
and Wine Bar

T's Divine
Sweets & More

Michael
Rosato Studio

Vintage 414

Chesapeake College
Cambridge Center

416

Harriet Tubman
Museum &
Educational...

Art Bar At Liv Again

428

424

Shorelife Home & Gifts

The Blue Awning, LLC

432

railroad Byway



APPLICATION FOR A SPECIAL EVENT PERMIT

Special event application must be typed or printed clearly and legibly. In order for the event to be considered the form must be submitted no less than sixty (60) days prior to the planned event. If this is a new event, the application should be submitted 120 days in advance.

Date of Application: October 22, 2025

Event Title or Type: Explore the Shore Outdoor Expo

Location of Event: Packing House and Cannery Park Event Pavillion

Date(s) of Event: February 21, 2026

Hours of Event (Actual): 10-5 Rain Date: N/A

Name of Applicant: Amanda Fenstermaker Title: MERGE Community Manager

If representing an organization or company,
name(s): Cross Street Partners

Signature of Applicant: _____

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

Address of Applicant: _____

Telephone: _____ Email: _____

Expected attendance: 750 (throughout the day)

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

If yes, what street(s) N/A

If yes, indicate street closure & reopen
times (include set up and breakdown time): N/A

Is staging or a platform required? Yes ☐ (show on map) No ☒ Amplification: Yes ☒ No ☐

If event is on private property, name of Property Owner: _____

Will trash barrels be needed by the City? Yes ☒ No ☐

Will police officers be needed during the entire event? Yes ☐ How Many _____ No ☒

Will portable toilets be provided? Yes ☐ (show on map) No ☒



APPLICATION FOR A SPECIAL EVENT PERMIT

Will tent be erected? Yes ☐ (show on map) No ☒

Will food be prepared on the premises? Yes ☐ No ☒

Will alcohol be served? Yes ☐ No ☒

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: _____

- ☐ I attached a map showing locations of street closures, vehicles, and temporary structures,
- ☐ For new events, I have attached documentation of notification of the application to all affected businesses and residents and attest that a majority have supported and/or not objected to this event.
- ☒ I have read & agree to the City's Street Closures Policy.

FOR OFFICE USE ONLY

Conditions of Special Event Permission: _____

Police Costs: \$ _____ DPW Costs: \$ _____ Other Costs: \$ _____

TOTAL COSTS REQUIRED BY CITY COUNCIL: \$ _____

Recommendations:

Cambridge Police Department	Approval ☐	Denial ☐	_____
			Signature
Rescue Fire Department	Approval ☐	Denial ☐	_____
			Signature
Public Works Department	Approval ☐	Denial ☐	_____
			Signature



EXTERNALOnline Form Submittal: Application for a Special Event License

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

Date Mon 1/5/2026 10:07 AM

To mdixon@choossecamrbidge.com <mdixon@choossecamrbidge.com>; Tyasia Johnson <tjohnson@choossecambridge.com>; City Manager <citymanager@choossecambridge.com>; Brandon Hesson <bhesson@choossecambridge.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	1/5/2026
Date of Event	4/23/2026
Does this event take place over multiple days?	Yes
Other Date(s) for your event	Every Thursday, April 23-November 19, 2026
Time of Event	3:00 PM - 6:00 PM
Rain Date, If Applicable	Field not completed.
Event Title or Type	Cambridge Farmers Market
Cost of Admission	Free
Organization Name	Cambridge Main Street, Inc.
Non-Profit	Yes
Location of Event	Long Wharf
Upload a map of your event	Cambridge Farmers Market 2026 Map.pdf
Will alcohol be served?	No
If available, please upload County liquor license.	Field not completed.
Will food be prepared on premises?	No
If available, please upload County Health Department	Field not completed.

approval.

Expected attendance: 100 visitors weekly

Venue seating capacity: *Field not completed.*

Is parking available? Yes

If there is parking, how much? *Field not completed.*

Are you requesting the use of city trash cans? No

How many trash cans will you need? *Field not completed.*

Will tents be erected? Yes

Is the event on City, State or Private Property? City

If private, name owner. *Field not completed.*

Is staging or a platform required? No

Will there be amplified music? Yes

What types of musical instruments? Music occasionally; some amplified some not

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.) *Field not completed.*

Will you need 'No Parking' signs posted? No

Are you requesting police presence? *Field not completed.*

Is Water Available at the event? Yes

If water is available, please describe the source. Event at Long Wharf

Contact Person Christina Wingate-Spence

Email Address	
Address	
City	Cambridge
State	MD
Zip Code	21613
Cell Phone Number	
Office Phone Number	
Electronic Signature Agreement	I agree.
Electronic Signature	Christina Wingate-Spence
Please complete the following section for a road race, walk-a-thon, etc...	
Will this require use of roads?	Field not completed.
Will this require use of sidewalks?	Field not completed.
Will residents on the route be notified?	Field not completed.
Will temporary signs be posted?	Field not completed.
Please describe the specific route.	Field not completed.

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

Cambridge Farmers Market 2026 Vendor Map





COUNCIL AGENDA REPORT

To: The Honorable Mayor and Commissioners of the Cambridge City Council
From: Cheryl Hannan, PMP, Special Projects Coordinator
Date: January 7, 2026
Subject: “Old” City Hall Update – Easement Approval

In 2023, City Council identified renovation and restoration of the Cambridge Municipal Building (aka, “old” City Hall) at 307 Gay Street as a top priority. In 2025, this Council reaffirmed that rehabilitating and reoccupying the structure is a top priority.

In support of this priority applications were made in 2023, 2024, and 2025 to and funded by several State of Maryland sources including Maryland Historical Trust (MHT), the Department of Housing and Community Development and through the Legislative Bond Bill process sponsored by Sen. Mautz, Del. Hutchinson, Del. Adams, and Del. Sample-Hughes.

As a contributing historic structure in the State and Federal registries of historic properties, we have not been able to move forward with any of the funded projects until all MHT requirements were addressed. All State funding for work on historic structures must be approved by MHT.

I am pleased to announce that in December we crossed the last hurdle by receiving the final documents from MHT. These documents are related to the required easement on the exterior of the building and need to be signed and recorded.

Among the terms of the easement are the following requirements of the City:

- Maintain the exterior of the building in an equal or better status as was documented by MHT in February 2025,
- Receive permission from the MHT Easement Committee prior to making any changes to the exterior of the building,
- All changes, repairs, etc. made to the building using State or Federal funding must comply with the Secretary of the Interior’s Standards for Rehabilitation,
- The easement will remain in effect for 20 years.

On October 23, 2023, **Resolution 23-11** was approved by City Council authorizing for three years the Mayor and City Manager to execute any required grant agreements and easements related to the grant funding for this project (see attached). This CAR is to provide an update and request reaffirmation of the authorization to execute the easement document.

Project next steps and estimated timelines:

Project (Funding Source) Scope	Estimated Start	Estimated Completion
HazMat Remediation (LBI/DGS 2023) Remove asbestos floor tiles, caulk, pipe insulation; remove mercury thermometers; remove oil tanks and compressed air tanks. Will require removal of some wall/ceiling plaster to access pipes.		
Issue RFP and Advertisement	Jan16	Feb 27
Review Proposals and Award Contract	Feb 27	Mar 9
Perform Project Work	Mar 30	May 15/TBD
Clock Tower/Façade Restoration (MHT 2023/City of Cambridge) Repair/Replace decorative wooden components; scrape and repaint clock tower and front façade trim; restore the door and awning to the roof; repair clock face structure.		
Issue RFP and Advertisement	Jan 23	Mar 11
Review Proposals and Award Contract	Mar 11	Mar 23
Perform Project Work	May 4	Sept 30/TBD

Two additional projects have been partially funded and are in the early planning phase. Our goal is to issue requests for proposals for these items after the two projects described above are underway.

As discussed, this is an expensive project, and the amount of current funding will not meet the goal of being able to re-occupy the building. However, with the administrative challenges behind us and the ability to start spending the awarded funding, we will be in a much better position to seek additional funding through grants and loans.

Recommendation:

Approve signature of the easement agreement to allow this project to move forward.

RESOLUTION NO. 23-11

A RESOLUTION OF THE COMMISSIONERS OF CAMBRIDGE, MARYLAND AGREEING TO ACCEPT ALLOCATIONS OF GRANT FUNDING FROM THE MARYLAND HISTORICAL TRUST.

WHEREAS, pursuant to § 3-5 of the Charter of the City of Cambridge (the "Charter"), the corporate authority, government, rights, power, and prerogative of the City of Cambridge (the "City") shall be vested in and exercised by five Commissioners, who shall be known as the Commissioners of Cambridge; and

WHEREAS, pursuant to § 3-21(b) of the Charter, the Mayor of the City of Cambridge shall be the principal representative of the City in all official and ceremonial matters, and before all federal, State, and local governmental bodies, including serving as Resident Agent of the City; and

WHEREAS, the Commissioners of Cambridge support the restoration and renovation of the historic Cambridge Municipal Building located at 307 Gay Street, Cambridge, Maryland (the "Property"); and

WHEREAS, the City has submitted an application to the Maryland Historical Trust ("MHT"), an instrumentality of the State of Maryland within the Department of Planning, for the purpose of receiving grant funding for the restoration and renovation of the Building, which application has been accepted by MHT; and

WHEREAS, in order to receive grant funding from MHT, the Commissioners of Cambridge must first adopt a resolution in substantially the form set forth herein and execute a Grant Agreement with MHT in the form provided by MHT; and

WHEREAS, the Commissioners of Cambridge are desirous of adopting this Resolution in order to receive grant funding from MHT for the restoration and renovation of the Building.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Cambridge, that the City is authorized for a period of three (3) years from the effective date of this Resolution to:

(1) Apply to MHT for, and to accept allocations of, grant funds under MHT's Historic Preservation Grant Program in connection with the restoration and renovation of the Building, such project being further described in such grant documents; and

(2) Enter into such grant documents, including historic preservation easements, if applicable, upon those terms and conditions as the Commissioners of Cambridge shall deem appropriate. Such grant documents may include a confession of judgement clause in favor of MHT and the same is hereby approved, and the execution and delivery of the grant documents by the Mayor and the City Manager shall be conclusive evidence of approval.

AND BE IT FURTHER RESOLVED that, during the three (3)-year continuing resolution period, the approval of the Commissioners of Cambridge as set forth in this Resolution is deemed conclusively evidenced by the execution of any and all grant documents, including any historic preservation easement which may be required in connection with a project, by one of the authorized signatories named hereinbelow.

AND BE IT FURTHER RESOLVED that, upon adoption hereof by the Commissioners of Cambridge and execution hereof by the Mayor, the City Manager shall submit this executed Resolution and a copy of the Charter as in effect on the effective date of this Resolution to MHT.

AND BE IT FURTHER RESOLVED that the following persons are duly elected, qualified, and acting officers of the City in the capacity indicated, or are otherwise authorized to execute, acknowledge, and deliver documents on behalf of the Commissioners of Cambridge for purposes of binding the Commissioners of Cambridge, and affirm that their electronic signature on the grant documents may be attributed to them as their act.

Name	Office/Title
Stephen W. Rideout	Mayor
Thomas M. Carroll	City Manager

AND BE IT FURTHER RESOLVED that the recitals to this Resolution are not merely prefatory but are a substantive part of this Resolution.

AND BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE


Thomas M. Carroll, City Manager

By: 
Stephen W. Rideout, Mayor

Adopted the 23rd day of October, 2023
Effective the 23rd day of October, 2023

NOT SUBJECT TO RECORDATION TAX PURSUANT TO MARYLAND ANNOTATED CODE, TAX-PROPERTY ARTICLE, SECTION 12-108(a)

NOTICE: THIS DEED OF EASEMENT CONTAINS COVENANTS THAT INCLUDE RESTRICTIONS ON USE OF LAND AND REQUIRES SPECIFIC REFERENCE IN A SEPARATE PARAGRAPH OF ANY SUBSEQUENT DEED OR OTHER LEGAL INSTRUMENT BY WHICH ANY INTEREST IN THE PROPERTY IS CONVEYED.

**Dorchester County
Account Identifier:**

**Tax Map 301, Parcel 4416
Tax I.D. No.: 07-175167**

THIS DEED OF PRESERVATION EASEMENT (“Preservation Easement”) is entered into, effective as of the Recordation Date (defined herein), by and between THE COMMISSIONERS OF CAMBRIDGE, a body politic and corporate formed under the laws of the State of Maryland, with its principal office located at 410 Academy Street, Cambridge, Maryland 21613 (the “**Owner**”), and the MARYLAND HISTORICAL TRUST, an instrumentality of the State of Maryland (the “**State**”), having a current address at 100 Community Place, Third Floor, Crownsville, Maryland 21032 (“**MHT**”).

RECITALS

WHEREAS, MHT is a body corporate and instrumentality of the State of Maryland, created pursuant to Part II of Title 5A of the State Finance and Procurement Article, Annotated Code of Maryland for the purpose of preserving, protecting, and enhancing districts, sites, buildings, structures and objects of significance in the prehistory, history, upland and underwater archeology, architecture, engineering, and culture of the State.

