



## COUNCIL MEETING AGENDA

August 19, 2019

7:00 p.m.

### **Public Hearing: Ordinance 1023**

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Pastor Mary Whitehead of the Healing House
5. Approval of the Minutes:
  - A. Council Meeting Minutes- August 5, 2019
6. Comments from Citizens on Agenda Items:
7. Recognitions:
  - A. Business Recognition
    - i. Joe Dougher- Caribbean Refinishing North
8. Presentations:
  - i. Mr. Steve Gamatoria- Water and Sewer Commission Report
  - ii. Mrs. Melissa Meadows- Hidden Heroes Program
9. Appointments:
  - A. Appointments
    - i. Jeff Andrews- Re-appointment- Tourism Advisory Board (CM Boyer)
    - ii. Jeff Carhart- Re-appointment- Board of Appeals (CP Glenn)
    - iii. Tynia Scott- New Appointment- Youth Commission- (CP Robertson)
10. Oath of Office: (Administered by Mayor Martin)
  - i. Tynia Scott- Youth Commission

11. Resolutions: None
12. Ordinances: None
13. Old Business: None
14. New Business:
  - A. Special Events (Presented by Mrs. Scott)
    - i. Oktoberfest 2019- Community Pavilion at Frank J. Hutchins Park; October 12, 2019
    - ii. Holly Jolly First Friday 2019- Downtown HDG; December 6, 2019
  - B. Budget Amendments (CM Robertson)
    - i. Budget Amendment 2020-01
    - ii. Budget Amendment 2020-02
15. Directors Report:
  - A. Mr. Patrick Sypolt: Director of Administration
  - B. Mr. Shane Grimm: Deputy Director of Planning
  - C. Mrs. Erika Quesenbery Sturgill: Director of Economic Development
  - D. Mr. George DeHority: Director of Finance
  - E. Mr. Tim Whittie- Director of Public Works
  - F. Chief Teresa Walter: Chief of Police
16. Business from Mayor Martin
17. Business from Council:
  - A. Council Member Boyer
  - B. Council Member Ringsaker
  - C. Council Member Martin
  - D. Council Member Zinner
  - E. Council Member Robertson
  - F. Business from Council President Glenn
18. Comments from Citizens
19. Adjournment

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

BE IT ORDAINED that City Code Chapter 67: Ethics (“Ethics Code”) shall be amended with new language added as shown below in **underscore** and deleted language shown in **~~strikeout~~** shall otherwise remain unchanged.

Chapter 67. Ethics

§ 67-3. Prohibited Conduct; Conflicts of Interest.

[Subparagraphs A-D remain unchanged.]

Subparagraph E is amended as follows:

E. Legislative acts prohibited. ~~For one year after the elected official leaves office, a former member of the~~ **The Mayor, Council President, City Attorney, Directors, City Council Members, or any appointed official** may not **for one calendar year after leaving office** assist or represent another party for compensation in a matter that is the subject of legislative action.

[The remainder of Section 67.3 remains unchanged.]

§ 67-4. Interests, gifts and campaign contribution disclosure.

[Subparagraph A. remains unchanged]

B. Record of disclosure statements and maintenance.

30 (1) The Commission or office designated by the Commission and the Board of  
31 Election Supervisors shall maintain all disclosure statements filed under this section: Gifts  
32 Disclosure Form; Campaign Contribution Disclosure Form and Interests Disclosure Form.

33 (2) Gifts Disclosure Forms, Campaign Contribution Forms and Interests Disclosure  
34 Forms are available for public inspection during normal business hours. **Home addresses**  
35 **of any person required to submit any of the disclosure and/or contribution forms**  
36 **shall be redacted from the documents available for public inspection.** The remaining  
37 requirements for disclosure apply.

38 (3) To examine the Gifts Disclosure Form, Campaign Contribution Form or the  
39 Interests Disclosure Form, an individual must appear in person before the Commission or  
40 its designee and comply with any other reasonable requirements or procedures established  
41 by the Commission.

42 (4) Where an individual requests to examine an Interests Disclosure Form, the  
43 Commission or the office designated by the Commission shall record:

44 (a) The name, home address, telephone number and email address of the  
45 individual reviewing or copying the statement;

46 (b) The name of the person whose Interests Disclosure Form was examined or  
47 copied; and

48 (c) The reason for the request.

49 (5) Where any type of form was requested to be examined, the Commission or the  
50 office designated by the Commission shall provide the official with a copy of the name,  
51 home address, telephone number and email address of the person who requested to  
52 review the official's form.

53

54 [Remainder of Section 67.4 remains unchanged.]

55

56 § 67-7. Enforcement; violations and penalties.

57 A. The Commission, after initially evaluating a claim where the claimant must show that there  
58 is a reasonable basis for believing that a violation has occurred, and after conducting a hearing  
59 where the complainant has appeared and where the respondent has appeared or waived the right  
60 to appear and where clear and convincing evidence of a violation was shown by the complainant  
61 and found by the Commission by a unanimous vote, may:

62 (1) Assess a late fee of \$2 per day up to a maximum of \$250 for a failure to timely file  
63 a financial disclosure statement required under this chapter;

64 (2) Issue a cease and desist order against any person;

- 65 (3) Issue an order of compliance directing the respondent **to submit all required**  
66 **disclosures**;
- 67 (4) Issue a reprimand; or
- 68 (5) Recommend to the appropriate authority other appropriate discipline of the  
69 respondent, including censure or removal if that discipline is authorized by law.

70 [Subparagraphs B through E remain unchanged]

71

72 F. **The Commission may** take no action and grant a waiver or exemption, even  
73 retroactively, from the provisions pursuant to the standard set in this section, where the violation  
74 was not intentional and the respondent complies with this section within the time provided by  
75 the Commission.

