MAYOR
Brian K. Grim

CITY ADMINISTRATOR
Jeff Rhodes

CITY SOLICITOR
Michael Scott Cohen

COUNCIL
Seth D. Bernard
David Caporale
Richard J. Rock" Cioni
Eugene T. Frazier

CITY CLERK
Marjorie A. Woodring

MINUTES

DATE: July 3, 2018

I. Closed Session

1. 5:00 p.m. - Convene in open session for the purpose of closing the meeting for an Executive Session pursuant to Section 3-305(b) (7) and (14) to consult with legal counsel regarding matters related to the CSX bridges and bids received for a custodial services contract for certain City facilities

   Motion to move into Closed Session was made by Bernard, seconded by Caporale, and passed on a vote of 5-0.

2. Executive Session

II. Open Session

1. 6:15 p.m. - Reconvene into Open Session

   The public meeting was reconvened at 6:40 p.m.

III. Pledge of Allegiance

IV. Roll Call

PRESENT: Brian K. Grim, President; Council Members Seth Bernard, David Caporale, Richard Cioni, Eugene Frazier

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Charles Hinnant, Chief of Police; Donald Dunn, Fire Chief; Sherri Nicol, Assistant to City Clerk

V. Statement of Closed Meeting

1. Summary Statement of Closed Meeting

   Mayor Grim announced that a Closed Session had been held on Tuesday, July 3, 2018 at

5:00 p.m. and read into the record a summary statement of that session, which is attached hereto and made a part of these minutes as required by Section 3-306(c) (2) of the General Provisions Article of the Annotated Code of Maryland.

VI. Presentations

1. Progress report on the 2018 Day of Caring and Sharing presented by Juli McCoy, Executive Director of the Allegany County United Way

   Ms. McCoy discussed the progress report on the 2018 Day of Caring and Sharing. 43 projects were completed throughout the City, and there were 499 volunteers. The event brought in nearly $13,000 in donated items.

VII. Director's Reports

(A) Administrative Services

1. Administrative Services monthly report for April, 2018

   Motion to approve the Administrative Services monthly report for April, 2018, was made by Caporale, seconded by Bernard, and was passed on a vote of 5-0.

VIII. Approval of Minutes

1. Approval of the Work Session Minutes and Regular Session Minutes of April 17, 2018

   Motion to approve the minutes was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

IX. Unfinished Business

(A) Resolutions

1. Resolution to approve a project to work with the a 3rd party contractor to develop an aesthetic design plan for the Baltimore Street Project in partnership with the Downtown Development Commission (DDC) and the Cumberland Economic Development Commission (CEDC)

   Kathy McKenney, Community Development Program Manager, discussed a Technical Assistance Grant application to the Department of Community Development that the Downtown Development Commission was preparing to help provide support for design services to the Baltimore Street Redevelopment Project. The Resolution is an acknowledgement of support for the application to the State of MD. A consultant has not been hired yet.

   RESOLUTION NO. R2018-03

X. New Business

(A) Orders (Consent Agenda)

Rhodes reviewed each item on the Consent Agenda. Mayor Grim called for a motion to approve Consent Agenda Items 1-4. Terry Socha requested that Consent Agenda Items 2, 3, and 4 be voted on separately.

Motion to approve Consent Agenda Item 1 was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

Motion to approve Consent Agenda Item 2 was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

Motion to approve Consent Agenda Item 3 was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

Motion to approve Consent Agenda Item 4 was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

Ms. Socha requested to comment on Consent Agenda Items 2, 3, and 4.

Motion to rescind prior motions to approve Consent Agenda Items 2-4, due to comments not taken, was made by Caporale, seconded by Bernard, and passed on a vote of 5-0.

Motion to approve Consent Agenda Item 2 after comments was made by Caporale, seconded by Bernard, and passed on a vote of 5-0. See comments under Order 2.

Motion to approve Consent Agenda Item 3 after comments was made by Caporale, seconded by Bernard, and passed on a vote of 5-0. See comments under Order 3.

Motion to approve Consent Agenda Item 4 after comments was made by Caporale, seconded by Bernard, and passed on a vote of 5-0. See comments under Order 4.

1. Order authorizing execution of Change Order No. 1 to provide one month's additional services (July 1, 2018 - July 31, 2018) to the existing contract with JK&S Cleaning for the increased amount of $5,400

   ORDER NO. 26,309

2. Order authorizing the abatement of certain non-collectable personal property taxes for tax years 2007-2016 totaling $190,242.29

   Ms. Sosha asked if there was a list of business names and owners on the abatement list, and if everyone was current on their Personal Property tax, and if not, was the City collecting in a timely manner. Mr. Rhodes stated that most, if not all, of the taxes were the result of places going out of business, and said he could provide her with a list.

   ORDER NO. 26,310

3. Order approving an Historic District Tax Credit for 114 South Centre St., owned by First Project LLC, commencing with the 2015 tax year in the amount of $12,943 to be used over five (5) years, and a property tax assessment freeze for two (2) years

Terri Socha stated that since Cumberland is so old, and most districts are historic now, she had concerns over historic tax credits, and why residents don't get them for doing improvements. Kathy McKenney explained how the tax credits are calculated and that the program, which was started in 1998, encourages reinvestment so there's not an initial increase in taxes, and is available to both residents and investors, as long as at least $5K or more is spent in renovations.

ORDER NO. 26,311

4. Order authorizing that the provisions of City Code Section 11-113 pertaining to open containers of alcohol be lifted in the event of bad weather in a defined area in the vicinity of the George Street Garage on July 14, 2018 from 3:00 PM until 9:00 PM for Discover Downtown Cumberland events; notwithstanding that open glass containers shall not be permitted

Ms. Socha had concerns about the Discover Downtown Cumberland event time, saying that the time of the event overlaps what she deemed was "family event time", and asked if it was adult-only, since alcohol would be served. Mayor Grim advised that the event is open to the public and is slated during normal hours for downtown events, and that downtown restaurants are encouraged to participate, and will serve food and drink. He also stated that there is a specific area defined, as it states in the Order. He further added that this particular defined area was only a backup plan in case of rain, and Mr. Rhodes stated that the Discover Downtown Cumberland event series already has clearance from Mechanic Street to the center of the downtown mall.

ORDER NO. 26,312

XI. Public Comments

Chuck Schwab, 616 Crest Drive, stated that a camera was needed at the Seton Drive and Braddock Road intersection traffic light. Mr. Rhodes stated that the area had been recently surveyed by the SHA, and, based on projected traffic volume, they are recommending minimal inmprovements there, but they will certainly have the Traffic Group look into a camera at that intersection.

Ed Taylor, President of the Cumberland Historic Cemetery Association, 400 Allegany Street, invited the Mayor and City Council to a memorial service and plaque reading for Revolutionary War Captain David Lynn to be held Wednesday, July 4th at 10:00 a.m. at their headquarters and at Rose Hill Cemetery, and thanked the City for all their support of the Cumberland Historic Cemetery Association.

Terri Socha, 1822 Bedford Street, stated that the agenda hand-out should have been printed double sided to save paper. She then stated that Bedford and Frederick Streets are neither bike-friendly, child-friendly, or driver-friendly, and said speed limit signs were removed to put up bike signs, and asked for Children Playing signs. Ms. Socha then asked whether the downtown would be accessable once the downtown construction began, and added that a timeline needs to be made public. Mayor Grim and Mr. Rhodes assured her that the subject has been talked about publicly on a number of occasions, and also by the DDC, but that

construction isn't expected to start until 2020.

Mary Oliver, 311 Pulaski Street, wanted to express her appreciation that the Code Compliance officer was seen going up and down her street giving out information, and feels that the City was very responsive to her prior concerns. She added that she has distributed flyers for a Crime Watch group and has not had a lot of response yet, but that they do have a Facebook group started, and she has noticed more friendliness between neighbors.

All public comments are limited to 5 minutes per person

Mayor Grim advised of Independence Day activites downtown this evening on July 3rd, and also tomorrow on July 4th, hosted by the Washington Street Association, sponsored in part by Let's Beautify Cumberland!, and also noted that the traditional fireworks display on July 4th at Constitution Park would begin at 9:30 p.m., weather permitting. Rain date is Saturday, July 7th.

Mayor Grim acknowledged Councilman David Caporale, and Mr. Raymond Morris, and congratulated them on June 26th's Primary Election results.

All public comments are limited to 5 minutes per person

XII. Adjournment

With no further business at hand, the meeting adjourned at 7:10 p.m.

Minutes approved on October 2, 2018

Brian K. Grim, Mayor

ATTEST: Sherri Nicol, Assistant to City Clerk

Regular Council Agenda
July 3, 2018

Description

5:00 p.m. - Convene in open session for the purpose of closing the meeting for an Executive Session pursuant to Section 3-305(b) (7) and (14) to consult with legal counsel regarding matters related to the CSX bridges and bids received for a custodial services contract for certain City facilities

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description
Executive Session

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description
6:15 p.m. - Reconvene into Open Session

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description
Summary Statement of Closed Meeting

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Mayor and City Council of Cumberland

Closed Session Summary

Tuesday, July 03, 2018 at 5:00 p.m.