WHEREAS, Owner owns in fee simple .346 acres, more or less, being a portion of certain real property located at 307 Gay Street, Cambridge, Maryland 21613 in Dorchester County, Maryland, which was conveyed to the Owner by Deed dated June 17, 1924 and recorded among the land records of Dorchester County (the “**County**”), Maryland (the “**Land Records**”), in Liber JFD 14, Folio 657, and by Deed dated June 20, 1924 and recorded in the Land Records in Liber JFD 14, Folio 663, which portion is more particularly described in Exhibit A, attached hereto and incorporated herein.

WHEREAS, the portion of the real property is improved by the historic structure known as the Cambridge Municipal Building, as listed, described, or depicted in the Baseline Documentation (defined in Article II of this Preservation Easement), which, individually, is referred to herein as a “**Structure**”. The above described portion of the real property and the Structure are referenced herein together as the “**Property**”.

WHEREAS, as detailed in the National Register of Historic Places Registration Form/ Maryland Inventory of Historic Properties Number 90001370, Inventory No. D-344, the Property contributes significantly to the historic, architectural, aesthetic and cultural character of the County and the State, and is listed or eligible to be listed in the Maryland Register of Historic Properties.

WHEREAS, in accordance with the terms and conditions of a grant agreement entered into between the Owner and MHT dated November 7, 2023, MHT has approved a grant from the Capital Grant Program in the amount of One Hundred Thousand Dollars (\$100,000.00) (the “**Capital Grant**”), to be made to the Owner for the purpose of financing, in part, exterior rehabilitation of the Property, including carpentry repair and replacement; door and window repair and replacement; painting; and associated architectural, engineering, and consulting services.

WHEREAS, as a condition of the Grant Agreement, the Owner is required to convey a term historic preservation easement on the Property, in form, substance and duration acceptable to MHT, a requirement that this Preservation Easement satisfies.

WHEREAS, this Preservation Easement is conveyed as a condition of the Grant and shall have a term of duration equal to the longer of (i) fifteen years or (ii) one year for every \$5,000 increment of the Grant or portion thereof, but not to exceed a maximum term of fifty (50) years of duration, except as provided in Article I.B of the Easement.

WHEREAS, in recognition of the Preservation Attributes as defined below, and to promote and further the preservation and conservation of the Property and its historic, architectural, aesthetic and cultural character, Owner intends to grant this Preservation Easement over the Property, thereby restricting and limiting certain activities on and uses of the Property as provided in, and for the term of duration specified by this Preservation Easement.

WHEREAS, this Preservation Easement applies to, among other things, the Exterior Features of the Structure.

WHEREAS, MHT is possessed with the power and duty to accept, hold and administer this Preservation Easement, and intends to do so exclusively for preservation purposes.

WHEREAS, the Owner acknowledges and accepts that MHT will apply the Secretary of the United States Department of the Interior’s *Standards for the Treatment of Historic Properties*, as set forth in Part 68, Title 36, Code of Federal Regulation, or comparable standards as may be developed, amended or revised from time to time (the “**Secretary of the Interior’s Standards**”), as interpreted by MHT, to MHT’s administration and enforcement of this Preservation Easement.

AGREEMENT

ARTICLE I. GRANT AND DURATION OF EASEMENT

A. The above Recitals are incorporated as if fully set forth herein. As an absolute gift for no monetary consideration (\$0.00), but in consideration of the facts stated in the above Recitals and the covenants, terms, conditions and restrictions in this Preservation Easement, Owner hereby unconditionally, irrevocably and voluntarily grants and conveys unto MHT, its successors and assigns, with Special Warranty of Title, this Preservation Easement in the Property, together with all of the improvements thereon, and appurtenances, rights and interests thereunto belonging.

B. This Preservation Easement shall be in force and effective, and be enforceable by MHT, for a term of twenty (20) years from the Recordation Date (the “**Easement Term**”), unless the Easement Term is extended by operation of either Paragraph C. or Paragraph D. of Article V of this Preservation Easement (an “**Extended Term**”). At the later to occur of the expiration of the Easement Term or any Extended Term (the “**Termination Date**”): (i) this Preservation Easement is extinguished and shall have no force or effect and (ii) MHT shall file in the Land Records notice that the Preservation Easement is extinguished.

C. During the Easement Term and any Extended Term this Preservation Easement is an easement in gross and as such it is inheritable and assignable in accordance with Article VI, runs with the land as an incorporeal interest in the Property, and is enforceable by MHT against Owner and Owner’s personal representatives, heirs, successors and assigns.

ARTICLE II. PRESERVATION PURPOSE

A. Preservation of the Property shall be in conformance with the provisions of this Preservation Easement, the purpose of which is to protect, preserve and enhance the Property’s preservation attributes (the “**Preservation Purpose**”). The preservation attributes are those Structures, character defining Interior and Exterior Features of Structures, and other details that give the Property its historic, architectural, aesthetic and cultural character (the “**Preservation Attributes**”).

B. The Preservation Attributes are further represented, detailed or depicted in **Exhibits B and C** (together, the “**Baseline Documentation**”). **Exhibit B** consists of a site plan or survey of the Property. **Exhibit C**, totaling 40 pages, consists of a two page schedule of documents, photographs of selected portions of the Property, and/or other materials depicting the Structure, character defining Exterior Features, and other details representative of the Property’s Preservation Attributes. The materials listed on the schedule are not recorded herewith, but are and will be kept on file at MHT’s principal office or at the Maryland State Archives, and are fully and completely incorporated by reference into this Preservation Easement as though recorded herewith. The Baseline Documentation might not detail or depict every singular, individual and unique character defining feature or detail that comprise the Preservation Attributes.

C. Following completion of the renovation of the Property, or other significant alteration of the Property as determined by MHT, MHT may elect to modify and update the Baseline Documentation to accurately depict the then current condition of the Preservation Attributes. The updated Baseline Documentation shall be identified as **Exhibits B-1 and C-1**, and shall be kept on file at MHT’s principal office until the Termination Date. MHT shall promptly notify Owner when it files **Exhibits B-1 and C-1**, and shall provide to Owner copies of **Exhibits B-1 and C-1**. Once **Exhibits B-1 and C-1** have been filed, all references in this Preservation Easement to **Exhibit B** shall mean **Exhibit B-1** and to **Exhibit C** shall mean **Exhibit C-1**.

ARTICLE III. LAND USE AND FEATURES

A. **General**. This Article sets forth certain specific restrictions, prohibitions, requirements, and permitted activities and uses under this Preservation Easement, and identifies

certain specific undertakings, activities and uses for which the Owner must notify MHT and receive from the Director express written approval in accordance with Article IV. In addition to these specific undertakings, activities and uses, the Owner must notify MHT and receive from the Director express written approval if the Owner believes, or reasonably should believe, that a completed, contemplated or planned undertaking, activity or use on or of the Property may have a significant effect upon the Preservation Purpose or the Property.

B. Defined Terms. The following terms, as used in this Article and throughout this Preservation Easement, shall have the following meaning:

(1) “**Casualty Loss**” means loss by fire or other hazard and casualties typically covered by a standard all-risks policy of hazard insurance that includes vandalism and malicious mischief endorsements.

(2) “**Construction**” means any construction, reconstruction, improvement, enlargement, painting and decorating, alteration, actual or exploratory demolition, maintenance or repair of any Structure, or part thereof.

(3) “**Exterior Features**” include, but are not limited to: (i) the exterior design, composition and surfaces of a Structure, including the architectural style, general design and arrangement, color, finish, appearance, kind and texture of the Structure’s exterior building materials and (ii) the type, building material and style of windows, doors, light fixtures, signs and other character defining exterior components of a Structure, as determined by MHT. A feature does not have to be original to a Structure to be an Exterior Feature.

(4) “**Recordation Date**” means the date this Preservation Easement is recorded in the Land Records.

C. Maintenance, Repair and Administration.

(1) Owner shall maintain, repair and administer the Property, including the Property’s grounds, Structure, the Exterior Features of the Structure, and other Preservation Attributes, in good, clean and safe condition, and in a manner consistent with and in furtherance of the Preservation Purpose.

(2) Subject to the requirements of Paragraphs D.(1) and D.(2) of this Article, the Owner may, without the prior express written approval of the Director of the Maryland Historical Trust (the “**Director**”), cause, permit or suffer maintenance, repair, repainting or refinishing on or to the Property’s Preservation Attributes – including, but not necessarily limited to, the Property’s grounds, the Structure, or the Exterior Features of Structure – if such maintenance, repair, repainting or refinishing is necessary to correct damage or conditions that result from Casualty Loss or ordinary wear and tear; provided that such maintenance, repair, repainting or refinishing is performed in a manner that does not negatively impact the Preservation Attributes or the Preservation Purpose, as may be determined by the Director at the Director’s sole discretion.

(3) Owner shall not permit or allow, through neglect or a failure to maintain or repair, deterioration or constructive demolition (i.e. demolition-by-neglect) of the Property’s grounds, the

Structure, the Exterior Features of the Structure, or other Preservation Attributes.

D. Changes and Alterations to the Property.

(1) Owner shall not, without the prior express written approval of the Director, cause, permit or suffer: (i) demolition of the Structure or part thereof; (ii) Construction on the Property that alters or changes any of the Property's Preservation Attributes; or (iii) replacement, of any kind, of any Exterior Features of the Structure.

(2) Owner shall not, without the prior express written approval of the Director, cause, permit or suffer the construction or erection of any new structure or improvement on the Property. The Property shall include only the Structure which is as of the Recordation Date located on the Property, as listed, described, or depicted in the Baseline Documentation. Owner and MHT acknowledge and affirm that all the Structure located on the Property as of the Recordation Date is listed, described, or otherwise depicted in the Baseline Documentation.

E. Viewshed Protection. Owner shall not, without the prior express written approval of the Director, erect, construct, assemble, or plant on the Property visual screens or barriers, including, without limitation, fences, walls, berms or dense hedges, that might obstruct the substantial and regular opportunity of the public to view the exterior of the Structure from adjacent publicly accessible areas.

F. Public Access. Owner shall make the exterior of the Property and the Structure open to the public a minimum of two (2) days per year, from 10:00 a.m. to 5:00 p.m. each day. In addition, upon request, and subject to reasonable limitations, Owner shall permit scholars, researchers and other persons associated with educational institutions, historical societies or other groups or organizations having particular interest in historic preservation access to the exterior of the Property and the Structure. Any public admission or access may be subject to such restrictions and limitations, as approved by MHT, reasonably designed for the protection and maintenance of the Property and the Structure.

G. Reserved Rights Exercised to Minimize Impacts. All rights reserved by Owner or activities not prohibited by this Preservation Easement shall be exercised so as not to negatively impact the Preservation Purpose or the Preservation Attributes. The determination as to whether the exercise of a right or the conduct of an undertaking, activity or use negatively impacts the Preservation Purpose or a Preservation Attribute shall be at the sole discretion of the Director.

ARTICLE IV. MHT APPROVAL PROCESS

A. Request for Approval. Article III of this Preservation Easement provides that before Owner commences certain undertakings, activities or uses, the Owner must receive from the Director express written approval for the undertaking, activity or use. Whenever the Director's prior written approval is required, Owner shall submit in writing to the Director a request that includes a written and visual description of the contemplated undertaking, activity or use. The submission shall include such plans, drawings, photographs, written specifications, identification and description of materials, and other such information or material as the Director, or the Director's designee, may determine necessary to consider and evaluate the request. The Owner's submission shall be made to the

Director prior to commencement of the undertaking, activity or use, and in advance of, or concurrent with, submission by the Owner of any application for any required federal, State, or local government permit or approval.

B. Sufficiency of Request. The Director or the Director's designee may review any request made pursuant to Paragraph A. of this Article for purposes of determining if the information and materials submitted are sufficient for the Director to make a determination on the request, and, after conducting such review, may require the Owner to submit additional information or materials. The Director or the Director's designee shall deem the request complete once the Director receives from the Owner all information and materials that the Director or the Director's designee deems necessary to make a determination on the request.

C. Review and Determination. In reaching a determination on a request made pursuant to this Article, the Director shall consider the provisions of this Preservation Easement, and shall grant or deny the request based upon the Director's sole discretion as to whether the requested undertaking, activity or use conforms with the Preservation Purpose, as may be informed by the Secretary of the Interior Standards. The Director may approve a request in whole or in part, may require changes, amendments or additions to a request as condition of an approval, or may deny a request.

D. Notice of Determination. The Director shall, by written notice dated not later than forty-five (45) days after the Director's receipt of a request under Paragraph A. of this Article, inform Owner of the Director's determination on Owner's request. A request shall be denied if the Director or Director's designee determines that the request is not sufficient under Paragraph B. of this Article, and such denial shall describe the additional documentation Owner is required to submit in a new request. The Director's approval of Owner's request is deemed to be given if the Director does not provide written notice of the Director's determination on the request by the deadline date established under this Paragraph.

E. Appeal. In any event where the Director denies Owner's request, in whole or part, Owner may appeal the denial to the Board, or its successor. Owner's appeal shall be made by written notice to the Director within forty-five (45) days of receipt by Owner of the Director's written notice under Paragraph D. of this Article. The decision of the Board on an appeal is final, and is not reviewable by or appealable to any administrative or judicial agency, entity or body.