76

77 ATTEST: MAYOR AND CITY COUNCIL OF  
78 HAVRE DE GRACE, MARYLAND

79

80

81 \_\_\_\_\_  
82 Patrick D. Sypolt,  
83 Director of Administration

\_\_\_\_\_

William T. Martin, Mayor

84 First Reading: August 5, 2019  
85 Public Hearing: August 19, 2019  
86 Second Reading/Adoption: September 3, 2019



August 5, 2019

The regular meeting of the Mayor and City Council was called to order on August 5, 2019 at 7: 00 p.m. with Mayor Martin presiding and the following Council Members present: Council Member's, Glenn, Robertson, Ringsaker, Zinner, Boyer and Martin. The Pledge of Allegiance was led by Mayor Martin and the opening prayer was led by Pastor Ron Tabor. A motion was made by Council Member Boyer and seconded by Council Member Zinner to approve the council meeting minutes of the July 15, 2019. Motion carried 6-0.

Comments from citizens on agenda items: None

Presentations:

Mrs. Julia Downer and Mrs. Cindy Height presented the 2019 Art Show poster to Mayor Martin.

Appointments:

A motion was made by CM Boyer and seconded by CM Martin to appoint Carrie Parsons to the Street and Traffic Safety Advisory Board; motion carried 6-0. Mayor Martin administered the Oath of Office.

A motion was made by CM Boyer and seconded by CM Zinner to approve the re-appointment of Annette White to the Street and Traffic Safety Advisory; motion carried 6-0

A motion was made by CP Glenn and seconded by CM Ringsaker to approve the re-appointment of Charles Packard to the Board of Appeals; motion carried 6-0

A motion was made by CM Zinner and seconded by CM Robertson to approve the re-appointment of Tyler Buck to the Historic Preservation Commission; motion carried 6-0

Ordinances:

Ordinance 1019: Second reading and adoption (CM Ringsaker)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY PROVIDED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND CITY CHARTER SECTIONS 33 AND 34 DELETING AND REPLACING CITY CODE CHAPTER 151, SIGNS, IN ITS ENTIRETY IN ORDER TO ESTABLISH NEW REGULATORY SIGN STANDARDS.

A motion was made by CM Ringsaker and seconded by CM Robertson to introduce Ordinance 1019 on second reading; motion carried 6-0. After the header was read into the record, a motion was made by CM Ringsaker and seconded by CM Robertson to adopt Ordinance 1019; motion carried 6-0.

Ethics Ordinance: First Reading

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAVRE DE GRACE PURSUANT TO THE AUTHORITY GRANTED BY THE MARYLAND CONSTITUTION ARTICLE XI-E, THE LOCAL GOVERNMENT ARTICLE OF THE MARYLAND ANNOTATED CODE, AND CITY CHARTER SECTION 33 AND 34, AMENDING THE CITY CODE SECTION 67: ETHICS

A motion was made by Council Member Martin and seconded by Council Member Ringsaker to introduce Ordinance 1023 on first reading; motion carried 6-0. After the header was read and assigned a number, a motion was made by CM Boyer and seconded by CM Ringsaker to adopt Ordinance 1023 on first reading. Motion carried 6-0 A public hearing is scheduled for August 19, 2019.

**New Business:**

A motion was made by CM Robertson and seconded by CM Zinner to approve the amendment to the Art Show Application - to add a beer garden and exhibitors to the swale such as a fire truck and police dog demonstrations. Motion carried 6-0

**Directors Report:**

Mr. Patrick Sypolt: Director of Administration

“On behalf of the entire Administration I would like to offer our sincere Congratulations to all the standing members reappointed to their respective commissions and boards and to our newest member. You have our commitment in assisting you in your various rolls and with any questions you may have in the performance of your tasks.

Also on Saturday, August 10<sup>th</sup> our American Legion, Post No. 47 will be hosting Commander Crabby’s Seafood Festival at the Post from noon until 4:00. The crab feast features all you can eat: Maryland steamed crabs, crab soup, hot dogs, fried chicken, meatballs, salad, mashed potatoes, watermelon, chips/pretzels, cake soda and beer. There will also be a kids zone and music by the Andy McIntyre Band. Tickets are \$55.00 for adults, children under 12 are \$15.00. For tickets call 484-459-5683.

On Sunday, August 11, it’s the inaugural Steppingstone Folk and Bluegrass Festival at the Steppingstone Farm Museum. Come on out to Steppingstone Farm Museum for an afternoon of music, food, beer and fun. Start the day with exciting new and local pickers, *Joe & Co.* Then groove to the beautiful folk sounds of *Under the Oak Tree* a Philadelphia-based group. The finale features the legendary *Ken and Brad Kolodner with Charm City Junction* bringing down the house. This promises to be a great day, with awesome music, good friends and beautiful scenery up on the farm. Tickets are \$30.00 per person, the festivities begins at noon and runs until 6:00 p.m. This is a rain or shine event.

On Saturday August 17<sup>th</sup> and continuing to August 18<sup>th</sup>, it’s the 56<sup>th</sup> Annual Havre de Grace Art Show at Tydings Park. The Havre de Grace Art Show proudly showcases the talents of artists and craftsman from throughout the country. Come enjoy live entertainment, children’s entertainment and a variety of specialty foods and more. All the proceeds from the show benefit Soroptimist of Havre de Grace. The organization rewards Harford and Cecil County deserving young women for their community services and academic excellence through scholarships and awards.

On Saturday and every Saturday, the Farmers’ Market continues in fine fashion at the **Community Pavilion** at Hutchins Park. They are open every Saturday, rain or shine, from now until the end of November, the market opens at 9:00 a.m. and runs until noon.

If you missed any of these announcements please visit our web sites at [explorehavredegrace.com](http://explorehavredegrace.com) or [hdgoperahouse.org](http://hdgoperahouse.org) for a complete listing of all of the events happening in our fine City.”

Mr. Shane Grimm: Deputy Director of Planning

Mr. Grimm thanked Council for passing the Sign Code. He appreciated meeting with Council members to work through the issues and answer questions. Information was given to citizens regarding meetings being held by MDTA for all electronic tolling on I-95. The Planning Commission will be meeting on August 12th at 6:30pm to review a variance request for an enclosed deck.

Mrs. Erika Quesenbery Sturgill: Director of Economic Development-

Mrs. Sturgill stated she was recently added to the Susquehanna Workforce Network Business Engagement Committee, which will be meeting tomorrow morning at 7:30 a.m., at their office on Girard Street. The featured speaker will be Sue Nappi who is the Executive Director of the Army Alliance.