Second Floor Conference Room, City Hall

On Tuesday, July 3, 2018, the Mayor and City Council met in closed session at 5:00 p.m. in the second floor conference room of City Hall to consult with legal counsel regarding matters related to the CSX bridges and bids received for a custodial services contract for certain City facilities. Authority to close the session was provided by the General Provisions Article of the Annotated Code of Maryland, Section 3-305 (b) (7) and (14).

Persons in attendance included Mayor Brian Grim;

Council Members Seth Bernard, David Caporale, Richard Cioni, and Eugene Frazier;

City Administrator Jeff Rhodes, City Solicitor Mike Cohen, Operations Manager Brooke Cassell, Assistant to the City Clerk Sherri Nicol, and Senior Engineer Bobby Smith.

On a motion made by Councilman Bernard, and seconded by Councilman Caporale, Council voted 5-0 to close the session.

No actions were voted upon and the meeting was adjourned at 6:37 p.m.

Brian K. Grim, Mayor

Entered into the public record on JUL - 3 2018

Regular Council Agenda
July 3, 2018

Description

Progress report on the 2018 Day of Caring and Sharing presented by Juli McCoy, Executive Director of the Allegany County United Way

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Administrative Services Monthly Report for April, 2018

July 3, 2018

Honorable Mayor and City Council
City Hall
Cumberland, Maryland 21502

Dear Mayor and City Council Members:

The following report is submitted by the Department of Administrative Services for the month of April, 2018:

Parks & Recreation Department
April 2018

Reservations for the six covered Pavilions at Constitution Park continue to be taken for the 2018 season.
Rental Fees are $ 100.00 for the Large Pavilion and $ 75.00 for the Small Pavilion.
27_ Reservations were received in the month of April.
Usage of the Pavilions – Month of April – 9 pavilions reserved and used
3 Rental of the Activities Building April 15, 21 & 28

Field and court usage for the month of April:
Middle School and College:
Allegany College of MD women's softball (Cavanaugh & Mason)
Washington Middle School – Girls Softball (Mason Fields)
Spring Soccer Leagues:
YMCA Youth Soccer League
Tennis Teams:
Bishop Walsh Boys – Park Courts
Frostburg State University – Park Courts
Practices
Dapper Dan League began practices at Long and Al Abrams Fields
The Girls Softball League began regular league games April 25
Adult Leagues at Mason Complex
Most Leagues began practice in April:
Christian League – (regular league play began April 30)
Coed Softball League (regular league play began April 15)

Industrial League – (regular league play began April 23)

Tournament

Fort Hill Girls Tournament – April 7 – Mason Sports Complex Fields

School marble tournament play continues in local schools to determine school champions to participate in the City tournament May 14 –Girls, May 15 – Boys, at the Constitution Park Marble Ring area. Seven Elementary and Middle schools are participating this year.

Co-ed Volleyball League - 6 teams, 42 participants, games are played weekly on Wednesday nights at South Penn Elementary School. Play is under the direction of Carol Brown. 3 weeks of tournament play in April concluded the league for the season.
Attendance 126.

Meetings attended:

- Regular Monthly Meeting of the Recreation Advisory Board -4/2/18
- Regular Thursday staff meetings
- Risk management meeting
- Alta planning group – Constitution Park

Areas of work

- Continue to coordinate league and field usage between leagues, maintenance, and department office.
- Park Pool 2018 season – continue to work with Amy Nazelrod.
- Summer Day camp program planning
- Summer Lunch program coordination – Meeting May 3, in Columbia MD
- Daily Pavilion reservation
- 70th Annual Battie Mixon Fishing Rodeo
- Outdoor movies in the park schedule
- "Sunday in the Park Concert Series"

Upcoming – for May

- Constitution Park Watchman begin work May 5 with weekends only until pool opening
- Pool season preparation – Pool opening set for Saturday May 26
- Staff meeting for pool staff Sunday May 20
- City Marble Tournament May 14 & 15
- Recreation Advisory Board May Meeting (May 14)
- Prepare for Constitution Park Day Camp program
- 70th Annual Battie Mixon Fishing Rodeo – Saturday June 3
- Day of Caring and Sharing Friday May 18
- Sunday in the Park Concert Series begins Sunday May 27 with The Potomac Concert Band

Community Development
April 2018

CODE COMPLIANCE

Building and Code Enforcement Activity:

April: 69 new complaint calls with 22 of those closed. Also closed 14 cases from previous months.
FY18 *to date* (July-Apr): 478 complaints with 221 closed. (avg. 48 received/month)

Nuisance & Junk Vehicle		Property Maintenance		Building code	
Reported	47	Reported	25	Reported	0
Resolved	17	Resolved	2		

Housing Code		Zoning	
Reported	18	Reported	0
Resolved	4		

Permits, Applications, and Licenses

Building Permits		Residential Rental License		Plan Reviews	
Received	6	Received	12	Received	0
Issued	4	Issued	12		

Occupancy Permit
Received: 6
Issued: 4

Housing Inspections
Conducted: 36
Passed: 36

Revenue
Building Permits:..... $4839.00
Miscellaneous Permits:..... 462.50
Occupancy Permits: 180.00

Utility Permits (no fees) 0.00
COA Permits..... 90.00
Reviews, Amendments, and Appeals: 0.00
Rental Licenses: 1175.00
Paid Inspections: 0.00
Municipal Infractions: 0.00
TOTAL $6746.50

Demolition Permit (Bonds)..... 0.00

Community Services Activity *(outside normal/daily):*

- National Night Out/Cumberland (8/7) planning meeting held 4/4 with CPD.
  - Outreach to 100+ community partners - 30 committed to set up to date
  - $500 donation from Columbia Gas of Maryland, received by County United Way
- Attended 4/4/18 AC Waste Management Board meeting as an alternate.
- Created spreadsheet of uninspected registered rentals.

COMMUNITY DEVELOPMENT PROGRAMS

Community Development Block Grant (CDBG) Monthly Activity: Jan. 2018 (through Dec.
Accomplishments

Activity	*Year*	*Initial Funding*	*Environmental Review*	*Contract*	*Spent*	*Remain*	*% Complete*
Balt/Amtrak Infrastructure Imps; Downtown Benches	2013	$144,151.06	x	x	$138,513.00	$5,638.06	96%
Balt/Amtrk Infrastructure Imps/Mechanic St	2014	$181,820.00	x		$48,300.00	$133,520.00	27%
CNHS Closing Cost Grants	2016	$32,000.00	x	x	$11,212.35	$20,787.65	35%
ADA Sidewalk Improvements - Downtown	2015	$50,000.00	x	x	$18,117.54	$31,882.46	36%
YMCA Rehabilitation Phase 2 (lower Level)	2016	$67,981.00	x	x	$0.00	$67,981.00	0%
HRDC Rental Rehabilitation (3)	2016	$24,200.00	x	x	$0.00	$24,200.00	0%
Goethe Street ALU	2016	$138,040.02	underway		$0.00	$138,040.02	0%
Amtrak Phase 2 - Mechanic St.	2016	$97,811.00	x		$0.00	$97,811.00	0%
Transitional Shelter Rehabilitation 16-18 Arch St.	2016	$21,500.00	x	x	$0.00	$21,500.00	0%
Cavanaugh Ballfield - Imps 1	2016	$73,879.00	x	x	$73,879.00	$0.00	100%
Denture Clinic 2016	2016	$7,009.89	x	x	$5,935.00	$1,074.88	85%
HRDC Office of Housing Opportunity	2016	$7,000.00	x	x	$7,000.00	$0.00	100%
YMCA Rehabilitation Phase 3 - Gilcrist Center	2017	$60,489.21	underway		$0.00		0%

Friends Aware, Inc. Residential Rehabilitation	2017	$49,882.21	underway		$0.00		0%
Friends Aware, Inc. - LEC Rehab. Phase 3	2017	$70,489.21	x	x	$0.00		0%
George St. ADA Sidewalks Project	2017	$50,489.21	underway		$0.00		0%
Community Betterment Sidewalks	2017	$101,489.22	underway		$0.00		0%
Homestead Acquisition	2017	$53,813.29	x	x	$0.00		0%
Family Crises Resource Center Shelter	2017	$10,489.21	x	x	$5,966.20	$4,523.01	57%
HACC Jane Frazier Village Sidewalk Improvements Ph. 2	2017	$30,489.21	x	x	$30,489.21	$0.00	100%
Archway Station WRAP Youth Program	2017	$3,096.21	x	x	$994.17	$2,102.04	32%
Short Term Prescription program	2017	$7,489.21	x	x	$0.00		0%
Long Term Prescription Program	2017	$15,489.21	x	x	$0.00		0%
Family Junction Parenting Program	2017	$15,489.21	x	x	$0.00		0%
Cavanaugh Ballfield - Imps. 2	2017	$55,489.21	underway		$0.00		0%
Friends Aware, Inc. - Transportation Project	2017	$9,489.21	x	x	$9,489.21	$0.00	100%
HRDC Emergency Homeless Prevention Program	2017	$20,489.21	x	x	$0.00		0%
Denture Clinic 2017	2017	$6,489.21	x	x	$0.00		0%
Emergency Dental Access	2017	$10,489.21	x	x	$375.00	$10,114.21	4%
Amtrk Infrastructure Improvements Phase 4	2017	$50,489.21	underway		$0.00		0%

Quarterly Reports from Sub Recipients (Q3)

Balt/Amtrak Infra Imps Downtown benches to trash can painting. Funds expended for the first round of painting and $4,667 was re-allocated to complete the remaining trash cans for downtown as part of the Amtrak project description.