ARTICLE V. ENFORCEMENT AND REMEDIES

A. Inspection. MHT, and its employees and agents, shall have the right to enter the Property at reasonable times and on reasonable notice to Owner for the purpose of inspecting, photographing, and surveying all portions of the Property, including the exterior of the Structure, as may be necessary for MHT to determine whether the Owner is in compliance with the provisions of this Preservation Easement. MHT shall provide prior notice of the date and time of an inspection to Owner, unless MHT determines that immediate entry is necessary to prevent, terminate, or mitigate a suspected or actual violation of this Preservation Easement which poses a serious or potentially permanent threat to a Preservation Attribute, in which latter case prior notice is not required.

B. Remedy. MHT may institute suit to: (i) enjoin any breach or enforce any provision

of this Preservation Easement by ex parte, temporary, and/or permanent injunction; (ii) require in the event of a breach that the Property be restored promptly to a condition required by this Preservation Easement; and/or (iii) enter upon the Property, correct any breach, and hold Owner responsible for resulting costs to MHT. Before instituting any such suit, MHT shall give notice to Owner of the suspected or actual breach of this Preservation Easement (a “**Notice of Breach**”), and provide a reasonable time for cure of the breach; provided, however, that MHT need not give such notice and opportunity to cure if MHT determines that immediate action is necessary to prevent, terminate or mitigate a suspected or actual breach which poses a serious or potentially permanent threat to a Preservation Attribute. MHT’s remedies as set forth in this Paragraph are cumulative and shall be in addition to any other rights and remedies available to MHT at law or equity. If Owner is found by a court exercising jurisdiction to have breached any provision of this Preservation Easement, Owner shall reimburse MHT for any costs or expenses incurred by MHT to remedy the breach, including court costs and reasonable attorneys’ fees.

C. Extension of Easement Term Due to Suit. If at the expiration of the Easement Term or any Extended Term there is a pending suit instituted by MHT pursuant to Paragraph B. of this Article, this Preservation Easement shall remain in force and effect, and be fully enforceable by MHT, until such time as the suit is terminated. A suit is terminated, for purposes of this Paragraph, when: (i) the suit has been dismissed by a court of law and all avenues to appeal the dismissal are exhausted; (ii) a judgment on the suit has been issued by a court of law and the judgment is fully and completely satisfied; or (iii) the suit has been resolved and dismissed pursuant to an agreement of settlement, the terms and conditions of which Owner has fully and completely satisfied.

D. Extension of Easement Term Due to Additional State Funding. Subject to a fifty (50) year maximum term of duration, the duration of the Easement Term or any Extended Term shall be extended if so required as a condition of additional funding made for the benefit of the Property by the State after the Recordation Date; any such extension will be effectuated by the recording of a modification to this Preservation Easement in the Land Records. If at the expiration of the Easement Term or any Extended Term, the State has either made, committed, or allocated additional funding for the benefit of the Property for which (i) an extension of the Easement Term or any Extended Term is required and (ii) the Easement Term or any Extended Term has not yet been extended through the recordation of a modification of this Preservation Easement, this Preservation Easement shall remain in force and effect and shall be modified as required by condition of the additional funding.

E. Waiver. No waiver of any term or condition of this Preservation Easement shall have any force or effect unless the waiver is in writing and approved by the Owner and MHT. Absent such written waiver, no failure or delay on the part of MHT to enforce any provision or actual or suspected breach of this Preservation Easement shall waive, discharge or invalidate a provision of this Preservation Easement or affect the right of MHT to enforce an actual or suspected breach, or a subsequent breach, in accordance with Paragraph B. of this Article. The failure of MHT to inspect the Property in accordance with Paragraph A. of this Article does not constitute a waiver by MHT of any right under this Preservation Easement.

ARTICLE VI. OTHER RIGHTS, DUTIES AND WARRANTIES

A. Transfer of Ownership or Possession. Owner retains the right to sell, devise,

transfer, lease, mortgage or otherwise encumber the Property. At least thirty (30) calendar days prior to the closing of any conveyance or transfer of a fee simple or other possessory interest in the Property, or part thereof, Owner shall (i) notify MHT in writing of the names and addresses of all persons or entities to whom the Owner intends to convey or transfer the interest and (ii) provide notice of the existence of this Preservation Easement to all such persons or entities. These requirements shall be in addition to, and not a substitute for, the notice requirements established under Section 10-705(f) of Real Property Article, Annotated Code of Maryland, or such other comparable provision of law as it may be amended or revised from time to time. Owner shall further make verbatim or specific reference to this Preservation Easement in a separate paragraph of any deed or other legal instrument by which Owner divests or conveys a fee simple or other possessory interest in the Property.

B. Subordination. Owner certifies that all mortgages, deeds of trust, or other liens (collectively “**Liens**”), if any, affecting the Property are subordinate to, or shall at time of recordation of such Lien become subordinate to, the rights of MHT under this Preservation Easement. Owner has provided, or shall provide, a copy of this Preservation Easement to all mortgagees of mortgages and to all beneficiaries and/or trustees of deeds of trust (collectively “**Lienholders**”) currently encumbering the Property or which will affect the Property prior to the recording of this Preservation Easement, and shall also provide notice to MHT of all such Liens. If required by MHT, each of the Lienholders shall agree to subordinate its Lien to this Preservation Easement prior to recordation of this Preservation Easement, either by signing a subordination agreement in the form attached to this Preservation Agreement as Exhibit D, which subordination agreement shall become a part of this Preservation Easement and recorded with it, or by recording a separate subordination agreement pertaining to any such Lien.

C. Insurance. Owner shall maintain property and liability insurance for the Property including the Structure. Insurance policy coverage shall provide for: (i) the full replacement value of the Structure against Casualty Loss, including, without limitation, loss from the perils commonly insured under standard fire and extended coverage policies; and (ii) comprehensive general liability insurance against claims for personal injury, death, and property damage, in form and amount sufficient to fully repair damage to the Property without cost or expense to Owner or contribution or coinsurance from Owner save standard deductibles. In the event MHT holds a mortgage on the Property to secure a loan from MHT to rehabilitate the Property, said insurance shall include an “Ordinance or Law Coverage” or Building Code Upgrade Coverage” endorsement. Insurance shall name MHT as an additional insured, with the right of cancellation notice from the insurance carrier at least fifteen (15) days before cancellation of such insurance.

D. Real Property Taxes. Except to the extent that may be provided for by State or local law, nothing in this Preservation Easement shall relieve Owner of the obligation to pay taxes in connection with the ownership or transfer of the Property.

E. Warranties. The Owner of the Property on the Recordation Date (“**Original Owner**”) is the sole owner of the Property in fee simple as of the Recordation Date and has the right and ability to convey this Preservation Easement to MHT. The Original Owner warrants that the Property is free and clear of all rights, restrictions, and encumbrances, other than those subordinated to this Preservation Easement or otherwise specifically agreed to in writing by the MHT.

F. Continuing Duties of Owner. For purposes of this Preservation Easement, “Owner” or “Owners” shall mean only, at any given time, the then current fee simple owner(s) of the Property and shall not include the Original Owner or other successor owners preceding the current fee simple owner(s) of the Property, except that if any preceding owners violated any provision of this Preservation Easement, both the current fee simple Owner and the preceding owners shall be liable therefor.

G. Transfer by MHT. MHT agrees that it will hold this Preservation Easement exclusively for preservation purposes and that it will not transfer this Preservation Easement whether or not for consideration, except that, subject to provisions of applicable law, MHT may assign or transfer its interest in this Preservation Easement to a qualifying governmental unit or organization.

H. Use of Photography. Inspection pursuant to Paragraph A of Article V of this Preservation Easement shall, as deemed necessary by MHT, include photographic or video documentation of the Property. Owner grants to MHT permission to use such photographs or videos, and any other photographs, videos, drawings or visual depictions of the Property possessed by MHT, for any purposes that MHT deems necessary or appropriate, including without limitation, publication in magazines, newsletters, promotional materials and other print, television or electronic media, and for uses including without limitation, preservation, education and publicity purposes.

ARTICLE VII. EXTINGUISHMENT

The Original Owner and MHT have determined that the Preservation Attributes constitute a valued public purpose worthy of protection. As such, this Preservation Easement may be extinguished only under circumstances as provided for in this Article.

A. Termination. This Preservation Easement will terminate on the Termination Date, and be extinguished by operation of Article I.

B. Judicial Extinguishment. This Preservation Easement may be extinguished by an order of a Maryland court of competent jurisdiction issued upon the joint request of Owner and MHT, if, as determined by MHT in its sole discretion: (i) the Preservation Attributes have been deteriorated or damaged to the extent that this Preservation Easement no longer serves the Preservation Purpose; or (ii) the conditions on or surrounding the Property have changed such that it is impossible or impractical that continued adherence to the provisions of this Preservation Easement will serve or fulfill the Preservation Purpose. In the event of any sale of all or a portion of the Property after such extinguishment, Owner and MHT shall share any net proceeds resulting from such sale in accordance with Paragraph D of this Article. Net proceeds shall also include without limitation, net insurance proceeds. In the event of extinguishment, the provisions of this paragraph shall survive extinguishment and shall constitute a lien on the Property with the same effect and priority as a mechanic’s lien.

C. Condemnation. This Preservation Easement may be extinguished through condemnation proceedings if condemnation of a part or all of the Property by a public authority

renders it impossible or impractical to fulfill the Preservation Purpose, as determined by MHT in its sole discretion. MHT may, at its option, join in condemnation negotiations or proceedings at any time for purposes of objecting to the condemnation and to recover the value of its interests in the Property and all incidental or direct damages resulting from the condemnation. All expenses reasonably incurred by the parties to this Preservation Easement in connection with condemnation proceedings shall be paid out of the condemnation award.

D. Proceeds; Percentage Interests. On the Recordation Date, this Preservation Easement gives rise to a real property interest in the Property, vested in MHT, which shall entitle MHT to an allocated portion of the proceeds in the event of a judicial extinguishment or condemnation under Paragraphs B. or C. of this Article (any judicial extinguishment proceeds or condemnation proceeds are the “**Net Proceeds**”). The portion of Net Proceeds which shall be allocated to MHT (“**MHT’s Allocation**”) shall be calculated utilizing the following formula, where a equals Net Proceeds, b equals the Property’s fair market value before the Recordation Date (without consideration for or deduction for the value of the Preservation Easement), and c equals the Property’s fair market value after the Recordation Date (with consideration for or deduction for the value of the Preservation Easement):

$$\text{MHT's Allocation} = a \times \left[\frac{(b-c)}{b} \right]$$

If this Preservation Easement is extinguished in whole or in part by either judicial extinguishment or condemnation, as respectively described in Paragraphs B. and C. of this Article, MHT shall be entitled to MHT’s Allocation. This paragraph is subject to Section 12-104(g) of Real Property Article, Ann. Code of Maryland, or such other comparable provision of law as may be amended or revised from time to time.

ARTICLE VIII. MISCELLANEOUS

A. Modification. Owner and MHT recognize that circumstances may arise that justify a modification of certain provisions contained in this Preservation Easement. Owner and MHT have the right to agree to modify this Preservation Easement, provided, however, that:

- (1) The modification will not create private inurement or private benefit;
- (2) As determined by MHT, the modification, as proposed, (i) either enhances or has no adverse effect on the Preservation Purpose and (ii) upholds MHT’s obligation to protect the Property;
- (3) The modification is in conformance with all applicable MHT policies in effect at the time of the modification; and
- (4) The modification is recorded among the Land Records.

This Preservation Easement shall only be modified as mutually agreed upon by the Owner and MHT and neither the Owner nor MHT shall, under any circumstance, be obligated to (i) agree to a modification or (ii) consult or negotiate regarding a modification. Owner shall be responsible

for paying all costs and expenses, including attorneys' fees and court costs, arising from Owner's request to modify this Preservation Easement.

B. Notice. Any notice required to be given by this Preservation Easement to the Owner shall be addressed to the Owner as follows:

Commissioners of Cambridge
Lajan Cephas-Bey, Mayor
410 Academy Street
Cambridge, MD 21613

and to
Commissioners of Cambridge
Glenn Steckman, City Manager
410 Academy Street
Cambridge, MD 21613

or to such other address as the Owner may from time to time designate by notice to the Director; or to MHT or the Director shall be addressed to the Director as follows:

Director
Maryland Historical Trust
100 Community Place
Crownsville, Maryland 21032-2023

or to such other address as the Director may from time to time designate by notice to the Owner.

C. Compliance with Other Laws. The provisions of this Preservation Easement do not replace, abrogate or otherwise set aside any local, State or federal laws, requirements or restrictions, whether existing at the time of this Preservation Easement or as subsequently enacted or adopted, that might impose limitations on the use of the Property. In the event that any applicable legal requirement imposes affirmative obligations, which if complied with by Owner, would be a violation of a provision of this Preservation Easement, Owner shall: (i) if said requirement directs a specific act which does not permit the exercise of any discretion on the part of Owner, give MHT written notice of Owner's intent to comply at least forty-five (45) calendar days before the Owner commences any undertaking necessary for compliance; or (ii) if said requirement permits the exercise of some discretion by Owner on how to comply, use the method most protective of the Preservation Attributes and give MHT written notice of Owner's intent to comply at least forty-five (45) calendar days before the Owner commences any undertaking necessary for compliance. Any notice to MHT under this provision shall be subject to the requirements of Article IV.