The Maryland Association of Counties or MACO Summer Conference is next week, August 14 through 20, and will be attending with meetings scheduled with experts in their fields on done craft legislation, google cloud and checkpoint software, data protection from cyber attack, and Maryland's Small Cell Rollout for 5G. On Wednesday, there is a special session on Small Business Excellence and initiatives.

Mr. George DeHority: Director of Finance

Mr. Dehority gave a financial recap.

Tim Whittie- Director of Public Works

Mr. Whittie gave an update on the project on Warren St.

Chief Teresa Walter: Police Department

Chief Walter reminded citizens to beware of social security scams.

Chief Walter announced National Night Out is scheduled for August 6th.

#### **Business from Mayor Martin**

Mayor Martin announced the new cigarette disposal stations that have been installed throughout the City.

Mayor Martin stated the next date for Dumpster Day will be announced at the next meeting.

Mayor Martin commented on the loss of Former Mayor Phil Barker.

Business from Council:

Council Member Robertson:

Next Tuesday, August 13, the Chesapeake Professional Women's Network will hold their August networking event at La Banque de Fleuve sponsored by Allied Phillips. The Maryland Department of Housing and Community Development has reviewed and given approval and official certification to Havre de Grace's Sustainability Renewal Plan. The original plan was written in 2012 and expired in 2017, with the renewal drafted by Economic Development in 2016 and submitted in 2017. The approval was received from the state in July 2019 and the next renewal, required in order for the city to continue to seek and receive grant funding, will be in 2022.

Council Member Zinner:

CM Zinner attended the ribbon cutting for Delegate Johnson's new office.



The Historic Preservation Commission and Independence Day Commission will meet on 8/13.  
The Arts Commission will meet on 8/27/19.

Council Member Boyer:

CM Boyer announced the Street and Traffic Safety Advisory Board will meet on 8/26.  
School starts on September 3 and the Homecoming Parade will be held on October 11th. This will be the last parade before moving into the new school.

Council Member Ringsaker:

CM Ringsaker stated the season for practices is upon us and to watch for pedestrian traffic.  
CM Ringsaker announced the Toy Run for the Shriners Hospital was a success and thanked Mayor, Chris Ricci, and Patrick for participating.

Council Member Martin:

CM Martin announced the W/S Sewer Commission will meet on 8/9.  
The Peach Festival will be held at Webster Church on August 10.  
The Tourism Advisory Board will meet on 8/14.  
CM Martin announced that he was nominated again for the MML Legislation Committee and will be attending upcoming meetings.  
CM Martin wished his wife Debbie Martin a wonderful birthday.

Business from Council President Glenn:

CP Glenn sent his sympathy and deepest condolences to the family of Phil Barker.  
Thoughts go out to the Junior Softball team for their disqualification.  
Met with the new Executive Director of LSHG, Bridgette Carty.  
Continues to work on several hot topics such as the water line.

Comments from Citizens:

Carrie Parsons- 840 Otsego St. Feels the EMC's would be beneficial if regulated and used for emergency preparedness.  
A motion was made by CP Glenn and seconded by CM Ringsaker to adjourn at 8:38 pm. Motion carries 6-0



APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800

Commission/Committee/Board Appointment Sought: \_\_\_\_\_  
TOURISM ADVISORY BOARD

Name: JEFF ANDREWS Date: 8 AUGUST 2019

Address: 10022 22nd Avenue, Havre de Grace, MD

Home Phone: \_\_\_\_\_ Work Phone: 410-939-1855

Cell Phone: \_\_\_\_\_ E-Mail: JEFF@TIDEWATERMARINA.COM

Occupation: MANAGER

Place of Employment: TIDEWATER MARINA

Residency History: BORN & RAISED IN HAVRE DE GRACE. LIVED HERE MY ENTIRE LIFE

Education Background: HHS, 1983. BS, UNIVERSITY OF MD, 1987

HARVARD LEADERSHIP ACADEMY, 2015

Special Interests: SAILING, BOATING, LACROSSE, PHOTOGRAPHY, WOODWORKING

Personal Observations/Comments: I REMAIN COMMITTED TO TOURISM IN  
HAVRE DE GRACE AND THIS ORGANIZATION

Committee/Commission/Board Sponsor: \_\_\_\_\_  
LAVI ORZEWICE

Please complete form and return to:  
Office of the Mayor  
(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078  
[shylas@havredegracemd.com](mailto:shylas@havredegracemd.com)



APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800

Commission/Committee/Board Appointment Sought: BOARD OF APPEALS — RE-APPOINTMENT

Name: JETH CARHART Date: 7-31-19

Address: WDC 21078

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail: JCARHART93@GMAIL.COM

Occupation: SERVICE ADVISOR

Place of Employment: RAMSEY FORD

Residency History: 8 YEARS IN WDC

Education Background: ASSOCIATE DEGREE

Special Interests: \_\_\_\_\_

Personal Observations/Comments: \_\_\_\_\_

Committee/Commission/Board Sponsor: \_\_\_\_\_

Please complete form and return to:  
Office of the Mayor  
(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078  
[shylas@havredegracemd.com](mailto:shylas@havredegracemd.com)

APPLICATION FOR APPOINTMENT TO  
CITY SPONSORED ORGANIZATIONS  
410-939-1800

Commission/Committee/Board Appointment Sought: Youth Commission

Name: Tynia Scott Date: 4/29/19

Address: 211 W. 1st St., Havre de Grace, MD, 21078

Home Phone: 410-500-3234 Work Phone: 410-500-3234

Cell Phone: 410-500-3234 E-Mail: Tyniascott1@gmail.com

Occupation: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Residency History: \_\_\_\_\_

Education Background: Meadowvale Elementary School,  
Havre de Grace Middle School, Havre de Grace High  
School (currently enrolled)

Special Interests: Music - Chorus (chambers) and Orchestra (President  
of the Orchestra), Color Guard (co-captain), volunteer work -  
(VA Hospital volunteer) and NHS (National Honors Society) volunteer work

Personal Observations/Comments: \_\_\_\_\_

Committee/Commission/Board Sponsor: \_\_\_\_\_

Please complete form and return to:  
Office of the Mayor  
(Attention: Mrs. Shyla Scott)  
Havre de Grace City Hall  
711 Pennington Avenue  
Havre de Grace, MD 21078

Event Title: Oktoberfest

Organization Information:  
Host Organization: City of HDG / Masons  
Business Address: 450 Pennington Ave  
On Site Contact: Lauri Orzewicz  
Contact Information: Phone 443-831-9633 Email LauriO@havredegracemd.com

The onsite contact must be at the event the entire duration to include set-up and break-down.