Balt/Amtrak Improvements/Mechanic Street-this project is the oldest of the Mechanic Street designation and will be re-allocated to Cumberland Street project and Cavanaugh lighting project. Funds requested in 2018 to fill out the budget for Mechanic Street since it will be later in the future.

NM/PIP-re-opened at the request of CD staff to provide small emergency repairs for 2 blight identified projects. More funding has been spent and will be drawn on the April draw.

CNHS closing cost grant-1 closing cost grant was provided the 3rd quarter. Two closings are scheduled in April and two more clients are in the pipeline at this time.

ADA Sidewalk Imps-funds requested for Cumberland Street project.

YMCA Rehab Ph 2-completed but waiting to process invoices with April draw

HRDC Rental rehabs-#1 canceled for not following policy for payment

#2 contract being re-issued between HRDC and Nolan Builders Inc

#3 contract being re-issued between HRDC and Nolan Builders Inc

Goethe Street ALU- meeting took place on-site with CD staff, FAI staff, contractors to review project and to work out issues with the Section 106 review.

Amtrak Ph 2 Mechanic Street-this project is partner to several other titled CDBG project to complete Mech St improvements. The project is currently awaiting State approval.

Transitional Shelter Rehab-contract being re-issued between HRDC and Nolan Builders Inc

YMCA Gilcrist ph 3-work beginning soon. Received the contracts between YMCA and their contractor; should be completed by June 30.

FAI Residential Rehab Ridgewood site-sub agreement issued and waiting on contract between FAI and their contractor

FAI Ph 3-most of the funds drawn down and the project nearing completion

George Street ADA sidewalks-underway

CB Sidewalk Bellevue-waiting estimates and contracts

Homestead Acquisition-funds from program income generated through the homesteading project with HRDC enabled purchase of a home for low-mod income family within the designated Virginia Ave Rolling Mill CB are.

FCRC-helpline answered 1,502 calls, 762 this quarter, 13 individuals sheltered this quarter with 881 bednights, 45 ytd, 2,153 bednights; beds available 24/7

Archway Station WRAP-products have been purchased and 66 have been distributed to folks on the improvement plan and those who found themselves with a critical incident this quarter. The parents and youth are in various stages of completing the books with their individual Human Service workers.

Short Term prescription-31 clients received 91 prescriptions this quarter. 6 clients employed or retired, 20 receiving ss income, 5 had 0 income.

Long Term prescription-17 clients received 40 prescriptions this quarter. 24 underinsured and 7 uninsured. 2 clients were under age 44, 4 between 44-64, and 11 over age 65. 7 clients listed themselves as disabled, 6 female head of household families.

Family Junction Parenting Program-

Cavanaugh Ballfield light project-re-evaluation and bid packaging due to changes in expense and funding sources over the course of the quarter.

HRDC Emergency Homeless Prevention-52 households were helped this quarter. 5 reconnection of water service, 4 prevention of water service disconnection, 38 to avoid electric service termination, 1 restoration of electric service, 3 to establish residence after displacement, and 1 to prevent eviction.

Denture Clinic 2016-completed, funds all spent in the 2nd quarter. A total of 2 people funded for dentures this year with remaining 2016 funding.

Denture clinic 2017-5 individuals were provided dentures in the 3rd quarter. And 1 in the 2nd quarter. Emergency Dental Access-19 adults were assisted for a total of 412,508 in urgent dental treatment. $8,756 of that was donated by dentists bc of this program. Emergency dental care is provided at no cost to the qualified recipient. 22/40 estimated have been served and funds remain to continue working on that goal.

Amtrak Improvements Ph 4- this is one of the infrastructure projects which will cover Mechanic Street improvements as part of that very large activity. Awaiting State approval.

The HRC received $500.00 in donations for refreshments and sponsorship of 3 of the Fair Housing outreach events provided this year. April 25 is the first event, May 1 is the next and another is scheduled for late August.

Comptroller's Office
April 2018

Cash Flow:

Attached for your review is a Cash Flow Summary for the month of April 2018.

On April 1, 2018 the City had a cash balance of $1.6 million. Disbursements exceeded receipts by $716,233 in April leaving the City with a cash balance of $842,339 at April 30, 2018. In addition, the City had an investment balance of $12.6 million.

As of April 30, 2018, the significant tax receivable balances were as reflected in the table below. The balances prior to FY 2016 are comprised mainly of unpaid personal property taxes. A significant portion of the unpaid personal property taxes are likely uncollectible due to bankruptcies, insolvencies and/or inability to locate owners. Working with the Solicitor the City has made several attempts to collect older outstanding personal property taxes. Many outstanding balances have been determined uncollectible and will be written off soon.

Taxes receivable (General Fund) $ 1,886,169

	Beg Balance	New Billing	Collections	Bad Debt	Ending Balance
FY 2018	$ 1,295,396	$ -	$ 136,119	$ -	$ 1,159,277
FY 2017	449,109	-	63,993	-	385,116
FY 2016	175,521	-	105,132	-	70,389
FY 2015	46,761	-	480	-	46,281
FY 2014	26,002	-	362	-	25,640
FY 2013	24,909	-	-	-	24,909
FY 2012	27,283	-	-	-	27,283
FY 2011	46,148	-	-	-	46,148
Prior FY's	101,126	-	-	-	101,126
	$ 2,192,255	$ -	$ 306,086	$ -	$ 1,886,169

The current year tax receivable balance is comprised of the following:

Real property (non-owner occupied)	$ 643,979
Non-Corp Personal Property	6,368
Corporate Personal Property	98,199
Real Property (semiannual payments)	410,731
Real Property (Half Year)	-
	$ 1,159,277

May is a 2-pay month so the cash required to meet payroll is an estimated $1,000,000.

The City liquidity position continues to be strong as illustrated in the cash and investments table following table. Restricted cash and investments are comprised primarily of invested bond proceeds restricted to associated capital projects and expenditures.

Cash and Investment Summary
April 30, 2018

	Cash	Investments
Beginning Balance	$ 1,558,571	$ 14,073,616
Add:		
Cash Receipts	5,349,177	20,000
Investment Transfer	-	-
Less:		
Disbursements	6,065,410	-
Investment Transfer	-	1,520,000
Ending Balance	$ 842,338	$ 12,573,616
Restricted	$ 364,468	$ 1,107,659

The table below illustrates cash restrictions and restricted investments associated with specific expenditures and/or capital projects.

Restricted Cash

	4/1/2018	Increase	Utilization	4/30/2018
Police Seizures	$ 134,581	$ 12	$ 9,273	$ 125,320
Bowers Trust	83,566	-	-	83,566
Restricted Lenders	106,341	-	-	106,341
Other	49,241	-	-	49,241
	$ 373,729	$ 12	$ 9,273	$ 364,468

Restricted Investments

	4/1/2018	Increase	Utilization	4/30/2018
DDC	$ 6,690	$ 6	$ -	$ 6,696
GOB 2013	1,099,559	1,404	-	1,100,963
	$ 1,106,249	$ 1,410	$ -	$ 1,107,659

Other restricted cash in includes demolition bond deposits held and solicited donations for the Al Albrams Field, a Joe Maphis statute and for a P&R Sound Garden at Constitution Park community projects. The restricted Police Seizures were utilized for general Police expenditures and for K-9 dog expenses.

The DDC restricted investment was funded through donations and is restricted for the purpose of maintenance of the Wes Han Fountain in the Downtown Mall.

The GOB 2013 bond proceed investments were originally intended for the demolition of Memorial Hospital, with any remaining proceeds earmarked for street repairs and projects. There have been no recent draws but the paving and road repair season will begin again in the spring.

Capital Projects and Associated Debt:

The table below illustrates undrawn Maryland CDA bond proceeds and the accumulated debt draws and grants received associated with the ongoing Combined Sewer Overflow (CSO) projects.

Available Bond Proceeds

	4/1/2018	Utilization	4/30/2018
CDA 2014	$ 870,921	$ -	$ 870,921
CDA 2015	2,238,278	-	2,238,278
CDA 2017	610,601	-	610,601
	$ 3,719,801	$ -	$ 3,719,801

CSO Projects (current phase)

	4/1/2018	Utilization	4/30/2018
Evitts Creek Debt	$ 138,922	$ -	$ 138,922
Evitts Creek Grant	-	-	-
WWTP Debt	450,159	124,658	574,817
WWTP Grant	3,151,112	872,601	4,023,713
	$ 3,740,193	$ 997,259	$ 4,737,452

CDA 2014 and 2015 bond proceeds are intended for a variety of General Fund ($1.65 million), Water Fund (183,000) and Sewer Fund ($1.26 million) projects and are available to be drawn as required. The General Fund balance is primarily intended for street paving projects. The Water Fund balance is intended to various treatment plant and waterline improvements. The Sewer bond proceeds balances are primarily intended for Flood Control concrete work and wastewater treatment plant improvements and will be utilized as when the plant evaluation is completed. The CDA 2017 bonds are to finance miscellaneous vehicles and equipment. There were no CDA draws in April.