D. Construction and Governing Law. This Preservation Easement shall be construed to promote the purposes of the statutes creating and governing MHT, the purposes of Section 2-118 of the Real Property Article, Annotated Code of Maryland, and the Preservation Purpose. This Preservation Easement shall be governed by and interpreted under the laws of the State of Maryland, and any ambiguities and questions of validity of a specific provision shall be resolved in a manner consistent with the Preservation Purpose. The common law principles of disfavoring restrictions

on the use of real property and construing restrictions in favor of the free and unrestricted use of real property shall not apply to this Preservation Easement.

E. Indemnification. Owner shall defend, indemnify and hold MHT harmless from any liability, costs, attorneys' fees, judgments or expenses to MHT or any of MHT's officers, employees, agents or independent contractors resulting or caused in any way by reason of MHT's acceptance of this Preservation Easement, including, without limitation, from actions or claims of any nature by third parties, whether asserted under Federal, State or local law, arising from a breach of this Preservation Easement by Owner, or arising out of the ownership, possession, or exercise of rights under this Preservation Easement.

F. Entire Agreement and Severability. This instrument sets forth the entire agreement between the Owner and MHT with respect to the Preservation Easement and supersedes all prior discussions, negotiations, understandings or agreements relating to this Preservation Easement. If any provision is found to be invalid, the remainder of the provisions of this Preservation Easement, and the application of such provision to persons or circumstances other than those as to which it is found to be invalid, shall not be affected thereby.

G. Joint and Several. If Owner at any time owns the Property in joint tenancy, tenancy by the entireties or tenancy in common, all such tenants shall be jointly and severally liable for all obligations set forth in this Preservation Easement.

H. Recordation. MHT shall record or cause to be recorded this Preservation Easement in a timely fashion among the Land Records and may re-record it at any time as may be required to preserve MHT's rights hereunder.

I. Counterpart Signatures. The parties may execute this Preservation Easement in two or more counterparts, which shall, in the aggregate, be signed by all parties; each counterpart shall be deemed an original instrument as against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.

TO HAVE AND TO HOLD unto the Maryland Historical Trust, its successors and assigns. The covenants agreed to and the terms, conditions, and restrictions imposed as aforesaid shall be binding upon Owner, Owner's survivors, agents, personal representatives, heirs, assigns and all other successors to Owner in interest, and shall continue as a servitude running with the Property until the Termination Date.

IN WITNESS WHEREOF, Owner and MHT have hereunto set their hands and seals.

WITNESS/ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

By: _____ (SEAL)

Name: Lajan Cephas-Bey

Title: Mayor

WITNESS/ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

By: _____ (SEAL)

Name: Glenn Steckman

Title: City Manager

WITNESS:

**ACCEPTED BY THE
MARYLAND HISTORICAL TRUST**

By: _____ (SEAL)

Elizabeth Hughes, Director

Approved as to form and legal
sufficiency this ____ day of
_____, 2025.

Assistant Attorney General

Attachments:

Exhibit A	Legal Description
Exhibit B	Site Plan/Survey
Exhibit C	Schedule of Photographs, Drawing and Documents
Exhibit D	N/A

STATE OF MARYLAND, _____ CITY/COUNTY, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, in the year 2025, before the subscriber, personally appeared _____, who acknowledged that (s)he executed the foregoing instrument for the purposes therein contained as the duly authorized _____ of THE COMMISSIONERS OF CAMBRIDGE.

Notary Public

My Commission Expires: _____

STATE OF MARYLAND, _____ CITY/COUNTY, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, in the year 2025, before the subscriber, personally appeared _____, who acknowledged that (s)he executed the foregoing instrument for the purposes therein contained as the duly authorized _____ of THE COMMISSIONERS OF CAMBRIDGE.

Notary Public

My Commission Expires: _____

STATE OF MARYLAND, _____ COUNTY, to wit:

I HEREBY CERTIFY, that on this ____ day of _____, in the year 2025, before the subscriber, personally appeared Elizabeth Hughes, Director, and acknowledged that she executed the foregoing instrument for the purposes therein contained as the duly authorized Director of the MARYLAND HISTORICAL TRUST.

Notary Public

My Commission Expires: _____

CERTIFICATION

I hereby certify that this instrument has been prepared by me or under my supervision and that I am an attorney admitted to practice before the Supreme Court of Maryland.

_____(SEAL)
Rieyn DeLony

EXHIBIT A

LEGAL DESCRIPTION

Cambridge Municipal Building/D-344/307 Gay Street
Cambridge, Maryland 21613
Dorchester County

Parcel 1 Easement

Being a strip of land, described as follows, in, through, over and across the property of the Grantor acquired from by deed dated June 20, 1924, and recorded among the Land Records of Dorchester County, Maryland, in Liber 14 at Folio 663, and excepting the granting and conveyance unto Granville S. LeComte of Dorchester County, State of Maryland, deed dated May 23, 1945 and recorded among the land records of Dorchester County, Maryland in

R.S.M. Liber 55 at Folio 275, and being more particularly described according to a survey made the 12th day of July, 2024 by Richard Sobott Registered Land Surveyor No. 21308 for Daniel Consultants License No. 270 in Maryland Survey Control NAD 83/11, as follows:

1. Beginning with a point at what was once a boundary stone, as described in J.F.D. Liber 14 at Folio 663, designated as point of beginning N 330562.10 E1576405.84.
2. South 50 degrees 21 minutes 35 seconds West 47.00 feet to the point, thence.
3. North 39 degrees 38 minutes 29 seconds West 144.85 feet to a point, thence
4. North 50 degrees 26 minutes 37 seconds East 46.81 feet to a point, thence
5. South 39 degrees 42 minutes 56 seconds East 144.77 feet to the point of

beginning Containing 6792.02 square feet or 0.156 acres more or less.

Parcel 2 Easement

Being a strip of land, described as follows, in, through, over and across the property of the Grantor acquired from by deed dated June 17, 1924, and recorded among the Land Records of Dorchester County, Maryland, in Liber 14 at Folio 657, and excepting the granting and conveyance unto Granville S. LeComte of Dorchester County, State of Maryland, deed dated May 23, 1945 and recorded among the land records of Dorchester County, Maryland in R.S.M. Liber 55 at Folio 275, and being more particularly described according to a survey made the 12th day of July, 2024 by Richard Sobott Registered Land Surveyor No. 21308 for Daniel Consultants License No. 270 in Maryland Survey Control NAD 83/11, as follows:

1. Beginning with a point at what was once a small granite stone, as described in J.F.D. Liber 14 at Folio 657, designated as point of beginning N:330562.10, E:1576405.84.
2. North 39 degrees 42 minutes 56 seconds West 144.77 feet to a point, thence
3. North 50 degrees 26 minutes 37 seconds East 58.21 feet to a point, thence
4. South 39 degrees 13 minutes 30 seconds East 131.31 feet to a point, thence
5. South 22 degrees 03 minutes 28 seconds East 14.03 feet to a point, thence
6. South 50 degrees 21 minutes 35 seconds West 52.83 feet to the point of beginning.

Containing 8307.93 square feet or 0.19 acres more or less.

Exhibit titled 307 Gay Street describes and is included within this description.

Tax. ID No. 07- 175167

“Professional Certification: I hereby certify that these documents, were prepared by me or under my responsible charge, and that I am a duly licensed professional land surveyor under the laws of the state of Maryland, License No. 21308, Expiration Date JULY 02, 2026.”



EXHIBIT B

SITE PLAN/SURVEY Cambridge Municipal Building/D-344/307 Gay Street Cambridge, Maryland 21613 Dorchester County

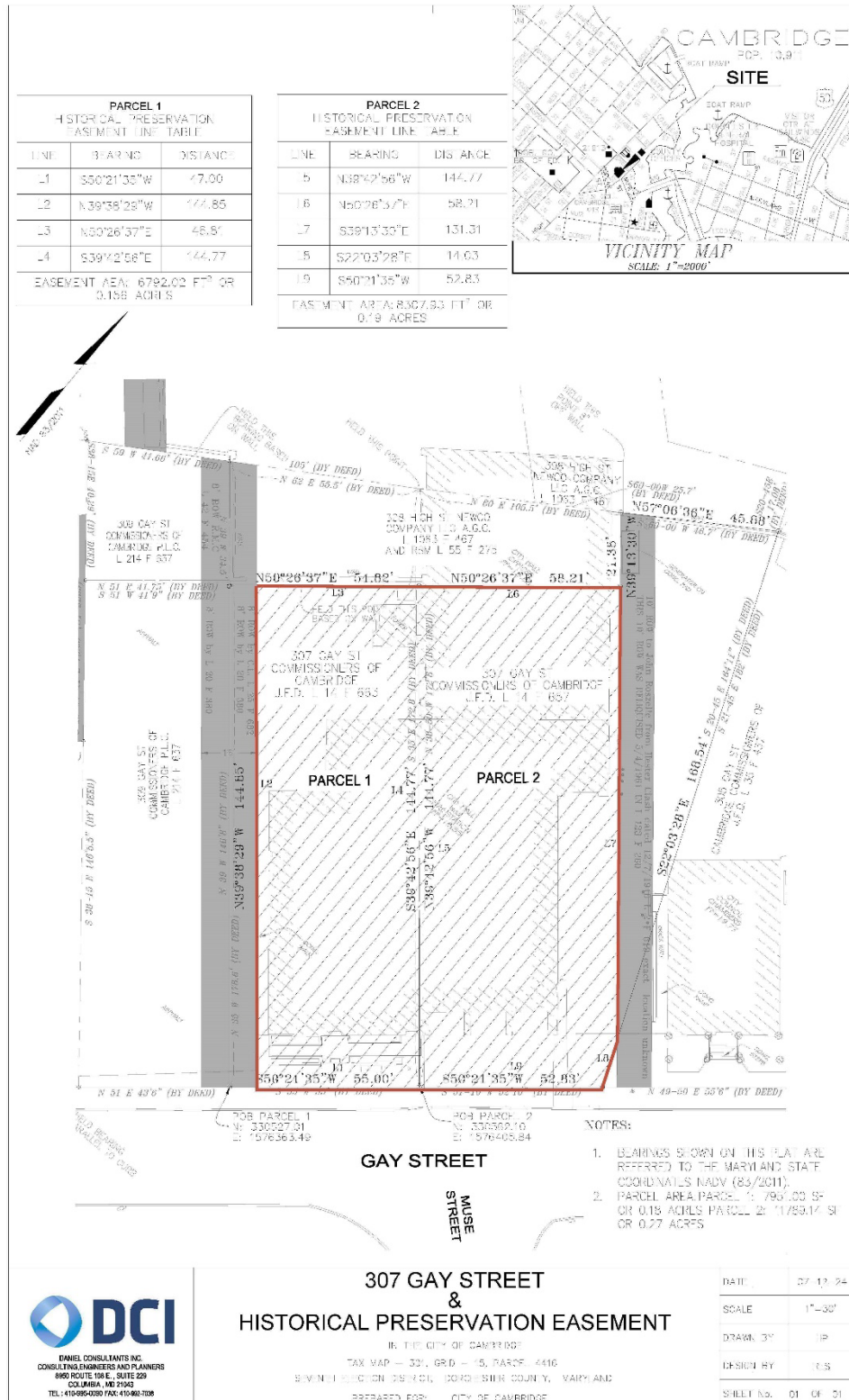


EXHIBIT C

SCHEDULE OF PHOTOGRAPHS, DRAWINGS AND DOCUMENTS
Cambridge Municipal Building / D-344
307 Gay Street
Cambridge, Maryland 21613
Dorchester County

<u>CONTENT</u>	<u>PAGE NUMBERS (OF 40)</u>
SCHEDULE.....	1-2

Cambridge Municipal Building 307 Gay Street Cambridge, Maryland 21613 Dorchester County EASEMENT EXHIBIT C: PAGE 1 OF 40	PREPARED: ABR 10/2025 MARYLAND HISTORICAL TRUST
--	--