**Organization Status:**

Is the Host Organization a Havre de Grace 501 C3?  Yes  No  
Non-Profit? Tax ID # \_\_\_\_\_

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**Narrative: (Details of Event)**

Please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in the services we provide. You may attach an addendum.

Annual Oktoberfest held @ Hutchins Park

Admission Amount (if any): Ø

Event Category:  Athletic/Recreation  Concert/Performance  
 Festival  Carnival  
 Parade  5K/10K/Walk  
 Rally  Other, Explain \_\_\_\_\_  
 Fishing Tournament

Anticipated Attendance: 3000

**Date/Time:**

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup Date Oct 12 Time 8am  
Event Starts Date Oct 12 Time Noon  
Event Ends Date Oct 12 Time 7:00  
Rain Date Date: Oct 13 Time: 11-

Applicant Initial: LO

City Representative Initial: SS

**Location:**

- Millard Tydings Memorial Park     Frank Hutchins Park/Tent
- David Craig Park                       Concord Point Park
- McLhinney Park                           K-9 Cody Dog Park

Other location, please explain: \_\_\_\_\_

Yes  No Does your event require road closures?

If so, please provide an explanation and attach a map of intersections and street names.

Hutchins Park closed from Market Street

Yes  No Will your event require no parking signs which includes handicap parking? If yes, please describe or provide an attachment of your plan.

No parking + handicap in "Get Fit" parking lot

**Event Site Plan:**

Your event site plan should be submitted to include:

- The location of fencing and/or barrier and/or barricades. Indicate any removable fencing for emergency access.
- The location of first aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers/recycle containers, beer gardens, vendors, controlled admission areas and any other temporary structures or activities.
- Generator locations and/or source of electricity.
- Placement of vehicles or trailers.
- Exit locations for outdoor events that are fenced.
- Other related event components not listed above.
- If you are erecting tents on City property, you must notify Miss Utility 7 days prior to the event due to underground electric lines.

**Recycling:**

In 2015, the State of Maryland enacted legislation that required all organizers of special events to provide recycling services when events include:

- Temporary or periodic use of a public street, publicly owned site, facility, or park,
- Serve food or drink

Applicant Initial: W

City Representative Initial: SS

- Expected to have 200 or more persons in attendance.

**Food Concessions/Vendors**

Yes  No Will there be food concessions/vendors?

It is your responsibility to contact the Health Department for the appropriate permit. It is your responsibility to remove (take with you) cooking oils and greases when your event is over.

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

It is your responsibility to contact the Harford County Liquor Board for the appropriate permit. The City MUST have a copy of the approved permit from the liquor board.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how event attendees of legal drinking age will be identified.

Wrist bands will be used to identify 21 and older

**Security:**

Yes  No I acknowledge, that I have contacted the Havre de Grace Police Department- Police Services Commander to discuss concerns regarding safety and security during the event.

**Gambling:**

Yes  No Will there be raffles, 50/50 and other gambling?

It is your responsibility to contact the Harford County Sheriff's Department for appropriate permit? The City MUST have a copy of the approved permit from the Sheriff's Department.

**Electrical Needs:**

Yes  No Will you need City electrical connections?

If yes, please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

**Water:**

Yes  No Will you need City water supply? If yes, please explain:

**Parking:**

Yes  No Will your event involve the use of a parking and or shuttle plan? If yes, please describe or provide an attachment of your plan.

Applicant Initial: W

City Representative Initial SS

*Entertainment and Related Activities:*

**Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event, your communication plan and types of resources that will be at your event for medical emergencies.

**Signage:**

Event promotion signs can be posted no earlier than 21 days prior to the event and they are to be removed within 48 hours after.

**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the special permit is not transferable to any other individual or group.

Print Name of Event Organizer Lauri Orzewicz  
Title Tourism Manager  
Signature [Signature]  
Date 8-5-19