The Evitts Creek and Wastewater Treatment Plant (WWTP) CSO projects are underway. During April we submitted draw requests for $873,000 in BRF grants and incurred new debt of $125,000 on the WWTP CSO project. There was Evitts Creek CSO project activity in April.

Respectfully submitted,

Jeff Rhodes
City Administrator

Regular Council Agenda
July 3, 2018

Description
Administrative Services monthly report for April, 2018

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

MAYOR
Brian K. Grim

CITY ADMINISTRATOR
Jeff Rhodes

CITY SOLICITOR
Michael Scott Cohen

COUNCIL
Seth D. Bernard
David Caporale
Richard J. Rock" Cioni
Eugene T. Frazier

CITY CLERK
Marjorie A. Woodring

MINUTES

DATE: April 17, 2018

I. Pledge of Allegiance

II. Roll Call

Mayor Grim called the meeting to order at 6:15 p.m.

PRESENT: Brian K. Grim, Mayor; Council Members Seth Bernard, David Caporale, Eugene Frazier

ABSENT: Councilman Richard J. Cioni

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Michael S. Cohen, City Solicitor; Donald Dunn, Fire Chief; Lt. Charles Ternent, CPD; Marjorie Woodring, City Clerk

III. Director's Reports

(A) Public Works

1. Utilities Division monthly reports for March, 2018

   Motion to approve the report was made by Bernard, seconded by Frazier, and was approved on a vote of 4-0.

2. Engineering Division monthly report for March, 2018

   Motion to approve the report was made by Bernard, seconded by Frazier, and was approved on a vote of 4-0.

(B) Administrative Services

1. Administrative Services monthly report for February, 2018

   Motion to approve the report was made by Bernard, seconded by Frazier, and was approved

on a vote of 4-0.

(C) Fire

1. Fire Department monthly report for March, 2018

   Motion to approve the report was made by Bernard, seconded by Frazier, and was approved on a vote of 4-0.

(D) Police

1. Police Department monthly report for March, 2018

   Motion to approve the report was made by Bernard, seconded by Frazier, and was approved on a vote of 4-0.

IV. Approval of Minutes

1. Approval of the February 20, March 6, and March 20, 2018 public meeting minutes

   Motion to approve the minutes was made by Bernard, seconded by Caporale, and was approved on a vote of 4-0.

V. Public Hearings

1. Public Hearing to receive comment on the proposed Ordinance to amend Section 8.06(7) of the Zoning Ordinance pertaining to standards applicable to communications towers

   Mayor Grim convened the Public Hearing at 6:18 p.m.

   Mr. Rhodes provided background on the Ordinance, advising that the Planning and Zoning Commission had heard the issue pertaining to the proposed amendment and had unanimously voted to recommend its passage to the Mayor and Council on March 26, 2018. He advised that current Code provisions for setback requirements do not take into consideration today's modern engineering construction techniques that allow a tower to collapse upon itself rather than topple over. The amendment provides that an appeal for conditional use may be brought before the Board of Zoning Appeals to take into consideration whether each tower being proposed has this capability.

   The Mayor opened the floor for public comment and no comments were put forth.

   Mayor Grim adjourned the Public Hearing at 6:20 p.m.

VI. New Business

(A) Resolutions

RESOLUTION NO. R2018-02

1. Resolution approving the application and receipt of financing for 2018 Community Legacy Projects

Mr. Rhodes requested that the Resolution be tabled for two weeks. Motion to table the Resolution was made by Caporale, seconded by Bernard, and was passed on a vote of 4-0.

(B) Orders (Consent Agenda)

Mr. Rhodes reviewed each item on the Consent Agenda and Mayor Grim entertained questions or comments. Motion to approve Consent Agenda Items 1-11 was made by Caporale, seconded by Bernard, and was passed on a vote of 4-0.

1. Order accepting the bid of Hite Associates, Inc. for the WWTP Roof Replacement at the Dewatering Building Project (05-18-WWTP) in the estimated lump sum contract price of $149,400 and rejecting all other bids

   ORDER NO. 26,273

2. Order authorizing execution of a Contract of Sale for the purchase of 307-309 Arch Street from Eckels Investments, Inc. and James Eckels, Sr. for the amount of $14,000, authorizing acceptance of the deed provided settlement contingencies are met, and authorizing the City Administrator and City Solicitor to execute documents for the transfer

   ORDER NO. 26,274

3. Order lifting Section 11-113 of the City Code to allow open containers of alcohol, other than those in glass containers, in a prescribed area of the downtown mall during the Discover Downtown Cumberland events, which will be held from 3:00 p.m. - 9:00 p.m. the second Saturday of each month from May to October, 2018

   ORDER NO. 26,275

4. Order authorizing execution of a Contract of Sale for the purchase of 534 Maryland Avenue from Donovan David Martin Bicker and Courtney Jean Bicker for the amount of $5,000, authorizing acceptance of the deed provided settlement contingencies are met, and authorizing the City Administrator and City Solicitor to execute documents for the transfer

   ORDER NO. 26,276

5. Order authorizing execution of a Contract of Sale for the purchase of 622 Maryland Avenue from Matthew F. Norouz for the amount of $36,080, authorizing acceptance of the deed provided settlement contingencies are met, and authorizing the City Administrator and City Solicitor to execute documents for the transfer

   ORDER NO. 26,277

6. Order accepting the bid of Carl Belt, Inc. for the Willowbrook Road Waterline Replacement Project (1-16-W) in the estimated lump sum contract price of $394,800 and rejecting all other bids

   ORDER NO. 26,278

7. Order accepting the sole source proposal from Carl Belt, Inc. for emergency repairs to t 30" water valve at Central Avenue and a 36" water valve at Pine Avenue for the amount not to

exceed $149,317.55, as provided for by Section 2-171(c) of the City Code

ORDER NO. 26,279

8. Order authorizing execution of a Subordination Agreement with First Project LLC to a Deed of Trust upon property at 114 S. Centre Street, dated March 2, 2016, to move the City from 3rd lien position to 2nd lien position

   ORDER NO. 26,280

9. Order authorizing execution of a Collective Bargaining Agreement with the International Association of Firefighters (IAFF) Local #1715

   ORDER NO. 26,281

10. Order authorizing a Lease Agreement with Baltimore Street Grill to allow for the use of the public right-of-way in front of 82 Baltimore Street for outdoor dining purposes through March 31, 2019

    ORDER NO. 26,282

11. Order awarding $50,000 in Community Legacy FY16 Upper Story Redevelopment Forgivable Loan Program funds to the owners of 169-171 N. Centre Street

    ORDER NO. 26,283

VII. Public Comments

Kenneth Wilmot, 513 Fort Avenue, discussed concerns regarding the trees around the watershed. He stated that the Forest Plan did not address the environmental impact that would occur when trees were cut down at the Lake Gordon property. He talked about how beneficial trees are to the environment and recommended that timbering be stopped.

John Fetchero, 648 Fayette St., had follow-up questions to the CDBG funds discussed at the last meeting. He questioned whether there was a 5-year plan and was advised that there was; he asked for clarification on the Amtrack Project / Mechanic Street Sidewalk Improvement Project, and Kathy McKenny, Community Development Programs Manager, provided additional information regarding the project's intent to improve the corridor between the Amtrak station and the Great Allegany Passage. He questioned a prior Order approving purchase of a Crew Cab truck and was advised that it was purchased for use in the public works department.

All public comments are limited to 5 minutes per person

VIII. Adjournment

With no further improvements at hand, the meeting adjourned at 6:36 p.m.

Minutes approved on: _____

Mayor Brian K. Grim: _____

Mayor and City Council of Cumberland

WORK SESSION

City Hall Council Chambers
57 N. Liberty Street
Cumberland, MD 21502

Tuesday, April 17, 2018
5:00 p.m.

PRESENT: Brian K. Grim, President; Council Members: Seth Bernard, David Caporale, Eugene Frazier

ABSENT: Councilman Richard Cioni

ALSO PRESENT: Jeffrey D. Rhodes, City Administrator; Ken Tressler, Comptroller; Marjorie Woodring, City Clerk / Asst. City Administrator

I. 2019 BUDGET – UPDATES FROM LAST MEETING

Mr. Rhodes and Mr. Trsesler advised that numbers had moved around a little bit from the previous presentation, though not significantly. Additional input is needed from Council this week to determine what options remain open to them to balance the budget.

II. 2019 BUDGET HIGHLIGHTS

- City continuing to face significant financial challenges.
- Assessable tax base expected to decline 1.7%. Key Points: Constant Yield Rate is $1.077; keeping the same rate as FY2018 represents a revenue reduction of 1.72%.
- Health insurance increase is lower than in recent years at a 3.6% increase vs. 4% in the last iteration.
- Major capital projects underway and/or planned.
- Assumed rate increase for two of four proprietary funds; Trash Fund and Water Fund.
- Debt issued to cover Capital Expenditures.
- General Fund deficit is now $83K after inserting the new debt for capital purchases and increasing employee deductibles to $400/$1,200, and the ER co-pay to $200.
- Police Department was successful in securing COPS grants to fund a portion of 3 officers for 3 years.