SOUTH (GAY STREET) ELEVATION	3
SOUTH ELEVATION – MAIN ENTRANCE	4
SOUTH ELEVATION - PEDIMENT	5
VIEW FROM SOUTHWEST – BELL TOWER.....	6
SOUTH ELEVATION – SECONDARY ENTRANCE	7
SOUTH ELEVATION – LIGHT FIXTURE ABOVE SECONDARY ENTRANCE.....	8
SOUTH ELEVATION – TYPICAL GARAGE BAY	9
SOUTH ELEVATION – SECOND FLOOR AND PEDIMENT.....	10
SOUTH ELEVATION – TYPICAL SECOND FLOOR WINDOW	11
VIEW FROM SOUTHWEST.....	12
CORNERSTONE AT SOUTHWEST CORNER	13
WEST ELEVATION	14
WEST ELEVATION - DOORWAY	15
WEST ELEVATION – TYPICAL FIRST FLOOR WINDOW	16
WEST ELEVATION – TYPICAL MASONRY DETAIL.....	17
WEST ELEVATION – REAR WING AND HOSE TOWER.....	18
VIEW FROM NORTHWEST	19
NORTH ELEVATION	20
NORTH ELEVATION – UTILITY DOOR	21
WEST ELEVATION – BASE OF HOSE TOWER AT REAR WING	22
WEST ELEVATION – HOSE TOWER	23
WEST ELEVATION – WINDOW AT REAR WING.....	24
VIEW FROM NORTHWEST	25
VIEW FROM NORTHEAST	26
EAST ELEVATION	27
EAST ELEVATION – REAR WING	28
EAST ELEVATION – HOSE TOWER	29
EAST ELEVATION – REAR WING DETAIL	30
EAST ELEVATION – DETAIL OF SOUTH MASONRY OPENING IN REAR WING.....	31
EAST ELEVATION – DETAIL OF ARCHED MASONRY OPENING IN REAR WING.....	32
EAST ELEVATION – DETAIL OF DOORWAY UNDER ARCHED MASONRY OPENING IN REAR WING	33
EAST ELEVATION – DETAIL OF NORTH WINDOW IN REAR WING	34
EAST ELEVATION – VIEW FROM SOUTHEAST	35
EAST ELEVATION - DOORWAY	36
EAST ELEVATION – TYPICAL FIRST FLOOR WINDOW	37
EAST ELEVATION – TYPICAL SECOND FLOOR WINDOW.....	38
SOUTHEAST CORNER – CORNICE DETAIL	39
VIEW FROM SOUTHEAST	40

Cambridge Municipal Building 307 Gay Street Cambridge, Maryland 21613 Dorchester County EASEMENT EXHIBIT C: PAGE 2 OF 40	PREPARED: ABR 10/2025 MARYLAND HISTORICAL TRUST
--	--

ORDINANCE NO. 1261

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.~~

(m) **(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

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



COUNCIL AGENDA REPORT

To: The Honorable Mayor Lajan Cephas-Bey and the Commissioners of Cambridge
From: Ed Crosby, Program Manager, Housing
Date: January 12, 2026
Subject: Council Agenda Report –Land Bank

The Housing Department is pleased to provide the Mayor and Commissioners with an update on the work that is being done with the Land Bank Consultant, Brian White of eProperty Innovations, LLC. As you are aware, Brian visited the city in October 2025. Since that time, he has met with our Legal Counsel, Code Enforcement Office, GIS, and Planning Departments. Based on those informational and brainstorming meetings, he has been able to recommend parameters for how to optimally operate the Land Bank in the City. From these engagements, city staff have developed a Land Bank Housing Priority Dashboard map for classifying and ranking parcels for their fitness for remediation, improvement, or redevelopment. A criterion, methodology, and process have been developed for appropriately identifying and assessing potential land bank inventory with a target property value of \$30k and below. Brian has provided the city with a 'best practices' analysis and overview of the existing land banks in the United States to identify those that are 'most successful' at returning underutilized properties to productive use.

Deliverables (in-process)- eProperty Innovations, LLC. has produced a written draft of Policies and Procedures for the Land Bank to include the role of the Board Chair and job description for members. He has also proposed a staffing structure for the organization. As we consider those documents and those already in place (which include our local Ordinance, the Articles of Incorporation and the Maryland statute governing land banks) we now have a thorough collection of tools which will offer implementational guidance and structure for our Land Bank.

We are now ready to begin laying groundwork for communicating with residents, developers, contractors, and non-profit organizations to understand their interests and concerns. City staff are committed to ensuring that the land bank progresses in a realistic way and that the community is sufficiently informed about what the land bank can and cannot do. Residents' input will inform how the land bank operates, to ensure the land bank is aware of and sensitive to community residents' concerns and interests.

Brian will provide an overview of the Land Bank progress to date and clarify its function and purpose at the January 12th council meeting.

Below is a projected timeline for community engagement.

- 20 Jan.-Issue request for applicants for LBAC Board of Directors

- 2–4 Feb. - Consultant Site Visit and Community Discernment Sessions
- 15 Feb. -Nomination of inaugural LBAC Board by City Ordinance
- 15 Mar. First meeting of the LBAC Board
- 15 Apr.- Complete Draft MOU between City and LBAC; Launch search for LBAC director
- 15 May - Finalize MOU between City and LBAC; Complete procurements of services for portfolio management
- 15 June - Complete hiring of LBAC Director
- July–Aug. - First properties 15 May acquired by quit claim from City or direct purchase or donation.

Recommendation: Information purposes only (No Action required at this time).

Fiscal Impact: Activate underutilized parcels and vacant structures; Encourage redevelopment and infill land opportunities.

Equity Impact: Potential for limited equity models to stabilize neighborhoods; Ensuring fair distribution of resources and opportunities in housing priority target areas.

Environmental Impact: Extend the life, safety, and affordability of aging homes through targeted reinvestment; Reduction in the number of distressed properties in the city.

Approved By: Ed Crosby, Housing Program Manager



COUNCIL AGENDA REPORT

To: The Honorable Commissioners of Cambridge
From: Justin Todd, Chief of Police
Date: January 6th, 2026
Subject: Memorandum of Agreement

Please see the attached Memorandum of Agreement and grant that the Cambridge Police Department received back in early October, to assist the Police Department with providing access to services to support officers emotional and mental health through counseling programs, peer mentoring, as well as family support.

Over the course of the last two months, we have been working to partner with the Dorchester County Health Department to provide Embedded Clinician Services to the officers of the Police Department to fulfill the grant. Within the attached Memorandum of Agreement, it details what the clinician will be responsible for and assisting with us as for as the infrastructure of the wellness program as well as other detailed information including payment arrangement. The agreement is set to expire on September 30, 2027 which is the timeframe that the funds for the grant will need to be spent.

The Maryland Police Training and Standards Commission is tasking agencies to implement a wellness program for their agencies. I believe the grant awarded to our agency puts us on a fast track to providing the necessary services needed and also becoming a great example of an agency that puts its law enforcement officers well-being as a top priority.

Memorandum of Agreement

This Memorandum of Agreement (MOA), entitled
***FY25 LEMHWA Implementation Projects – CITY OF CAMBRIDGE, MD,
Embedded Clinician Services***

is hereby entered into between

Cambridge Police Department (CPD)

located at 8 Washington Street, Cambridge, MD 21613

and

Dorchester County Health Department (DCHD)

located at 627 Race Street, Cambridge, MD 21613

I. Background

The Office of Community Oriented Policing Services (COPS Office) is the component of the U.S. Department of Justice Responsible for advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies through information and grant resources. Community policing is a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as violent crime, nonviolent crime, and fear of crime.

The COPS Office FY25 **Law Enforcement Mental Health and Wellness Act (LEMHWA)** implementation projects fund the delivery of and access to services to support officers' emotional and mental health through counseling programs, peer mentoring, training, suicide prevention, stress reduction, police officer family support, and other promising practices for wellness programs.

II. Project Summary/Statement of Work

The Dorchester County Health Department (DCHD) will serve as the provider of mental health and wellness services for the officers and support staff of the Cambridge Police Department (CPD), under the DOJ COPS LEMHWA Implementation Project federal award 15JCOPS-25-GG-00462-LEMH granted to CPD. Services will be administered by a licensed certified social worker – clinical (LCSW-C) and meet all requirements of the Maryland code of Public Safety as well as regulations provided by the Maryland State Police Training and Standards Commission.

The clinician will be responsible for setting up the infrastructure of the wellness program and will work closely with CPD to implement the scope of work as follows:

1. Provide post incident debriefings
2. Provide individual follow up after critical incidents
3. Offer psychoeducation on wellness issues facing LEOs and support/civilian staff to include alcohol use and abuse, suicide, domestic violence, family education on job stress.
4. Assist with the establishment of peer support network.
5. Assist with the development of and coordination with other health/wellness trainings.
6. Create a list of mental health therapists who are culturally competent to work with law enforcement and support staff.
7. Assist in the development of wellness policies and procedures.
8. Establish support services for families of LEOs and support staff during times of critical incidents that require extensive hours on the job (i.e. homicide investigation). This includes supportive materials of what to tell children about where their parents are and why they are away from home, a network of support such as dinner or school lunches sent to the families, community engagement opportunities such as free movie tickets, pizza, and other activities.
9. Offer a weekly trauma-informed yoga class (evidence-based treatment modality for PTSD and trauma).
10. Provide literature and brief lectures on wellness topics pertinent to the LEO's/support staff needs.
11. Offer opportunities for daily debriefings
12. Establish and compile list of mental health/wellness resources
13. Develop training curriculum regarding mental health/wellness for staff and new staff to attend informing of mental health resources.

The DCHD clinician will also assist with providing necessary data for programmatic progress reports required under the funding award.

III. Provision of Space, Equipment and Supplies

1. The CPD agrees to provide adequate space within its facility for the clinician to work while on-site. This will include space that ensures privacy if meetings with officers are of a clinical nature.
2. The CPD agrees to provide telephone, computer, fax and copier access as needed while on site.
3. The CPD agrees to provide the necessary supplies and equipment to adequately provide services and carry out the scope of work as defined in section II.

IV. Term and Termination

The services which are the subject of this Memorandum of Agreement are to commence on or about **January 26, 2026**, and shall continue until **September 30, 2027**, or until termination of grant funds and/or as mutually agreed upon by the parties entering into this agreement. Also, if either party, DCHD or CPD, fails to fulfill its obligation under this MOA properly or on time, or otherwise violates the provision of this MOA, the MOA may be terminated by 60 days' written notice to the other party.

Force Majeure: In addition, if performance of a party's obligation is interfered with by conditions beyond a party's reasonable control, the affected party shall be excused from performance to the extent of such condition. Any future modification of these terms must be agreed upon in writing by both parties and is subject to final approval by the Maryland Department of Health. This Agreement may not be assigned by either party without the express consent of the other party.

V. Compliance with Laws

This MOA shall be construed, interpreted and enforced according to the laws of the State of Maryland.

The parties represent and warrant that they shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this MOA. The parties agree to comply with any applicable State and Federal confidentiality requirements regarding collection, maintenance and use of health and financial information. This includes, where appropriate, the Federal Health Insurance Portability and Accountability Act (HIPAA, 42 U.S.C. § 1320d et seq. and implementing regulations at 45 CFR Parts 160 and 164) and the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General §§ 4-301 et seq. MCMRA). This obligation includes providing training and information to employees regarding confidentiality obligations as to health and financial information and securing acknowledgement of these obligations from employees to be involved in this Agreement. This obligation further includes restricting use and disclosure of the records, generally providing safeguards against misuse of information, keeping a record of any disclosures of information, providing all necessary procedural and legal protection for any disclosures of information, promptly responding to any requests about privacy practices in general or with respect to a particular individual, modifying such information as may be required by good professional practice as authorized by law, and otherwise providing good information management practices regarding all health and financial information.

V1. DATA- ownership and use

1. The CPD retains all ownership rights associated with data the DCHD may gather and provide to CPD in the embedded clinician role. DCHD shall not use, sell, sub-lease, assign or otherwise transfer to any third party such data, except that DCHD may provide such data to its officers, employees and subcontractors required to have such data for fulfillment of DCHD's obligations under this MOA.
2. The CPD retains all ownership rights associated with data that it created prior to or outside of this MOA.
3. All data created or generated by DCHD in the performance of this MOA shall be the sole property of the CPD and shall be available to the CPD at any time for their use without restriction and without compensation to DCHD other than the compensation specifically provided by this MOA.
4. The CPD shall have the exclusive right to use, duplicate, disclose and publish any data

created or generated by the DCHD in connection with this MOA. The CPD hereby grants to the DCHD the right to use or duplicate data created or generated by the DCHD in support of internal, non-commercial analysis and academic or other educational purposes.

V. Hold Harmless

The parties acknowledge that the provider, DCHD, is a government entity, and their units, offices, agencies, and instrumentalities, and their officers, principals, agents, servants, employees, and personnel retain and do not waive any privileges, immunities, or defenses, including without limitation public official, sovereign, and/or governmental immunity retained at common law and/or subject to the limited waiver thereof pursuant to Md. Code Ann., State Gov't. § 12-101, et seq., (Maryland Tort Claims Act or "MTCA"), Code of Maryland Regulations ("COMAR") § 25.02.02, and State Gov't. § 12-201, et seq. (Actions in Contract). Pursuant to Md. Code Ann., State Finance & Procurement § 7-237 (Contracts), DCHD agrees to indemnify the CPD only to the extent that funds have been lawfully appropriated by the Maryland General Assembly expressly to pay such an indemnity, and then only up to the limits of the available appropriated funds, if any, for a judgment against CPD that results solely from the misfeasance or nonfeasance of the DCHD.

VI. Budget and Billing

Cost

The DCHD agrees to send quarterly invoices to the CPD at a provider rate of **\$65.90/hour** (salary and fringe), not to exceed 35 hours per week throughout the award period of October 1, 2025 - September 30, 2027. Amount billed will be based on actual effort performed during the billing period. The total invoiced amount will not exceed \$119,938.00 under this funding source (Federal Award 15JCOPS-25-GG-00462-LEMH).