Received by [Signature]  
City Official

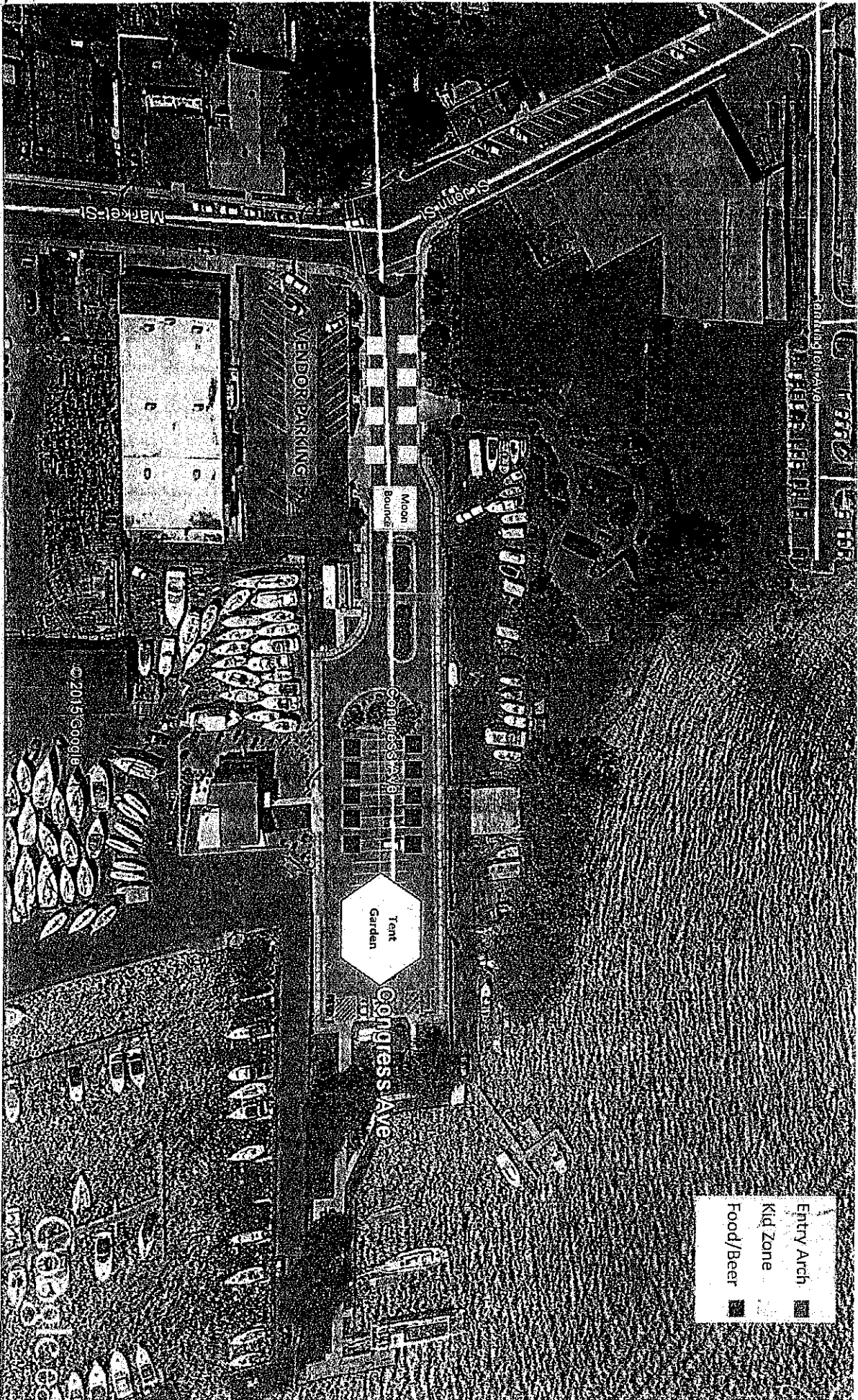
Date: 8/6/19

Notification: Internal Use Only:	
<input checked="" type="checkbox"/>	DPW _____
<input checked="" type="checkbox"/>	PD _____
<input checked="" type="checkbox"/>	Ambulance Corps _____
<input checked="" type="checkbox"/>	SHCO _____
<input checked="" type="checkbox"/>	Impacted Museums <u>NONE</u>

Ap

Initial: SS





- Entry Arch
- Kid Zone
- Food/Beer

Tent Garden

Moon Bounce

VENDOR PARKING

© 2019 Google

<b>Event:</b>	Oktoberfest	<b>Tracking ID:</b>	1011190003
<b>Dates:</b>	10/12/19		
<b>Time of set up:</b>	8:00 AM		
<b>Take down time:</b>	7:00 PM		
<b>Time of actual event:</b>	Noon- 7pm		
<b>Location:</b>	Community Pavilion at Hutchins Park		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
2	18		\$113.00		\$2,034.00			\$2,034.00

**PD**  
**Notes**

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
				0	\$0.00	\$0.00		\$5,319.75

**DPW**  
**Notes**

2 staff, 1.5 reg. hrs x 47.25 = 141.75, 2 staff, 3 reg. hrs x 47.25 = \$283.50, 4 staff, 4 reg. hrs x 47.25 = \$756.00, 1 staff, 6 reg. hrs x 24.00 = \$144.00, 2 staff, 1 reg. hrs x 47.25 = \$94.50, 5 staff x 13 OT hrs x 60.00 = \$3,900.00  
**Total Labor Costs** = \$5,319.75 tasks include: Install banners in side tent, pick-up tables/benches at Probst then return, set-up barricades, signs, tables, clean-up after event, manage trash removal during event, pick-up hay bales, and other decorations from Hopkins Farm.  
**Materials Costs** = \$550. for haybales, pumpkins, mums  
 Cost not available at this time: signs, trash bags, cones, barrels, barricades, bathroom supplies, and trash disposal fees for this even

<b>Grand Total</b>	2	18	0	\$113.00	0	\$2,034.00	\$0.00	See above	\$7,353.75
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\*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary

Event Title: Holly Jolly First Friday

Organization Information:  
Host Organization: City of Havre de Grace  
Business Address: 450 Pennington Ave  
On Site Contact: Lauri Orzewicz

Contact Information: Phone 443-831-9633 Email LauriO@havredegracemd.com

The onsite contact must be at the event the entire duration to include set-up and break-down.

**Organization Status:**

Is the Host Organization a Havre de Grace 501 C3?  Yes  No

Non-Profit? Tax ID # \_\_\_\_\_

If the Host Organization is not a Havre de Grace Non-Profit, please provide additional details below:

**Narrative: (Details of Event)**

Please provide a detailed narrative and/or timeline of your event including a description of activities within your event. This narrative and/or timeline will assist us in the services we provide. You may attach an addendum.

Holiday parade followed by Christmas  
market and holiday activities

Admission Amount (if any): Ø

Event Category:  Athletic/Recreation  Concert/Performance  
 Festival  Carnival  
 Parade  5K/10K/Walk  
 Rally  Other, Explain \_\_\_\_\_  
 Fishing Tournament

Anticipated Attendance: 5000

**Date/Time:**

If this is a multi-day event, please attach a detailed summary with applicable dates and times.

Setup Date 12-6-19 Time street close 3:00  
Event Starts Date 12-6-19 Time Festival 4:30, parade @ 6pm  
Event Ends Date 12-6-19 Time 8:30  
Rain Date Date: NO Time: \_\_\_\_\_

Applicant Initial: LO

City Representative Initial: ØS

- Expected to have 200 or more persons in attendance.

**Food Concessions/Vendors**

Yes  No Will there be food concessions/vendors?

It is your responsibility to contact the Health Department for the appropriate permit. It is your responsibility to remove (take with you) cooking oils and greases when your event is over.