III. PERSONNEL COSTS & STAFFING LEVELS

- 7 "open" positions from FY2018 budget remain open, with net 3-less full-time positions in FY2019 vs. FY2018.

- Negotiations continue with Police Union; IAFF negotiations are up for approval this evening.
- The budget presented assumes a 2% COLA increase during FY2019 for all employee groups.
- The employee portions of health insurance would be 10%/20% for low/high options, with rates expected to increase 3.6% for FY2019 after the health plan changes.
- City received FY2017 health insurance refund of $410,000, and is expecting a FY2018 refund of $600,000 ($445,000 GF). The refund is factored into the budget.
    - Received quote for raising deductibles as mentioned in Highlights. This would generate a savings of $40,000 to $69,000 annually
- The General Fund personnel budget of $15M comprises 75.8% of the GF expenditure budget.
- Retirement rate increases included LEOPS moving from 30.75% to 31.43% and the Pension System from 12.47% to 12.91%
- Staffing Schedule – the General Fund is down to employees. Regarding conversations about Public Safety employees – if those are taken out, then it's down to 70 General Fund employees.

IV. CAPITAL PROJECTS

- Significant multi-year projects are in process or planned and staff is working to secure funding for several of these.
- Development of an Asset Management Plan is in process and will include asset identification and GIS mapping of sewer collection systems, WFP and WWTP evaluations (with suggested improvements substantial, with cost implemented over several years), and maintenance upgrades prioritized and scheduled.

V. CAPITAL EXPENDITURES

- No real changes in Capital Expenditures, except for requested Capital Expenditures that had not been agreed upon to issue new debt, so they all moved over to the New Funding column.
- Pared-down list of equipment, with new requests, was reviewed. These were discussed in the last meeting.

VI. CITY-WIDE DEBT SERVICE REQUIREMENTS

- With the assumption that the City will issue new debt, calculations and amortization was done and added into the schedules, which constitutes a change from the last meeting.
- The debt schedule has been modified a little. Regarding issuing new debt, that was discussed at the last meeting; the Annual Debt Service is over $5 million through 2024, then starts to decline and drops under $4 million in 2028. That is with the new debt that was previously discussed. It does not assume any new debt next year.

VII. PROPRIETARY FUNDS.

- Assumed a 5% increase in the water rates and a 5% increase in trash service. This has been changed from the discussed 15% increase. The average inside residential customer increase for water is $0.83 per month and $0.52 per month for trash pick-up. Mr. Rhodes added that the idea was to phase in the increases instead of implementing all at once.
- Trash Fund has cash on hand and with a 5% increase, the deficit will be around $90,000. The Trash Fund does not have significant risk; there is no infrastructure, no equipment, and services are contracted.
- Cash flow in the Water Fund is $67,000 in the negative. This fund supports very old water infrastructure, and a lot of it, so the risk is higher.
- MPA (Municipal Parking Authority) numbers have changed slightly since last meeting, but this fund will run out of cash in FY2019 and will require estimated General Fund financial assistance of $57,000 and over $100,000 annually going forward. The City is still exploring ways to decrease costs, and at this point increases have not been considered. It is unsure as to what impact that would have.

VIII. GOVERNMENTAL FUNDS – GENERAL FUND

- After considering new debt for Capital Expenditures and the change in the employee health insurance deductibles, the General Fund is at an $83,000 deficit.
- Expecting to have a favorable General Fund unrestricted surplus of $400,000, which is $290,000 better than the adopted budget.
- Municipality comparisons: Cumberland has the lowest median home value, but highest tax rate. If a 1% reduction in tax rate is considered, the median home tax bill will go from $929 to $919, with an annual savings of $9.29.
- Unassigned General Fund Balance was $1.16 million in June 2017, expected to add $400,000, bringing the balance to approximately $1.6 million.
- A healthy unassigned fund balance is key to any municipality's ability to issue debt. The City of Cumberland's current rating is A stable.

IX. GENERAL FUND CONSIDERATIONS

- Issuance of new debt was tentatively approved at the budget work session.
- This iteration includes savings from raising health insurance deductibles. A decision is needed tonight on this issue in order to have the appropriate time for Open Enrollment period.
- 1% real estate tax rate change (up or down) represents $92,000.
- COLA increases of 2%.
- Police Union contract in negotiations – 2% increase is assumed.
- Non-union increase of 2% is allowed
- Fire Union contract submitted for approval tonight. 1% increase with 1% stipend for FY19
- AFSCME's current contract includes a wage reopener for March 1st. The budget assumes a 2% COLA with health insurance increase to 10%/20% from 3%/15%.

- Reduce MPA expenditures or increase rate to reduce fund's dependency on General Fund transfers.
- Utilize a portion of the expected favorable FY18 variance to balance the budget in FY19.
- Consider employee reductions through attrition, incentivized retirement or immediate position eliminations – positions will only be filled if it is determined that duties cannot be absorbed. Mr. Tressler emphasized looking very closely at any position that opens up, and fill it with existing staff, even if it means moving someone from a utility to a General Fund position, or vice-versa, which is the way it has been done for several years.

X. DISCUSSIONS

Councilman Cioni asked if the COPS grant would have any bearing on the final numbers. Jeff responded that three of the Police Department positions in the manning chart are being paid for by COPS. There are three PD positions that were held open last year, and are predicted to be held open this year. There is $150,000 in revenue forecasted for the COPS grant.

Councilman Bernard asked what the industry average is for deductibles. Mr. Tressler replied that a survey was done on police benefits and wages and the averages and comparisons are available. The City is relatively low on those comparisons.

The cost of deductibles was discussed. If, hypothetically, the City raised deductibles to $500/$1500, the cost would still be considered low. Frostburg and the Allegany County's deductibles were discussed as well. Frostburg has high deductibles but they are funded by the City. The County's deductibles are fairly low, with new employees paying 22% for healthcare, and older employees paying 8%. Mr. Tressler said information for different municipalities would be given out. There was further discussion about leaning towards increasing deductibles even further since the current increase is still considered on the low-end.

There was a discussion on incentivizing retirement, what cost it would entail, and understand what circumstances backfilling could be avoided. If an employee is paid to retire, that negates some of the savings. A number of departments are stretched pretty thin and continues cuts would be challenging.

There were discussions on sensitivity to loss of institutional knowledge and whether or not it could be looked at as an impact on morale for people to step up into leadership roles. Offering health care coverage to fill the gap was discussed, but the City's unfunded liability would be driven up, which would affect financial statements.

The future of the City's tax base was discussed. It was expected to increase this year, but did not. Some favorable things are in the future and there are a number of projects that will add chunks to the tax base. The general depreciation of the existing properties is what drives the loss, not the buildings being torn down. General appreciation of properties is what's going

to turn the tax base. Also, a recent study on housing that was done will help the City target the blight removal efforts.

Asking departments for an additional 5% decrease in their budget requests was discussed. That should net an additional $190,000. However, more than half of that would be difficult if not impossible to reduce. There have already been a lot of 5% cuts, a lot of shedding over the last decade to get to try to get to the budget level in 2007-2008. The budget meetings were entered into with that in mind and budgets were reviewed line by line. There is no cushioning left. To reduce further would be cutting muscle. As in most municipalities, the City is an entity where 70% - 80% of the budget consists of personnel costs and it is hard to make a sustainable change without shrinking the work force. The City's issues aren't necessarily in water and sewer, they're in the General Fund, and over 50% of the cost in that is Public Safety.

After discussion Council was in agreement to raise deductibles to the $500 /$1500 level.

The Mayor expressed interest in seeing what retirement incentive would look like, and what could be offered incentive-wise, whether or not it would push savings down the road, and where the funds would come from. There was discussion about whether the City could weather a great loss in institutional knowledge at a crucial time.

The AFSCME union increase in insurance was discussed. Their current contract includes a wage reopener March 1, 2019. The City is assuming a 2% COLA with a health insurance increase to 10%/20%, from 3%/15%.

Councilman Frazier asked questions regarding retirement incentives and how many employees could retire this year. Mr. Tressler responded there are currently maybe five who may retire, and two who have put in their paperwork to retire on July 1st. He added that there are several employees that could retire tomorrow with full retirement, having either over 30 years in with the City or being over the age of 65. Councilman Frazier asked about possibly eliminating certain positions where the employees are able to retire, which may make others willing to take on more responsibility. Mayor Grim responded that he didn't want to leave that generation with the rug being pulled out from under them.

There was discussion of taking the remaining deficit of $61,000 out of the fund balance. He added that he doesn't think the City can make any more cuts without making significant impacts to services, and is afraid it will cripple the departments' ability to function. Mr. Tressler replied that it won't hurt the City badly in one year, but it could not be done every year. He added that the City could try to make the reduction through attrition and try not to fill the position, but at some point it would result in some loss of service. Mayor Grim added that as the City sees a decline in the tax base, the average citizen has to realize they are paying less tax and still seeing the same level of service. He added that the balancing act has to, at some point, catch up, so that people are actually paying for the services they expect to receive. It was agreed to continue discussions in two weeks and keep the tax decrease on the table.