Schedule

Invoicing schedule will be fifteen days following the close of the federal fiscal quarter: **January 15, April 15, July 15, October 15.**

Content of Invoice

As a condition of payment, the DCHD will submit itemized invoices to the CPD which state at least the following information:

1. Name and remittance address
2. Amount of invoice, including itemized amounts for costs for which payment is requested
3. Dates or period covered by the invoice for costs incurred or services rendered
4. Title of project or description of services rendered
5. Financial Agency Code
6. Program Cost Account (PCA) and Agency Object Codes
7. Transaction Code
8. Federal Tax Identification Number

The Dorchester County Health Department's federal tax ID is **52-6002033**

Invoices are to be sent to:

**City of Cambridge/Cambridge Police Department
410 Academy Street,
Cambridge, Md 21613**

Payment

The CPD agrees to issue payment promptly within 30 days of receipt of invoice.

VII. Modifications

Modifications to this MOA must be made only in writing and be signed by the authorized representative of each party.

VIII. Representatives

The CPD authorized representative and primary point of contact shall contact the DCHD authorized representative immediately if CPD is unable to fulfill any of the requirements of or has any questions regarding the provisions of the MOA. The authorized representative for CPD shall be:

Justin R. Todd

Name

8 Washington Street
Cambridge, Md 21613

Title: Chief of Police

Business Address

410-901-8442

jtodd@cambridgepd.org

Business telephone and email address

The DCHD authorized representative and primary point of contact shall contact the CPD authorized representative immediately if DCHD is unable to fulfill any of the requirements of or has any questions regarding the provisions of the MOA. The authorized representative for DCHD shall be:

Dr. Casey Scott, MD, MPH

Health Officer

Name

Title

627 Race Street Cambridge, MD 21613

Business Address

(410) 901-8142 casey.scott@maryland.gov

Business telephone and email address

Signatures

Glenn Steakman, City Manager
City of Cambridge

Date

Justin Todd, Chief of Police
Cambridge Police Department

Date

Dr. Casey Scott, Health Officer
Dorchester County Health Department

Date



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:	CITY OF CAMBRIDGE 410 ACADEMY ST
City, State and Zip:	CAMBRIDGE, MD 21613
Recipient UEI:	GSE8RGZQK595
Project Title: FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects - CITY OF CAMBRIDGE, MD	Award Number: 15JCOPS-25-GG-00462-LEMH
Solicitation Title: FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects	
Federal Award Amount: \$119,938.00	Federal Award Date: 10/10/25
Awarding Agency:	Office of Community Oriented Policing Services
Award Type:	Initial
Funding Instrument Type:	Grant
Opportunity Category: D	
Assistance Listing: 16.070 - Law Enforcement Mental Health and Wellness Act	
Project Period Start Date: 10/1/25	Project Period End Date: 9/30/27
Budget Period Start Date: 10/1/25	Budget Period End Date: 9/30/27
Project Description: The Cambridge Police Department requests LEMHWA funding to embed a clinician within the agency. The clinician will be responsible for setting up the infrastructure of the wellness program and support the officers at the agency. This position would oversee the establishment of a peer support network, critical incident debriefings and follow up a with check-in services, provide opportunities for informal debriefings for officers, implement and develop psychoeducational training and programs about alcohol, domestic violence, suicide, traumatic events, establish programs for families and supportive interventions during critical incidents, offer stress-reducing activities to officers and their families such as psychoeducational lectures and the evidenced-based treatment modality of trauma-informed yoga, implement wellness literature (posters, flyers, etc.) into the police station, compile a network of culturally competent mental health therapists that work with law enforcement, and develop training curriculum regarding mental health and wellness for new staff informing them of resources.	

Award Letter

October 10, 2025

Dear Ronald Hinson,

On behalf of Attorney General Pamela Bondi, it is my pleasure to inform you the Office of Community Oriented Policing

Services (the COPS Office) has approved the application submitted by CITY OF CAMBRIDGE for an award under the funding opportunity entitled 2025 FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects. The approved award amount is \$119,938.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Cory D. Randolph
COPS Acting Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees

or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@ojp.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

CITY OF CAMBRIDGE

UEI

GSE8RGZQK595

ORI Number

Street 1

410 ACADEMY ST

Street 2

City

CAMBRIDGE

State/U.S. Territory

Maryland

Zip/Postal Code

21613

Country

United States

County/Parish

Province

Award Details

Federal Award Date

10/10/25

Award Type

Initial

Award Number

15JCOPS-25-GG-00462-LEMH

Supplement Number

00

Federal Award Amount

\$119,938.00

Funding Instrument Type

Grant

Assistance Listing Number	Assistance Listings Program Title
16.070	Law Enforcement Mental Health and Wellness Act

Statutory Authority

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq

[X] I have read and understand the information presented in this section of the Federal Award Instrument.

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2025 FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects

Awarding Agency

COPS

Application Number

GRANT14443572

Grant Manager Name

LaToshia Austin

Phone Number

202-598-1548

E-mail Address

latoshia.austin@usdoj.gov

Project Title

FY25 Law Enforcement Mental Health and Wellness Act (LEMHWA) Implementation Projects - CITY OF CAMBRIDGE, MD

Performance Period Start

Date

10/01/2025

Performance Period End Date

09/30/2027

Budget Period Start Date

10/01/2025

Budget Period End Date

09/30/2027

Project Description

The Cambridge Police Department requests LEMHWA funding to embed a clinician within the agency. The clinician will be responsible for setting up the infrastructure of the wellness program and support the officers at the agency. This position would oversee the establishment of a peer support network, critical incident debriefings and follow up with check-in services, provide opportunities for informal debriefings for officers, implement and develop psychoeducational training and programs about alcohol, domestic violence, suicide, traumatic events, establish programs for families and supportive interventions during critical incidents, offer stress-reducing activities to officers and their families such as psychoeducational lectures and the evidenced-based treatment modality of trauma-informed yoga, implement wellness literature (posters, flyers, etc.) into the police station, compile a network of culturally competent mental health therapists that work with law enforcement, and develop training curriculum regarding mental health and wellness for new staff informing them of resources.

[X] I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 9/4/25 12:28 PM

Comments

No items

Budget Summary

Budget Category	Proposed Budget	Change	Approved Budget	Percentage
Sworn Officer Positions:	\$0	\$0	\$0	
Civilian or Non-Sworn Personnel:	\$0	\$0	\$0	
Travel:	\$0	\$0	\$0	
Equipment:	\$0	\$0	\$0	
Supplies:	\$0	\$0	\$0	
SubAwards:	\$0	\$0	\$0	
Procurement Contracts:	\$119,938	\$0	\$119,938	
Other Costs:	\$0	\$0	\$0	
Total Direct Costs:	\$119,938	\$0	\$119,938	
Indirect Costs:	\$0	\$0	\$0	
Total Project Costs:	\$119,938	\$0	\$119,938	
Federal Funds:	\$119,938	\$0	\$119,938	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%

[X] I have read and understand the information presented in this section of the Federal Award Instrument.

Other Award Documents

No other award documents have been added.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Condition 1

Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an

internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Full-Year Continuing Appropriations and Extensions Act, 2025, Public Law 119-4; Further Consolidated Appropriations Act, 2024, Public Law 118-47, Division B, Title VII, Section 742.

Condition 2

Compliance with 8 U.S.C. § 1373: Authority to obligate or expend contingent on compliance with this condition. State or local government entity recipients of this award, and any subrecipient of this award at any tier that is an entity of a State or of a unit of local government, must comply with 8 U.S.C. §1373, which provides that such entities may not prohibit, or in any way restrict, any government entity or official from sending to, receiving from, maintaining, or exchanging information regarding citizenship or immigration status, lawful or unlawful, of any individual with components of the U.S. Department of Homeland Security or any other federal, state or local government entity. This includes any prohibitions or restrictions imposed or established by a State or local government entity or official.

Any obligations or expenditures of a recipient or subrecipient that are impermissible under this condition shall be unallowable costs for purposes of this award.

References to the Immigration and Naturalization Service in 8 U.S.C. 1373 are to be read, as a legal matter, as references to components of the U.S. Department of Homeland Security.

Condition 3

Federal Civil Rights and Nondiscrimination Laws (certification): The recipient agrees that its compliance with all applicable Federal civil rights and nondiscrimination laws is material to the government's decision to make this award and any payment thereunder, including for purposes of the False Claims Act (31 U.S.C. 3729-3730 and 3801-3812), and, by accepting this award, certifies that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

Condition 4

Federal Laws, Presidential Memoranda, and Executive Orders: Recipients of grant funding must comply with all applicable federal laws and Presidential Memoranda and all Executive Orders by the President.

Condition 5

Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 2 C.F.R. §§ 200.334 and 200.337, and, as applicable, 34 U.S.C. § 10385(a).

Condition 6

Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

Condition 7

Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under

Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.

Condition 8

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable award year COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including subsequent changes, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of a condition of this award be held to be invalid or unenforceable by its terms, then that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law (to any person or circumstance) under this award. Should it be held, instead, that a condition (or a provision thereof) is of utter invalidity or unenforceability, such condition (or such provision) shall be deemed severable from this award.

Condition 9

Federal Civil Rights: The recipient and any subrecipient must comply with applicable federal civil rights and nondiscrimination statutes and regulations including: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as implemented in Subparts C and D of 28 C.F.R. Part 42; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented in Subpart G of 28 C.F.R. Part 42; section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681), as implemented in Subpart D of 28 C.F.R. Parts 42 and 54; section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102), as implemented in Subpart I of 28 C.F.R. Part 42; and section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)), as implemented in Subpart D of 28 C.F.R. Part 42. In addition to applicable federal statutes and regulations that pertain to civil rights and nondiscrimination, the recipient and any subrecipient must comply with the requirements in 28 C.F.R. Parts 22 (Confidentiality of Identifiable Research and Statistical Information); 28 C.F.R. Part 23 (Criminal Intelligence Systems Operating Policies); 28 C.F.R. Part 38 (Partnerships with Faith-Based and Other Neighborhood Organizations); and 28 C.F.R. Part 46 (Protection of Human Subjects). For an overview of the civil rights laws and nondiscrimination requirements in connection with your award, please see <https://www.ojp.gov/program/civil-rights/overview>.

Condition 10

Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

Condition 11

Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and COPS Office authority to terminate award): The recipient and subrecipient agree to comply with the following requirements of 2 C.F.R. Part 175, Appendix A to Part 175 – Award Term:

I. Trafficking in Persons

- (a) Provisions applicable to a recipient that is a private entity. (1) Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:
- (i) Severe forms of trafficking in persons;
 - (ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;
 - (iii) The use of forced labor in the performance of this award or any subaward; or
 - (iv) Acts that directly support or advance trafficking in persons, including the following acts:
 - (A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - (B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or

(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

(D) Charging recruited employees a placement or recruitment fee; or

(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by DOJ at 2 C.F.R. Part 2867.

(b) Provision applicable to a recipient other than a private entity. (1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by 2 C.F.R. Part 2867.

(c) Provisions applicable to any recipient.

(1) The recipient must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The recipient must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) Definitions. For purposes of this award term:

Employee means either:

(1) An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

Private Entity means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

Condition 12

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
 - (2) When the recipient agrees to the termination and termination conditions.
 - (3) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
 - (4) Pursuant to any other award terms and conditions, including, when an award no longer effectuates the program goals or agency priorities to the extent such termination is authorized by law.
2. C.F.R. § 200.340.

Condition 13

Recipient Integrity and Performance Matters: For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

I. Reporting of Matters Related to Recipient Integrity and Performance

(a) General Reporting Requirement.

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110–417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111–212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) **Reporting Procedures.** Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) **Reporting Frequency.** During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions. For purposes of this award term—

Administrative proceeding means a nonjudicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

Condition 14

Reporting Subawards and Executive Compensation: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation

(a) Reporting of first-tier subawards—(1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) Reporting Requirements. (i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov>.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) Reporting total compensation of recipient executives for entities—(1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at <https://www.sam.gov>.

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) Reporting of total compensation of subrecipient executives—(1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

(i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;

(ii) In the subrecipient's preceding fiscal year, the subrecipient received:

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts

(and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see

the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in paragraph

(c)(1) of this appendix. The recipient is required to submit this information to the

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov> no

later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) Exemptions. (1) A recipient with gross income under \$300,000 in the previous tax year is exempt from the requirements to report:

(i) Subawards, and

(ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) Definitions. For purposes of this award term:

Entity includes:

(1) Whether for profit or nonprofit:

(i) A corporation;

(ii) An association;

(iii) A partnership;

(iv) A limited liability company;

(v) A limited liability partnership;

(vi) A sole proprietorship;

(vii) Any other legal business entity;

(viii) Another grantee or contractor that is not excluded by subparagraph (2); and

(ix) Any State or locality;

(2) Does not include:

(i) An individual recipient of Federal financial assistance; or

(ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR200.1.

Subrecipient has the meaning given in 2CFR 200.1.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

Condition 15

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

Condition 16

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

Condition 17

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

Condition 18

Equal Employment Opportunity Plan (EEOP): Please see the Office for Civil Rights website <https://www.ojp.gov/eeop>-notice for current information on the recipient's responsibilities related to the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan.