**Alcohol:**

Yes  No Will there be alcohol sold at your event?

Yes  No Will there be alcohol given away at your event?

It is your responsibility to contact the Harford County Liquor Board for the appropriate permit. The City MUST have a copy of the approved permit from the liquor board.

Please describe your security plan to ensure the safe sale and distribution of alcohol at your event. Include how event attendees of legal drinking age will be identified.

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**Security:**

Yes  No I acknowledge, that I have contacted the Havre de Grace Police Department- Police Services Commander to discuss concerns regarding safety and security during the event.

**Gambling:**

Yes  No Will there be raffles, 50/50 and other gambling?

It is your responsibility to contact the Harford County Sheriff's Department for appropriate permit? The City MUST have a copy of the approved permit from the Sheriff's Department.

**Electrical Needs:**

Yes  No Will you need City electrical connections?

If yes, please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

**Water:**

Yes  No Will you need City water supply? If yes, please explain:

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**Parking:**

Yes  No Will your event involve the use of a parking and or shuttle plan? If yes, please describe or provide an attachment of your plan.

---

---

Applicant Initial: LO

City Representative Initial: SS

*Entertainment and Related Activities:*

**Medical Plan:**

Please describe your medical plan including the number of first aid staff and/or first aid stations within the perimeter of your event, your communication plan and types of resources that will be at your event for medical emergencies.

EMT

**Signage:**

Event promotion signs can be posted no earlier than 21 days prior to the event and they are to be removed within 48 hours after.

**Affidavit:**

The Applicant agrees to defend, indemnify and hold harmless the City of Havre de Grace, its agents, representatives, officials and employees, from and against any and all claims, damages, losses and expenses (including but not limited to attorney fees, court cost, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, or omissions of the Applicant, its agents, employees, contractors, subcontractors, customers, invitees, guests or other persons doing business with the Applicant, in connection with the Special Event described in this Application, provided that such claims, damages, losses and expenses are attributable to bodily injury or to injury to or destruction of property.

I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the special permit is not transferable to any other individual or group.

Print Name of Event Organizer Lauri Orzewicz  
Title Tourism Manager  
Signature JL  
Date 8-6-19

Received by S Just  
City Official

Date: 8/6/19

Notification: Internal Use Only:

- DPW \_\_\_\_\_
- PD \_\_\_\_\_
- Ambulance Corps \_\_\_\_\_
- SHCO \_\_\_\_\_
- Impacted Museums NONE

Ap

Initial: SS

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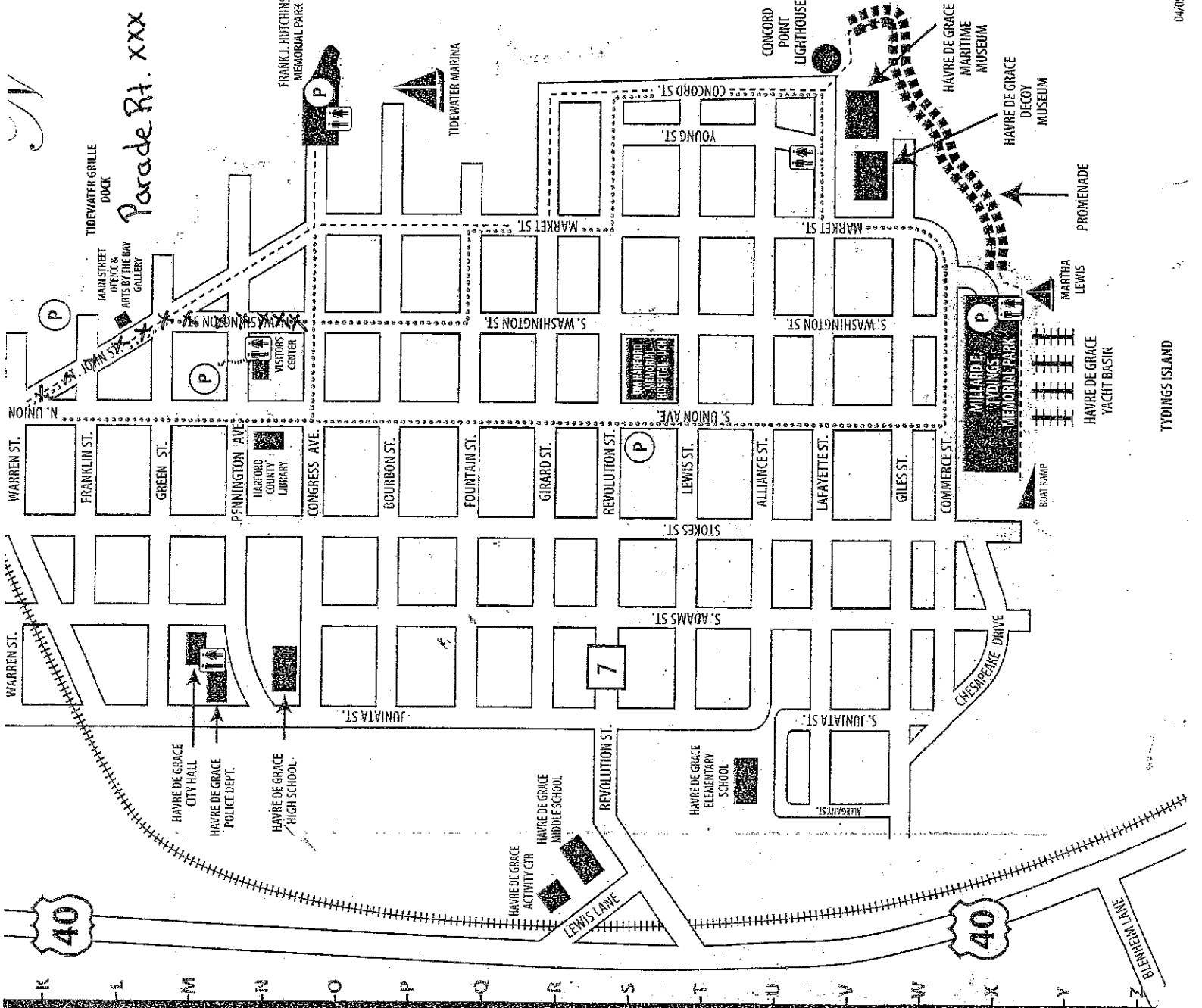
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<b>Event:</b>	Holly Jolly First Friday	<b>Tracking ID:</b>	1011200003
<b>Dates:</b>	December 6 2019		
<b>Time of set up:</b>	3:00 PM		
<b>Take down time:</b>	8:30 PM		
<b>Time of actual event:</b>	4:30-8:30		
<b>Location:</b>	Washington and St. John St		