It was decided that the next budget work session would be in two weeks, where the updated number on deductibles would be looked at along with projections on some type of retirement incentive, MPA tweaks, and operations (though doubting a 5% reduction). Mayor Grim stated that the City is in a much better budget position than this time last year, and that looking again at a long-term future requires significant changes because there is little ability to control the tax base. If the City wants to tweak the budget it would mean elimination of services, which will be more difficult to swallow than tax increases.

XI. ADJOURNMENT

With no further business at hand, Mayor Grim asked for a motion to adjourn the meeting. Motion was given by Councilman Bernard, seconded by Councilman Caporale, and was approved by all.

Meeting adjourned: 6:10 PM

Respectfully submitted,

Marjorie A. Woodring
City Clerk

Regular Council Agenda
July 3, 2018

Description
Approval of the Work Session Minutes and Regular Session Minutes of April 17, 2018

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

City of Cumberland

- Maryland -

RESOLUTION

RESOLUTION NO. _____

A RESOLUTION TO APPROVE A PROJECT TO WORK WITH A 3RD PARTY CONTRACTOR TO PUT TOGETHER AN AESTHETIC DESIGN PLAN FOR THE BALTIMORE STREET PROJECT IN PARTNER WITH THE DOWNTOWN DEVELOPMENT COMMISSION AND THE CUMBERLAND ECONOMIC DEVELOPMENT CORPORATION.

WHEREAS, The Mayor and City Council of Cumberland proposes to undertake the project described above (the "Project"); and

WHEREAS, The Mayor and City Council of Cumberland has applied to the Department of Housing and Community Development (the "Department) of the State of Maryland for funding in the amount of $25,000.00, for the project under the Department's Technical Assistance Grant; and

WHEREAS, The Mayor and City Council of Cumberland approves the Project.

NOW, THEREFORE, BE IT RESOLVED THAT, The Mayor and City Council of Cumberland hereby express approval of the Project and application for funding from the Department, as described above.

Given under our Hands and Seals this 3rd day of July, 2018, with the Corporate Seal of the City of Cumberland hereto attached, duly attested by the City Clerk.

Attest:

_____

Marjorie A. Woodring
City Clerk

Mayor and City Council
Of Cumberland

_____

Brian K. Grim
Mayor

Regular Council Agenda
July 3, 2018

Description

Resolution to approve a project to work with the a 3rd party contractor to develop an aesthetic design plan for the Baltimore Street Project in partnership with the Downtown Development Commission (DDC) and the Cumberland Economic Development Commission (CEDC)

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

Regular Council Agenda
July 3, 2018

Description

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** _____July 3, 2018_____

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT the City Administrator be and is hereby authorized to execute Change Order No. 1 to provide one month's additional services (July 1, 2018 – July 31, 2018) to the existing contract with JK&S Cleaning, 15414 Iron Rail Street, NW, Mt. Savage, MD 21545, for the provision of custodial services for City Hall, the Public Safety Building, the Municipal Services Center, and emergency service for the increased amount of $ Four Thousand, Five Hundred Dollars ($ 4,500.00), bringing the total cost of the FY18 contract to Fifty-Eight Thousand, Five Hundred Dollars ($58,500.00).

_____

Brian K. Grim, Mayor

JK&S Cleaning	
Original Contract Amount per year	$ 54,000.00
Change Order No. 1	4,500.00
New Contract Amount	$ 58,500.00

Funding: Departmental distribution

City of Cumberland

Change Order Number: 1

Project: Custodial Services 2014-2018
City Project No.:
Purchase Order No.: 2018-00000128
M&CC Order No.: 25668
Contractor: JK&S Cleaning
Vendor No.: 305719

The Change Order modifies (adds or deletes work) the contract as follows:

Add/Delete	Item No.	Quantity	Unit Price	Unit	Description	Delete	Add
Add		1	$4,500.00	monthly	Continuation of custodial services for one (1) month Effective July 1 - July 31, 2018 for City Hall, Public Safety Building, Municipal Services Center Emergeny Services billed on as-need basis per contract stipulations		$4,500.00
					TOTALS		$4,500.00
					NET TOTAL		

The Original Contract Sum per year was	$54,000.00
Previous Change Orders	$0.00
Contract Sum as a result of Previous Change Orders	$0.00
The Contract Sum increased/decreased by this Change Order	$4,500.00
The New Contract Sum as a result of this Change Order is	**$58,500.00**

Recommended by: Brooke Cassell
Brooke Cassell, Operations Manager — Date

Contractor: _____

Accepted by: _____
Date

Approved by: The City of Cumberland
Brooke Cassell
Department Head - Brooke Cassell, Operations Manager — Date

City Administrator - Jeff Rhodes — Date

Mayor and City Council Order Number Authorizing this Change Order: _____

Revision: 6/29/2018

Regular Council Agenda
July 3, 2018

Description

Order authorizing execution of Change Order No. 1 to provide one month's additional services (July 1, 2018 - July 31, 2018) to the existing contract with JK&S Cleaning for the increased amount of $5,400

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Original Contract Amount	$54,000
Change Order No. 1	4,500
New Contract Total	$58,500

Source of Funding (if applicable)

Departmental distribution

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE:** July 03, 2018

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the amounts due on the non-collectable Personal Property Tax Accounts specified on the attached list for the tax years 2007 – 2016 and totaling One Hundred Ninety Thousand, Two Hundred Forty-Two Dollars and Twenty-nine Cents ($190,242.29) be and are hereby abated.

_____

Brian K. Grim, Mayor

City of Cumberland

Schedule of Personal Property Taxes Due

		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
D0-0043828	THE ALLEGANY BEAGLE CLUB,	-	201.78	177.68	170.53	166.82	164.71	-	-	-	-	881.52
D0-0178145	THE QUEEN CITY NOVELTY COMP	651.50	737.20	-	-	-	-	-	-	-	-	1,388.70
D0-0526483	G. A. LARGENT AND ASSOCIATE	-	-	-	-	972.61	-	-	-	-	-	972.61
D0-1863000	MARYLAND COAL, INC.	-	-	-	-	-	-	-	-	8.74	-	8.74
D0-2391308	BIG BROTHERS/BIG SISTERS OF	-	-	-	-	-	-	-	71.76	-	-	71.76
D0-3156668	SPENCER'S TRANSMISSIONS, IN	276.32	292.34	-	-	-	-	-	-	-	-	568.66
D0-3248721	WILLIAM E. PALIN, JR., M.D.	902.14	812.41	1,624.81	-	-	-	-	-	-	-	3,339.36
D0-3255676	WHEN PIGS FLY, INC.	-	-	-	-	1,308.64	-	-	-	-	-	1,308.64
D0-3511201	GEO-LINKS, INCORPORATED	6.37	31.25	-	-	-	-	-	-	-	-	37.62
D0-3625332	YOUNG'S UNLIMITED, INC	-	-	31.44	130.81	261.62	-	-	-	-	-	423.87
D0-4296497	ROBERT D. CENDO, M.D., P.A.	-	-	-	-	-	503.91	1,007.83	-	-	-	1,511.74
D0-4377602	MARYLAND-DISTRICT OF COLUMB	-	23.83	-	-	-	-	-	-	-	-	23.83
D0-4450169	EMPLOYMENT INITIATIVES, INC	385.20	-	-	-	-	-	-	-	-	-	385.20
D0-4521621	THE WONDER BAR, INC.	-	-	-	-	866.96	346.62	-	-	-	-	1,213.58
D0-4663274	WESTERN MARYLAND SNACKS, IN	-	258.18	516.36	-	-	-	-	-	-	-	774.54
D0-5180575	JOHN W. CONNOLLY, M.D., P.A	892.12	-	-	-	-	-	-	-	-	-	892.12
D0-5315031	CALKINS & ZANG, ALLEGANY IN	-	-	-	563.44	152.52	-	-	-	-	-	715.96
D0-5513809	TIVOLI FOOD SERVICE, INC.	-	-	-	874.37	1,748.74	-	-	-	-	-	2,623.11
D0-5742002	CONSOLIDATED ELECTRIC COMPA	-	-	-	-	864.31	-	-	-	-	-	864.31
D0-5806591	EXECUTIVE BILLING, INC.	21.83	-	-	193.30	-	-	-	-	-	-	215.13
D0-6209845	FARMERS & MECHANICS BANK	14.59	-	-	-	-	-	-	-	-	-	14.59
D0-6884100	KNIPCO, INC.	-	-	-	-	7.94	-	-	15.09	-	-	23.03
D0-7357999	LIVING BREAD, INC.	-	-	-	-	-	-	-	926.80	-	-	926.80
D0-7514771	MARVIN INC.	-	526.16	467.64	-	-	-	-	-	-	-	993.80
D0-7830805	CHI CONTRACTORS, INC.	-	401.97	453.87	907.73	-	-	-	-	-	-	1,763.57
D0-7913429	BANANA CAFE INCORPORATED	-	-	969.17	-	-	-	-	-	-	-	969.17
D1-0010676	THE CARPENTER COMPANY OF CU	-	-	111.75	-	-	-	-	-	-	-	111.75
D1-0433779	THE PUB AT KELLEY STATION,	800.70	1,651.29	-	-	-	-	-	-	-	-	2,451.99
D1-0655892	MASTER HOME IMPROVEMENT, IN	55.47	63.29	-	-	-	-	-	-	-	-	118.76
D1-0721975	K & M, INC.	-	39.04	728.99	871.19	1,742.38	-	-	-	-	-	3,381.60
D1-0771749	QUEEN CITY PERFORMING ARTS	-	-	-	-	1,034.31	837.83	1,675.65	-	-	-	3,547.79
D1-1371887	Q-FOODS EAST INC.	-	-	-	947.72	-	-	-	-	-	-	947.72
D1-1724531	ALLEGANY EMBROIDERY & UNIFO	-	-	-	2,125.02	1,800.64	3,601.28	-	-	-	-	7,526.94
D1-2248514	D & D PIZZA, INC.	-	-	-	1,243.77	2,487.53	-	-	-	-	-	3,731.30
D1-2451522	BROWNRJCA INC.	-	-	11.12	-	-	-	-	-	-	-	11.12
D1-2530689	EDG HOLDINGS, INC.	-	-	-	-	132.66	265.33	86.85	-	-	-	484.84
D1-3478979	PRIMERIDIAN INC	-	-	-	-	116.78	103.80	-	-	-	-	220.58
F0-1723246	AUTO-CHLOR SYSTEMS OF NORTH	-	-	-	-	22.24	-	-	-	-	-	22.24
F0-3106796	COORS BREWING COMPANY	-	70.35	-	-	-	-	-	-	-	-	70.35
F0-3336112	PHONETEL TECHNOLOGIES, INC.	-	1.06	-	-	-	-	-	-	-	-	1.06
F0-3582285	GOLDSMIT-BLACK, INC.	-	-	1,901.79	-	-	-	-	-	-	-	1,901.79
F0-4366449	GB RETAILERS, INC.	-	-	11,495.50	-	-	-	-	-	-	-	11,495.50
F0-4402152	FIRST COMMUNICATIONS CONNEC	-	-	-	-	-	75.47	-	-	-	-	75.47