Condition 19

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

Condition 20

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal

contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner's Manual for a full text of the statute.

Condition 21

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

Condition 22

Mandatory Disclosure: Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

Condition 23

Reports/Performance Goals: To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency's progress in implementing the award, and, as applicable, community policing strategies including gauging the effectiveness of your agency's community policing capacity. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

Condition 24

System for Award Management (SAM.gov) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

I. System for Award Management (SAM.gov) and Universal Identifier Requirements

(a) **Requirement for System for Award Management.** (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

(b) **Requirement for Unique Entity Identifier (UEI).** (1) If the recipient is authorized to make subawards under this Federal award, the recipient:

(i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.

(ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

(c) **Definitions.** For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

Unique entity identifier means the universal identifier assigned by SAM.gov to uniquely identify an entity.

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;

- (4) Domestic for-profit organization; and
 - (5) Federal agency.
- Subaward has the meaning given in 2 CFR 200.1.
- Subrecipient has the meaning given in 2 CFR 200.1.

Condition 25

Additional High-Risk Recipient Requirements: The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

Condition 26

Allowable Costs: The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient or subrecipient must not earn or keep any profit resulting from the award. Your agency may not use award funds for any costs not identified as allowable in the award package.

Condition 27

Training Guiding Principles: Any training or training materials developed or delivered with award funding provided by the Office of Community Oriented Policing Services is to adhere to the following guiding principles –

1. Trainings must comply with applicable law.
In developing and conducting training under the award, recipients (and any subrecipients) shall not violate the Constitution or any federal law, including any law prohibiting discrimination.
2. The content of trainings and training materials must be accurate, appropriately tailored, and focused.
The content of training programs must be accurate, useful to those being trained, and well matched to the program's stated objectives. Training materials used or distributed at trainings must be accurate, relevant, and consistent with these guiding principles.
3. Trainers must be well-qualified in the subject area and skilled in presenting it.
Trainers must possess the subject-matter knowledge and the subject-specific training experience necessary to meet the training objectives.
4. Trainers must demonstrate the highest standards of professionalism.
Trainers must comport themselves with professionalism. While trainings will necessarily entail varying teaching styles, techniques, and degrees of formality, as appropriate to the particular training goal, professionalism demands that trainers instruct in the manner that best communicates the subject matter while conveying respect for all.

Condition 28

Computer Network Requirement: The recipient understands and agrees that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Full-Year Continuing Appropriations and Extensions Act, 2025, Public Law 119-4; Consolidated Appropriations Act, 2024, Public Law 118-42, Division C, Title V, Section 527.

Condition 29

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

Condition 30

Extensions: Recipients may request an extension of the award period to receive additional time to implement their award program. Such extensions do not provide additional funding. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award. 2 C.F.R. §§ 200.308(f)(10) and 200.309.

Condition 31

Human Subjects Research: The recipient agrees to comply with the provisions of the U.S. Department of Justice's common rule regarding Protection of Human Subjects, 28 C.F.R. Part 46, prior to the expenditure of Federal funds to perform such activities, if applicable. The recipient also agrees to comply with 28 C.F.R. Part 22 regarding the safeguarding of individually identifiable information collected from research participants.

Condition 32

Modifications: Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(i). For federal awards in excess of the simplified acquisition threshold (currently, \$250,000), any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office.

Condition 33

The Paperwork Reduction Act Clearance and Privacy Act Review: Recipient agrees, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

Condition 34

Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment: Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable.

2. C.F.R. § § 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

Condition 35

Sole Source Justification: Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of the simplified acquisition threshold (currently, \$250,000) and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

Condition 36

Supplementing, not Supplanting: State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

Condition 37

Travel Costs: Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

Condition 38

Copyright: If applicable, the recipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award in accordance with 2 C.F.R. § 200.315(b). The COPS Office reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use the work, in whole or in part (including create derivative works), for Federal Government purposes, and to authorize others to do so. The COPS Office also reserves the right, at its discretion, not to publish deliverables and other materials developed under this award as a U.S. Department of Justice resource.

Products and deliverables developed with award funds and published as a U.S. Department of Justice resource will contain the following copyright notice:

"This resource was developed under a federal award and may be subject to copyright. The U.S. Department of Justice reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work for Federal Government purposes and to authorize others to do so. This resource may be freely distributed and used for noncommercial and educational purposes only."

Condition 39

Requirement to report actual or imminent breach of personally identifiable information (PII).

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a COPS Office grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to the recipient's COPS Office Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

Condition 40

Domestic preferences for procurements: Recipient agrees that it, and its subrecipients, to the greatest extent practicable, will provide a preference for the purchase, acquisition, or use of goods, products, and materials produced in, and services offered in, the United States. 2. C.F.R. § 200.322 and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, January 25, 2021.

Condition 41

Public Release Information: The recipient agrees to submit one copy of all reports and proposed publications resulting from this award ninety (90) days prior to public release. Any publications (written, curricula, visual, sound, or websites) or computer programs, whether or not published at government expense, shall contain the following statement:

"This project was supported, in whole or in part, by federal award number [YYYY-XX-XXXX] awarded to [Entity] by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) or contributor(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific individuals, agencies, companies, products, or services should not be considered an endorsement by the author(s), contributor(s), or the U.S. Department of Justice.

[X] *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance**Declaration and Certification to the U.S. Department of Justice as to Acceptance**

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official
COPS Acting Director

Name of Approving Official
Cory D. Randolph

Signed Date And Time
9/29/25 3:10 PM

Authorized Representative

☒ Declaration and Certification (Law Enforcement Executive/Program Official)

Entity Acceptance

Title of Authorized Entity Official
IT Coordinator

Name of Authorized Entity Official
Dale Price, III

Signed Date And Time
11/18/2025 4:14 PM

☒ Declaration and Certification (Government Executive/Financial Official)

Entity Acceptance

Title of Authorized Entity Official
Captain

Name of Authorized Entity Official
Ronald Hinson

Signed Date And Time
11/19/2025 11:57 AM

TO: The Mayor and City Commissioners

FROM: Glenn Steckman

RE: CM Notes

January 8, 2026

Richardson Maritime Museum:

I met with Suan Usab and Natalie Chabot who provided me with an update on the Richardson Maritime Museum and future grant applications. I have attached a letter to these notes from them.

In February Susan Usab is requesting time on the agenda to provide you with an update on what is happening at the museum.

Shoreline Resiliency:

Ed White and his team will be meeting with you on January 26 to discuss progress on the project and their interaction with the property owners.

Funding Restored:

A federal judge has restored funding for the Shoreline Resiliency Project. Because this project proposal started in 2019 the cost estimates have increased by an additional estimate of \$6-8M which includes contingency.

MDEM:

City staff met with MDEM officials to discuss future funding opportunities on wastewater and stormwater projects such as the wastewater interceptor project, Cedar Street Culvert, Trenton Street Pump Station and stormwater retention ponds

250th Birthday:

Unfortunately, funds were not budgeted for any street decorations or public building decorations for the country's 250th Birthday. City staff are putting together a plan for this once-in-a-lifetime event to make the city look celebratory for this event.

Legislative Lobbying Day:

This coming Wednesday, January 14th, at the Governor Calvert House in Annapolis from 6-8pm, the MML will hold a reception for municipal officials to speak to members of the General Assembly at a reception

The City of Cambridge is a sponsor of this event.

Lakesha Graves:

Ms. Graves has requested to be on the agenda to discuss violence in the county schools, transportation system and bus stops.

CWDI Board Appointments:

Two members of the council, Commissioners Roche and Summers, will meet with two members of the CWDI Board to review the nominations received and make a recommendation to the commissioners on who to appoint to Natalies Chabot's former seat. Mrs. Chabot's seat expires in 2027. The date for the nomination meeting is to be determined.

Public Works Staff Meeting:

HR staff and I met with the staff of the Public Works Department on city policy on vacation, personal leave and sick leave. Other topics included workers' compensation and the salary and classification study.

Salary and Classification Study:

The draft results will be presented tentatively on Monday February 2 at 5:15pm.

Habitat for Humanity MOA:

Brandon Hesson, Ed Crosby and I met with representatives from Habitat for Humanity to discuss a process that would allow properties to be transferred to a non-profit organization to construct new homes or rehab structures.

Wastewater Interceptor:

The staff is updating costs and plans to submit a grant application to help offset costs for this \$3.2M project estimate.

Wastewater Capital Fee:

The staff are working on developing a capital fee to be included in the wastewater bill to address long-term investment in our wastewater infrastructure system.

Tax Differential:

Perry and I will be meeting soon on the tax differential issue with Jerry Jones and Karen Tolley.



Glenn Steckman
City Manager
410 Academy Street
Cambridge, MD 21613

Dear Mr. Steckman:

On behalf of the Richardson Maritime Museum (RMM) Board of Directors, we appreciate the ongoing support of the City of Cambridge as we work to strengthen our organization and establish the museum as a significant cultural and economic resource for the community. Our long-term economic goal is to evolve into a unique waterfront landmark that draws residents and visitors alike, while enhancing Cambridge, Cambridge Harbor, and Dorchester County as regional destinations.

At this time, we respectfully request your continued partnership by allowing RMM to apply for State of Maryland grants through the City as a subrecipient during the 2026 grant cycle. The Maryland Department of Housing and Community Development (DHCD) administers several Neighborhood Revitalization programs that would be well suited to RMM's mission and capital needs, including the Community Legacy and Strategic Demolition Fund programs. DHCD typically opens these grant rounds in the spring, with application deadlines in June or early July. We have already had a preliminary conversation with DHCD State Director Kevin Baynes to discuss the potential alignment of these programs to our initiatives.

Since the leadership transition in January 2025, RMM has actively pursued a diverse range of public and private funding opportunities and has hosted several successful fundraising events of our own. Our volunteer Grant Committee meets weekly and works proactively to prepare complex applications and required supporting documentation well in advance of deadlines. We are submitting this request now so that any procedures, requirements, or agreements necessary for a passthrough application can be coordinated early and efficiently.

We are grateful for your consideration of this request and believe that securing state funding through a City partnership represents a mutually beneficial opportunity to preserve and activate important maritime heritage assets for the broader community. We would welcome the opportunity to meet with the Mayor or City Council leadership to provide an update on RMM's progress, current operations, and future goals.

Thank you for your continued support and partnership.

Debbie Usab
Board of Directors, Chair



City of Cambridge

410 Academy Street, Cambridge, MD – P.O. Box 255
Phone: 410-228-4020 Fax: 410-228-4554
E-Mail info@chooscambridge.com

COUNCIL AGENDA REPORT

To: The Honorable Mayor Cephas Bey and the Commissioners of Cambridge
From: Tara Felts, Grants Coordinator
Date: January 12, 2026
Subject: Commissioners of Cambridge Grants Quarterly Report
Recommendation: Information Only

INTRODUCTION

I am pleased to submit this report providing an update on the City's active and pending grants for FY26 Quarter 2 (October 1 through December 31, 2025). This report is intended to keep the Mayor and Commissioners informed of the City's ongoing efforts to secure, manage, and effectively implement grant funding in alignment with the City's strategic priorities.

Grant funding continues to be a critical tool for advancing infrastructure improvements, public safety initiatives, and community revitalization efforts, while helping to reduce reliance on local tax dollars. Through strategic grant management, the City ensures that awarded funds are implemented effectively and structured to deliver lasting benefits to residents and businesses.

During FY26 Quarter 2, City staff continued to advance multiple grant-funded projects while also preparing for the upcoming FY27 funding cycle, positioning the City to remain competitive for new state and federal funding opportunities.

The following Executive Summary provides an overview of the current grants portfolio, highlights key accomplishments from the quarter, and identifies operational considerations and funding priorities for the upcoming reporting period.