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
3	18		\$113.00	18	\$2,034.00	\$0.00		\$2,034.00
<b>Notes</b>								

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
4		5	\$60.00	5	\$1,200.00		Not available	\$0.00
1	2		\$24.00	2	\$48.00		see notes	\$48.00
3	3		47.25	3	141.75		see notes	\$141.75

**Materials include:** 55-gallon size trash bags for 4-6 trash barrels + regular containers, 92 No Parking signs, posts, sleeves, 92 cones, 27 barricades, bathroom supplies. **Work Performed includes:** Set for event, on-site support throughout event, empty trash/recycling, clean-up, remove cones, signs, barricades, clean bathrooms, re-stock at end of event.

Number of personnel	Regular Pay (Hours)*	Overtime Pay Hours*	Average Regular Salary	Total Estimated Hours	Total Estimated Labor Cost	Materials Cost	Materials (Description)	Total Cost
16	23	5	\$244.25	28	\$3,423.75	\$0.00	See above	\$3,423.75
<b>Grand Total</b>								

\*Note: Normal salary includes fringe benefits; OT salary is 1.5 times average salary



## INTER-CITY MEMORANDUM

To: City Council President David W. Glenn  
From: Mayor William T. Martin  
Date: August 5, 2019  
RE: Proposed Budget Amendment 2020-01

The City Council approved the fiscal 2020 budget under Ordinance 1021 on June 17, 2019.

There are approved fiscal 2019 capital projects that were expected to be completed by year end, but were delayed in part or in full until the current fiscal year. They will, therefore need to be reapproved in the Fiscal 2020 budget. I will address each of these items individually in the remainder of this memorandum.

### General Fund 1

In June, the Public Works Department awarded a \$252,800 contract for summer paving at various locations. The contractor was unable to commence with the work by June 30 and I am asking that the contract be approved in fiscal 2020 so that the paving can proceed uninterrupted. The fiscal 2019 budget included \$780,300 for paving projects total paving was \$700,600 for the year including this contract. The fiscal 2020 budget for paving is \$450,000 so this carryforward will increase it to \$702,800.

The roof and siding at City Hall must be replaced and the City entered into a contract last fiscal year to replace these items. The work had not yet commenced and \$210,000 is remaining on the contract. I am requesting that these funds be moved into fiscal 2020 to complete these repairs without interruption.

The City was recently awarded a \$100,000 grant to make the bathrooms at Firehouse 2 ADA accessible, see the attached award. These bathrooms are also used by the Opera House patrons. The funding for this grant are coming from residual RAD loan funds as the City continues winding down the RAD program. I am requesting that this project be established in fiscal 2020 and that the CDBG funding be increased by 100,000 as well to fund the project.

The fiscal 2019 budget included \$75,000 to fund the creation of a downtown electric trolley system. The 2020 budget includes an additional \$20,000 to further that effort. The City attempted to secure the legislative authority to operate the vehicles on State roads during the 2019 session but was unsuccessful. As a result, there was \$75,000 in



unspent fiscal 2019 funds. The City will continue our efforts to obtain permission in the current legislative session and I am requesting that the approved funding be increased to move the 2019 acquisition costs into the current budget.

The fiscal 2019 budget included \$143,600 for remediation design engineering at the Water Street parcels purchased from the County. At the end of the year, \$46,100 remained on the contract and I am requesting this amount be added to the fiscal 2020 budget to complete the effort. Note that the contract is being funded through an escrow account included with the purchase, which has an expiration date at the end of the calendar year. I am, therefore requesting for that funding source to be adjusted as well.

The City has planned the resurfacing of the roof at our Promenade building in Tydings Park. In June we entered into a contract to resurface the roof and \$42,900 remained to finish the contract at the end of the fiscal year. I am requesting that the balance of the contract be approved in fiscal 2020 to complete the project.

The City's ongoing efforts to address the Lilly Run flooding included to contracts to engineer more effective drainage around the new High/Middle School and there was \$35,300 in incomplete engineering contracts that I am requesting be moved into fiscal 2020. The fiscal 2020 budget already includes \$50,000 towards this ongoing effort and this request will increase it to \$85,300.

The City entered into a \$10,000 agreement to create a rock fish statue for Hutchin's Park as part of a downtown public art project. The statue is under construction and I am requesting the contract be reauthorized in fiscal 2020 so the City can honor its commitment.

The Police Department entered into a \$96,500 agreement to install bullet traps to capture spent ammunition at the firing range and prevent lead contamination of the surrounding area. The project was not completed by June 30 and there remained \$9,700 on the agreement at year end. I am requesting that the remaining balance on the contract be reapproved in fiscal 2020 to complete the project.

Finally, the Bradford Green MS4 permitting effort finished the year not completed and the underlying contract with the engineering firm has \$5,700 remaining. I am requesting this project be moved into fiscal 2020 to complete the contract already awarded.

To fund the above requests, I am seeking to establish two grants, one that was in-process at the end of last fiscal year. They include \$100,000 from Maryland Department of Housing and Community Development's Community Development Block Grant (CDBG) program and \$46,100 grant from the Harford County to reimburse the City for the cost of remediating the Water Street property.

The above grants provide \$146,100 of the \$787,500 needed. The remaining \$641,400 will come from left over fiscal 2019 funds. After adjustment, the budgeted beginning fund balance for fiscal 2020 will be \$1,059,600. It is too early in the closing process to provide a precise amount of 2019 ending fund balance but current projections indicate that the balance will exceed the adjusted budget estimate.