F0-5664453	TRISTATE HAND OCCUPATIONAL	-	-	-	-	-	-	-	-	2,473.23	-	2,473.23
F0-5819990	CHARTONE, INC.	-	28.60	121.81	-	-	-	-	-	-	-	150.41
F0-6087308	NEXTEL WIP LEASE CORP.	-	18.88	-	-	-	-	-	-	-	-	18.88
F0-6288062	STSN GENERAL HOLDINGS, INC.	-	-	-	-	46.34	46.08	17.74	35.48	-	-	145.64
F0-7897770	CUMBERLAND MFL, INC.	-	-	-	-	856.10	754.15	-	-	-	-	1,610.25
F1-0044105	RCOA IMAGING SERVICES, INC.	223.42	460.75	-	-	-	-	-	-	-	-	684.17
F1-0705614	BEDFORD COUNTY OIL CO INC	-	-	-	-	-	756.53	1,513.07	-	-	-	2,269.60
F1-0934347	INFOSPHERIX INCORPORATED	-	-	62,834.13	32,045.30	-	-	-	-	-	-	94,879.43
F1-1475548	MILLER AUTO PARTS & SUPPLY	-	-	35.35	-	-	-	-	-	-	-	35.35
L0-5889274	MADDY, PATRICIA A	-	-	11.12	-	-	-	-	-	-	-	11.12
L0-8296295	MCCOOLE, ROBERT D	-	-	-	-	-	-	-	68.85	137.70	172.12	378.67
L0-8280711	JAFRI SAIM S	58.04	-	-	-	-	-	-	-	-	-	58.04
L0-8281222	MILLER, CHARLES	-	283.34	354.30	-	-	-	-	-	-	-	637.64
L0-8281644	COFFMAN, EVELYN	-	-	-	34.42	-	-	-	-	-	-	34.42
L0-8282329	KELLER, ROSS	-	-	-	-	201.51	201.51	201.51	403.03	503.91	-	1,511.47
L0-8282527	HARCLERODE, EMMA	-	-	-	141.93	283.87	354.83	-	-	-	-	780.63
L0-8311987	PUROHIT, BIJAL K.	-	-	-	-	-	14.03	-	-	-	-	14.03
L0-8319238	GODBY, RICK L.	189.52	244.41	-	-	-	-	-	-	-	-	433.93
L1-0289908	LEYH, ROSE MARIE	-	-	262.15	-	-	-	-	-	-	-	262.15
L1-0592202	TERRELL ROBIN G	-	-	-	-	-	15.62	14.56	-	-	-	30.18
L1-0611689	KWIK CONNECTIONS	70.62	145.64	182.18	-	-	-	-	-	-	-	398.44
L1-0714137	KERR JAMES K	160.50	-	-	-	-	-	-	-	-	-	160.50
L1-1015427	EMERICK ROBIN E	-	-	-	74.41	-	-	-	-	-	-	74.41
L1-1382348	WHARTON'S HAIR STYLE AND BO	128.40	165.50	-	-	-	-	-	-	-	-	293.90
L1-1923190	TWINN, ROBERT L.	301.23	130.02	208.93	158.09	131.87	130.81	261.62	327.03	-	-	1,649.60
L1-4099493	LONG, KORI E.	-	-	-	-	176.89	353.77	442.22	-	-	-	972.88
L1-4727556	DAVID, MICHAILOVCH A.	-	-	-	-	-	132.40	-	-	-	-	132.40
W0-5567359	LM SERVICES LLC	-	80.23	160.47	-	-	-	-	-	-	-	240.70
W0-5583380	HIGHLAND CONSULTING GROUP,	-	-	133.99	57.99	-	-	-	-	-	-	191.98
W0-6952642	TIMELESS TREATS, LLC	-	964.40	-	-	-	-	-	-	-	-	964.40
W1-0138212	DECATUR STREET ASSOCIATES	-	408.59	-	-	-	-	-	-	-	-	408.59
W1-0261055	ALLEGANY RESPIRATORY ASSOCI	224.44	-	-	-	-	-	-	-	-	-	224.44
W1-0319887	SIGNATURE HOMES, LLC	-	645.32	-	-	-	-	-	-	-	-	645.32
W1-0711265	JIM'S TRANSMISSION AND AUTO	-	-	-	1,087.00	950.37	-	-	-	-	-	2,037.37
W1-0852952	FAMILY CONSIGNMENT CENTER,	159.22	113.86	-	-	-	-	-	-	-	-	273.08
W1-1071404	TGR PROPERTIES, LLC	-	-	-	-	160.47	160.47	-	-	-	-	320.94
W1-1118072	TECHGENIE, LLC	17.72	-	-	-	-	-	-	-	-	-	17.72
W1-1297066	WAGONER & HOREVAY LLC	6.93	-	-	-	-	-	-	-	-	-	6.93
W1-1904976	PASSARELL'S DELI & COUNTRY	-	-	-	-	605.07	1,210.14	-	-	-	-	1,815.21
W1-1956547	CROCKETT LOG HOMES OF WESTE	-	-	84.74	-	-	-	-	-	-	-	84.74
W1-1963584	NAVE HOME IMPROVEMENTS, LLC	-	-	-	-	-	39.72	-	-	-	-	39.72
W1-2014528	DEWITT CAMERA CENTRE, LLC	-	-	-	-	-	-	-	27.01	-	-	27.01
W1-2021887	OKRIBAS, LLC	-	47.93	42.63	-	-	-	-	-	-	-	90.56
W1-2236576	SIMPLON PASS RESTORATIONS,	-	-	-	-	6.88	-	-	-	-	-	6.88
W1-2700282	FEDERAL PRINTING LLC	-	-	198.60	198.60	198.60	198.60	397.20	-	-	-	1,191.60
W1-2771861	MARYLAND TREASURES SOUVENIR	-	-	33.36	-	-	-	-	-	-	-	33.36

W1-2852323	HOOK PHOTOGRAPHY LLC	-	-	59.58	52.96	-	-	-	-	-	-	112.54
W1-3515523	FAIRWAYS ENTERPRISES, LLC	-	-	-	-	27.80	-	-	-	-	-	27.80
Z1-1094497	KBT LC	81.66	68.58	59.05	51.37	43.96	32.57	-	-	40.51	29.66	407.36
Z1-2608584	FIRST TELECOM SERVICES, LLC	-	-	-	-	-	8.74	-	-	-	-	8.74
Z1-3032800	EAN HOLDINGS, LLC	-	-	-	-	-	-	-	-	480.35	-	480.35
Z1-3198247	MORGAN STANLEY SMITH BARNEY	-	-	-	18.48	-	-	-	-	-	-	18.48
Z1-3587209	J GREEN FOODS, LLC	-	-	-	363.04	1,018.16	-	-	-	-	-	1,381.20
Z1-4455828	CHPHC HOTEL I LLC	-	-	-	-	-	-	-	10,071.14	-	-	10,071.14
		5,627.94	**8,916.20**	**83,272.51**	**42,311.47**	**18,394.59**	**10,308.92**	**5,618.25**	**11,946.19**	**3,644.44**	**201.78**	**190,242.29**

Margie Woodring <margie.woodring@cumberlandmd.gov>

Fwd: Personal Property taxes

1 message

Ken Tressler <ken.tressler@cumberlandmd.gov> Fri, Jun 29, 2018 at 9:31 AM
To: Margie Woodring <margie.woodring@cumberlandmd.gov>

---------- Forwarded message ----------
From: **Ken Tressler** <ken.tressler@cumberlandmd.gov>
Date: Fri, Jun 29, 2018 at 9:23 AM
Subject: Personal Property taxes
To: Jeff Rhodes <jeff.rhodes@cumberlandmd.gov>, Michael Scott Cohen <mike@msclawllc.com>
Cc: Lisa Terrell <lisa.terrell@cumberlandmd.gov>

Hello Jeff-Mike,

As you know we have been attempting to collect past due personal property taxes for well over a year with the amnesty program and then with legal pursuits through Mike's office and other efforts..