EXECUTIVE SUMMARY

Portfolio Overview

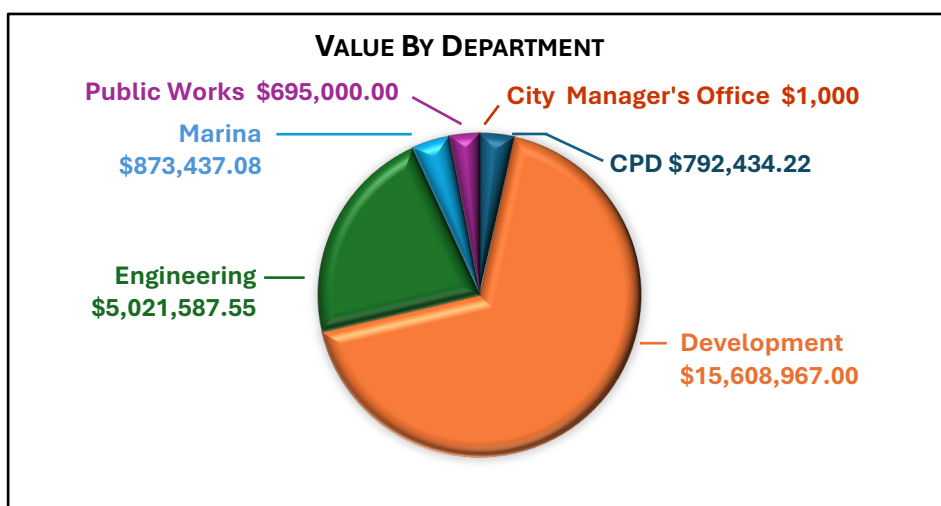
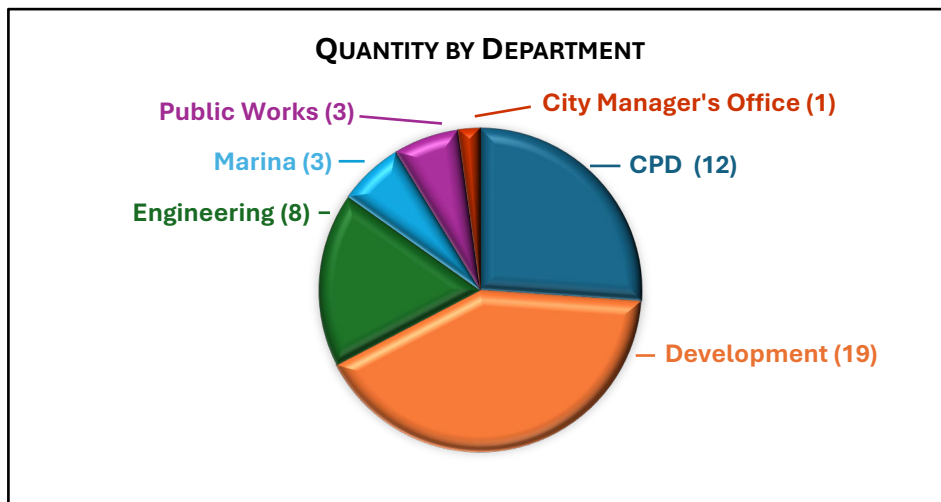
The City of Cambridge currently has 46 active grants totaling approximately \$23 million in federal, state, and private funding that are being administered by City staff.

As of December 31st, 2025:

- 43 grants representing approximately \$21.4 million, are currently under active administration (*included in the 46*)

- 3 grants, representing approximately \$1.6 million, have been submitted for closure and are under final review. *(included in the 46)*
- 8 awarded grants, representing approximately \$3.6 million, are pending execution of award agreements. *(not included in the 46)*
(This total includes a \$2.5 million grant award for the Trenton Street Pump Station, which is paired with an additional \$4.7 million loan. Loan funding is not included in the grant portfolio totals.)
- 4 new grant applications were submitted this quarter, representing approximately \$1.6 million in requested funding. In total, the City has 10 grant applications pending review, representing approximately \$5.1 million in requested funding. *(not included in the 46)*
- 4 grant awards, totaling approximately \$1.83 million, were closed during this quarter. *(not included in the 46)*

The grants portfolio spans 6 City Departments (Development, Public Works, Police Department, Marina, Engineering and City Manager's Office) with the largest share of funding supporting community infrastructure and revitalization projects. The following charts illustrate the grant disbursements by number and total value across the six departments represented, offering insight into the distribution of resources.



FY26 Quarter 2 Key Highlights and Achievements

- **Grant-Funded Project Milestones:** Key FY26 Quarter 2 accomplishments include the sale of the first Homeownership Works home on Douglas Street, completion of the Cannery Park dog park, infrastructure improvements at Chesapeake Court, and implementation of stormwater management projects at City Hall and the DPW building.
- Closure of two of the City's oldest outstanding grants was achieved during FY26 Quarter 2, with additional efforts underway to advance several remaining legacy grants toward submission and final closeout.

Challenges and Considerations

The City continues to demonstrate successful performance in managing its active grants; however, several operational factors influence the pace and capacity of grants administration:

- **Capacity:** Staff transitions, including the departure of the City Engineer and Grants Accountant, continue to place additional demands on existing staff. The City remains focused on maintaining project continuity and performance while advancing efforts to strengthen organizational grant management capacity.
- **Strategic Grant Alignment:** City staff are taking an intentional and strategic approach to identifying and pursuing new funding opportunities. This approach prioritizes alignment between available capacity, critical projects, project readiness, and long-term management needs, ensuring that awarded grants are effectively implemented and sustained.
- **External Challenges:** The federal government shutdown during this quarter affected several grants. While some programs were not impacted, many grants experienced delays in payment processing and access to technical assistance, which temporarily slowed project implementation and reporting.

Looking ahead, the City will continue to address these operational factors while identifying opportunities to strengthen internal capacity and strategically position itself for future funding success.

Upcoming Priorities and Opportunities

Looking ahead to FY26 Quarter 3, staff will focus on the following priorities:

- Development of preliminary FY27 grant projections for use in the upcoming budget process.
- Establishment of realistic project completion and spenddown benchmarks for each active grant to support clear progress milestones and efficient grant management.
- Continuing implementation of strategies and updated timelines to advance activities for grants currently operating under approved extensions.
- Strategic preparation for the FY27 grant funding cycle, with emphasis on identifying funding opportunities that align with critical infrastructure projects, staff capacity, project readiness, and long-term management needs.
- Submittal of currently in-process grant applications: Housing and Urban Development Infrastructure, Greenspace Equity Program, Water Infrastructure Capital Project Financing, and Maryland Heritage Area Program. *(Additional opportunities as they become available)*
- Continued refinement of the City's internal grants management framework

Approved by: City Manager, Glenn Steckman



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: Registration Program – Update and Path Forward

WHERE WE ARE: For the FY26 Rental Registration period, the City of Cambridge registered 3,395 owner occupied rental units. This is an increase of about 90 rental units since FY24, which we believe to be previously unregistered and not new. We experienced 95% compliance from previously registered or suspected rental units in the city, and we consider that to be a successful effort.

For the 2025 registration period, staff also identified some target initiatives:

- Staff applied Habitual Offender status, as defined in city code, to 23 properties throughout the city and performed required interior inspections.
- Staff also targeted the recovery of more than \$11,000 in significantly past due fines and abatement costs associated with non-owner-occupied residential homes. Throughout the registration period, we found efficiencies and were able to recover \$21,600 in previous years' abatements, fines and fees.
- As part of an ongoing review of the fee schedule, staff monitored the time it took to produce mailed notifications, administer the program, review submitted documents, follow up with property owners to request the correct information and provide other customer service. We also measured the staff time necessary to process Notifications of Violation (NOV) and Administrative Citations, as well as the legal services and court attendance necessary for subsequent fines.

WHERE WE ARE GOING: Efficiencies continue to get us closer to running an effective non-owner-occupied registration program, but enforcement efforts continue and the city has prioritized interior inspection programs and other registration initiatives, which continue to add to administrative burden in the Development Division.

For instance, last year, staff collected \$21,600 in past due fines and fees through the non-owner-occupied registration program. Currently, there are approximately \$70,000 in fees and fines associated with non-owner-occupied homes.

Staff recommendation is that we introduce the following programs and use revenues to fund a Registration Division in the Development Department. For us to establish a non-owner-occupied interior inspection program, vacant residential registration and inspection program, and vacant

commercial registration and inspection program, we will see an increase from 3,395 registrations to something close to 5,000 registrations and 1,500 interior inspections.

NON-OWNER-OCCUPIED REGISTRATION:

The program is now fully incorporated into OpenGov. Staff will be implementing the following changes in the 2026 registration period:

- **INCREASED REGISTRATION FEE:** This year's review of staff and administrative commitment to the program has highlighted that an increase in the Non-Owner-Occupied registration fee is required. This will be introduced as part of a Fee Schedule update soon, and the remaining fee schedule will be concluded as part of the fiscal-year budget process.
- **EXPANSION OF HABITUAL OFFENDER DESIGNATION:** The Habitual Offender designation is applied to properties guilty of three violations of the city's property maintenance code in a 24-month period. Under the designation, fines for these properties triple, the property is subject to interior inspections, the annual license may be revoked, and the license fee increases to \$500. The lack of adequate enforcement in past years meant that no homes in the city ever qualified, but that is changing now that we have a few years of effective code enforcement. While a vast majority of homes remain incredibly compliant, we expect more homes to be designated, and staff is working on systems to implement increased fines and license fees.
- **IMPROVED COLLECTION OF FEES AND FINES:** Through partnerships with other municipalities and the local courts, staff advanced the city into electronic forms where handwritten forms had been previously required. These handwritten forms had been a deterrent because they are time consuming. Last year, staff hand-wrote 191 administrative citations (fines) for failure to register non-owner-occupied properties. It took the entire building and safety services division a week to complete this task, and there were a reasonable number of administrative errors in that process. This year, using electronic forms approved by the District Court, less than half the division spent parts of two days to perform the same task with far fewer administrative errors.

Year	Fines and abatements of nuisance	Collected	Average days to pay
2019	62	\$ 6,677.00	464
2020	125	\$ 14,002.00	393
2021	133	\$ 29,316.00	283
2022	212	\$ 60,697.00	242
2023	229	\$ 63,955.00	208
2024	162	\$ 41,931.00	171
2025	616	\$ 95,180.00 *	67

** Many of 2025 violations and abatements remain in process. This is not intended to be a final amount.*

- **LEASE ADDENDUM:** Staff will require the submission of a lease addendum, signed by both the property owner and the tenant. This lease addendum will include important information about Maryland's Tenant Bill of Rights, contact numbers for city services, and other important partners.

- **INTERIOR INSPECTION:** Staff will introduce a text amendment and will need approval from the Commissioners of Cambridge to require interior inspections on non-owner-occupied homes. Registrations may be issued before completion of the inspection but may be rescinded if there are significant violations. These inspections will be completed by city staff with an approved checklist that will be made publicly available each year. This checklist will be focused on life-safety items in the home and is not intended to be all-inclusive of the city's building code, which may also be enforced as part of the inspections. The introduction of inspections is expected to require 1,250 man hours to schedule and perform inspections. Violations and follow-up will happen as part of the normal code enforcement workload.
- **CLARIFICATION OF POLICE CALLS FOR SERVICE:** Currently, the code provides for corrective action for problem rental properties, based on police calls for service information. After three police calls to a property, the property owner can be asked to appear before the Housing Board of Review and potentially lose its rental registration. Currently, that ordinance is incredibly specific to calls for service that rarely happen, and the city has not had an active Housing Board of Review for years. The proposed draft would attempt to better clarify this process, use verbiage consistent with current causes for calls for service, and require property owners to appear before the Board of Appeals.

VACANT RESIDENTIAL REGISTRATION AND INSPECTION:

This would be a new program, and staff believes there are approximately 300-400 vacant residential units in the city, requiring approximately 1,000 man hours.

The program would mimic the non-owner-occupied registration program, but operate with a February registration period, to keep workflow reasonable between the two programs. The Vacant Residential Registration and Inspection program would also complete inspections annually after one full year of registration, instead of triennially. The program would require owners to provide contact information, resident agents (if applicable), acknowledge maintenance and security requirements, require posting requirements with the owners' name and contact information outside of the home, and define penalties.

A draft ordinance is mostly complete and would require adoption, as well as the creation of a fee, which staff also has completed.

VACANT COMMERCIAL STOREFRONT REGISTRATION AND INSPECTION:

This would be a new program and would require adoption of an ordinance that is currently in draft form. This program is different than the previous programs because it has a rolling registration. This means that registrations for different properties would become due at different times, based on when they became vacant. This poses some challenges for staff, but the volume of these registrations is expected to be much lower. The expectation for this program is that it will require 200 man hours annually.

#

SUMMARY: The proposed registration program will require approximately 2,250 additional man hours to perform. These additional efforts are expected to be fully supported by revenues generated by each program.

If we are moving in the right direction, staff will develop Registration Supervisor and Registration Technician positions, and bring these registration programs and support ordinances or text amendments on the following proposed schedule:

PROPOSED PROGRAM	NON-OWNER OCCUPIED REGISTRATION	VACANT RESIDENTIAL REGISTRATION AND INSPECTION	VACANT COMMERCIAL STOREFRONT	FEE SCHEDULE
SUMMARY	Text amendment and commissioner approval needed to allow for interior inspections and to better clarify the process for police calls for service.	New ordinance and commissioner approval needed to allow for registration of vacant residential homes.	New ordinance requiring council adoption for the registration and possible inspection of vacant commercial storefronts.	New ordinance to correct out of date fee schedule. This will be brought in two parts. The first will be a supplement of about half of the fee schedule. The remainder will be updated and adopted as part of the regular fiscal year budget.
Does a Draft Ordinance exist?	Yes	Yes	Yes	Yes
Monday, January 12, 2026			First Reading and Introduction	
Monday, January 26, 2026		First Reading and Introduction		
Monday, February 9, 2026	First Reading and Introduction		Second Reading, Public Comment and Introduction	
Monday, February 23, 2026		Second Reading, Public Comment and Introduction		Staff Report on fee schedule project.
Monday, March 9, 2026	Second Reading, Public Comment and Introduction			FIRST SUPPLEMENT: First Reading and Introduction
Monday, March 23, 2026				
Monday, April 13, 2026				Second Reading, Public Comment and Introduction
Monday, April 27, 2026				