I have attached a spreadsheet that includes $190,242 in personal property taxes that we are recommending that we write-off as noncollectable.

$158,523 (83%) are from tax years 2011 and before. You will see that most on the list that have taxes after 2011 are dissolved, bankrupt, unable to reach or otherwise deemed to be noncollectable. The largest amount of taxes owed by a single entity is $94,879 (50%) for Infospherix Inc for tax years 2009 and 2010.

Please let me know how you want top proceed with getting m&CC approval.

Thanks,

--
Ken Tressler, CPA
City Comptroller
57 N. Liberty Street
Cumberland, MD 21502
Office (301) 759-6406
Cell (304) 813-6470

--
Ken Tressler, CPA
City Comptroller
57 N. Liberty Street
Cumberland, MD 21502
Office (301) 759-6406
Cell (304) 813-6470

July 2018 Suggested Tax Write-offs.xlsx
109K

Regular Council Agenda
July 3, 2018

Description

Order authorizing the abatement of certain non-collectable personal property taxes for tax years 2007-2016 totaling $190,242.29

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE: _____July 03, 2018____**

ORDERED, By the Mayor and City Council of Cumberland, Maryland

THAT, the property located at 114 South Centre Street, owned by First Project LLC (Tax Acc. 22-005901) be and is hereby granted a one-time Historic District Property Tax Credit commencing with the 2015 tax year as follows:

1. Property tax credit in the amount of $12,943.87 (10% of total eligible project costs of $129,438.65) applied to real estate property taxes for a total of five (5) years;
2. Property tax assessment freeze for two (2) years based the 2015 tax year and an investment equaling 36% of the pre-improvement value of the property ($357,467).

_____

Brian K. Grim, Mayor

Historic District Tax Incentive Program

By Kathy McKenney
114 South Centre Street
First Project LLC
Contact: Larry Jackson
Tax Account #: 22-005901

A Historic District Tax Incentive Application has been received from the owners of the property located at 114 South Centre Street. Based on research, calculations, and adjustments made for grant funding received for the project (within the allowable two-year project time period), and materials received, I would like to make the following recommendation:

- City of Cumberland property tax credit recommended in the amount of $12,943.87 (10% of total eligible project costs of $129,438.65). The credit will be applied to real estate property taxes and is valid for a total of five years. Any credits remaining after that time will expire.
- Property tax assessment freeze for 2 years (using the 2015 tax year for calculations) due to an investment equaling 36% of the pre-improvement value of the property ($357,467).

Regular Council Agenda
July 3, 2018

Description

Order approving an Historic District Tax Credit for 114 South Centre St., owned by First Project LLC, commencing with the 2015 tax year in the amount of $12,943 to be used over five (5) years, and a property tax assessment freeze for two (2) years

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)

- Order -

of the

Mayor and City Council of Cumberland

MARYLAND

ORDER NO. _____ **DATE: _____July 03, 2018____**

ORDERED, By the Mayor and City Council of Cumberland, Maryland

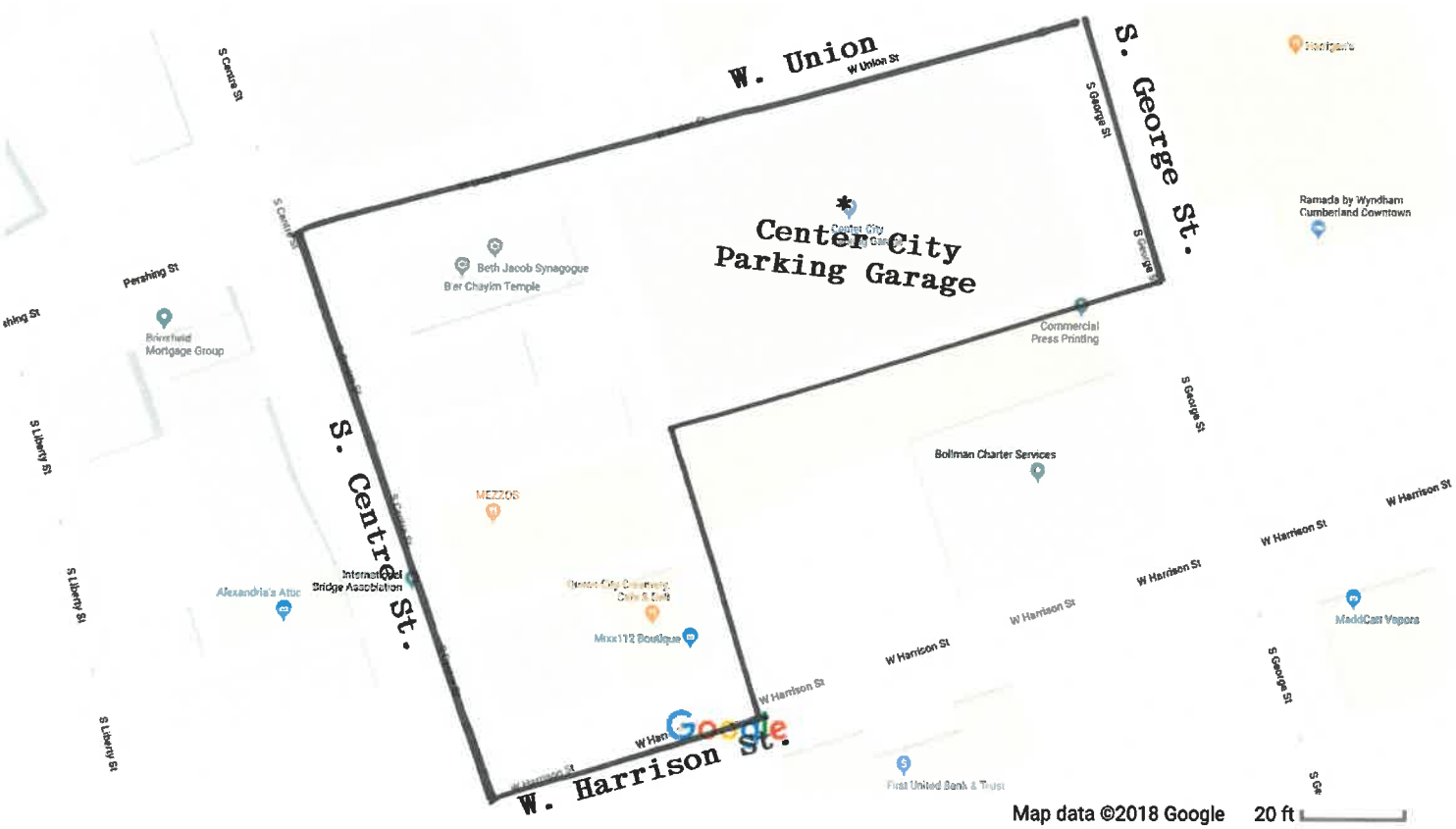
THAT, as a backup contingency in the event of bad weather on **July 14, 2018** for Discover Downtown Cumberland events, the provisions of Section 11-113 of the City Code, entitled "Open Containers of Alcohol," be and are hereby lifted from 3:00 PM until 9:00 PM within the area designated on the attached map; and

NOTWITHSTANDING THE FOREGOING, open glass containers shall not be permitted in the area defined.

_____

Brian K. Grim, Mayor

Google Maps


W. Union
W Union St
S. George St.
S George St
Center City
Parking Garage
Beth Jacob Synagogue
B'er Chayim Temple
Ramada by Wyndham
Cumberland Downtown
Commercial
Press Printing
Pershing St
Brixfield
Mortgage Group
S Liberty St
S. Centre St.
S Centre St
Bollman Charter Services
MEZZOS
W Harrison St
Alexandria's Attic
International
Bridge Association
Mixx112 Boutique
MaddCatt Vapors
W Harrison St.
First United Bank & Trust
Map data ©2018 Google
20 ft

Regular Council Agenda
July 3, 2018

Description

Order authorizing that the provisions of City Code Section 11-113 pertaining to open containers of alcohol be lifted in the event of bad weather in a defined area in the vicinity of the George Street Garage on July 14, 2018 from 3:00 PM until 9:00 PM for Discover Downtown Cumberland events; notwithstanding that open glass containers shall not be permitted

Approval, Acceptance / Recommendation

☐ Budgeted

☐ 1st Reading
☐ 2nd Reading
☐ 3rd Reading

Value of Award (if applicable)

Source of Funding (if applicable)