## **Water & Sewer Fund 9**

The City is completing the renovations at the Water Treatment Plant that Citizens approved borrowing for in fiscal 2016. The fiscal 2020 budget anticipated that \$400,500 would be still to be completed. Due to logistical issues, the contract has \$1,435,700 still to be completed. I am therefore requesting this amount be re-established in fiscal 2020. I am also asking that \$1,706,900 to be drawn down and I am requesting that amount also be reestablished in fiscal 2020.

The City is under contract for repairing the raw water intakes at the Water Treatment Plant and \$423,400 remains on that contract at the beginning of the fiscal year. I am requesting the remaining balance be reauthorized in fiscal 2020.

In fiscal 2019, the City was awarded \$350,000 by DHCD to replace the sewer line on Warren Street. This project is being funded from residual RAD program funds. The State grant and the Warren Street sewer main replacement project both need to be reestablished in fiscal 2020.

The City had numerous repair and replacement efforts under way and under contract. I am requesting the open contract balances be reauthorized in fiscal 2020 to allow completion of the efforts without disruption. There are twelve (12) open contracts totaling \$157,600 including:

- Replacement of a pump at the main pumping station - \$57,700
- Installing 8" water valve inserts - \$23,600
- Engineering support to improve the efficiency for odor control at the Main Pumping Station - \$21,500
- Streaming Current Monitor at the Wastewater Treatment Plant - \$12,300
- Replacing the hand held meter reading equipment - \$10,100
- Replacing the oil recycling receptacle at the Wastewater Treatment Plant - \$10,000
- Repairing the backwash valve at the Water Treatment Plant - \$9,400
- Drone inspection of the Bulle Rock Water Tower - \$6,500
- Upgrade to the Water Treatment Plant Vacuum Tank - \$3,700
- Repair to the Graceview and Lapidum Water Tower Tank Sheds - \$2,400
- Mandatory inspection of the Water Towers - \$400

The total funding request for the above is \$2,379,000. Of this amount, \$1,706,900 will be funded by the remaining fiscal 2016 bond issue and \$350,000 will be funded by a DHCD grant from residual RAD loan program funds. The remaining \$322,100 will be funded

through an increase to the anticipated beginning fund balance that resulted from the projects not being completed by year end. After adjustment the fund will have a budgeted fund deficit of \$177,000. As noted with the General Fund, it is too early in the closing process to provide a precise amount of the fiscal 2019 ending fund balance but current projections indicate that the balance may not be a deficit.

The attached budget amendment schedule lists the individual line items for both the funding sources and expenditures for the above budget amendments.

Please contact George DeHority or Patrick Sypolt if you have any questions or require additional information regarding this amendment request.

## BUDGET AMENDMENT

October 15, 2018

Amendment # 2020-01

### SOURCE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-0001-49-98	Beginning Fund Balance	\$641,400.00
01-0001-48-75	County Grants - Parks & Rec.	\$46,100.00
01-0001-48-97	CDBG Grants	\$100,000.00
<b>Water &amp; Sewer Fund 9</b>		
09-0001-49-01	Beginning Fund Balance	\$322,100.00
09-0001-48-50	State Grant Proceeds	\$350,000.00
09-0001-49-27	DHCD Bond Proceeds	\$1,706,900.00
<b>Total Sources</b>		<b>\$3,166,500.00</b>

### USE OF FUNDS

Account Number	Account Title	Amount
<b>General Fund 1</b>		
01-1091-6501	Trolley	\$75,000.00
01-1112-6501	Range Bullet Traps	\$9,700.00
01-1251-7013	Road Paving	\$252,800.00
01-1251-7077	Promenade Grill Roof Repair	\$42,900.00
01-1251-7082	Water Street Remediation	\$46,100.00
01-1251-7083	Bradford Green Remediation	\$5,700.00
01-1251-7086	City Hall Repairs	\$210,000.00
01-1251-7089	Hutchins Park Amenities	\$10,000.00
01-1251-7091	ADA Bathrooms Opera House	\$100,000.00
01-1251-8000	Lilly Run	\$35,300.00
<b>Water &amp; Sewer Fund 9</b>		
09-1231-6501	Graceview/Lapidum Tower Tank Sheds	\$2,400.00
09-1231-6501	Water Tank Inspections	\$400.00
09-1231-6501	WTP Backwash Valve Repair	\$8,400.00
09-1231-9024	WTP Upgrades	\$1,435,000.00
09-1231-9029	WTP Intake Repairs	\$423,400.00
09-1231-9030	Vacuum Tank Upgrade	\$3,700.00
09-1231-9031	Streaming Current Monitor	\$12,300.00
09-1232-6501	Hand Held Water Meter Reader	\$10,100.00
09-1232-9042	Water Valve Inserts	\$23,600.00
09-1232-9048	Water Line Upgrades	\$21,500.00
09-1232-9054	Sewer Main - Warren Street	\$350,000.00
09-1232-9055	Tower/Tank Rehabilitation	\$6,500.00
09-1245-6501	MPS Pump Replacement	\$57,700.00
09-1245-9039	Recycling Center Replacement	\$10,000.00
09-1245-9041	Fiber Optic Loop Inspection	\$13,000.00
<b>Total Uses</b>		<b>\$3,166,500.00</b>

**BUDGET AMENDMENT**

October 15, 2018

Amendment # 2020-01

**REASON FOR ADJUSTMENT**

To fund Prior Year Contract Carry Overs

**AUTHORITY**

City Council on 08/19/19.

**APPROVAL**

MAYOR

Date:

ADMINISTRATION

Date:

FINANCE

Date:



## INTER-CITY MEMORANDUM

To: City Council President David W. Glenn  
From: Mayor William T. Martin  
Date: August 6, 2019  
RE: Proposed Budget Amendment 2020-02

The Susquehanna Hose Company (SHCo) has added an Active Shooter Training Program to its standard operating procedures, please see the attached e-mail from Chief Hurst for additional details.

The SHCo has requested the City support this expanded operation effort by contributing \$15,800 in fiscal 2020. This represents approximately twenty five percent (25%) of the expected program cost.

Currently, the City has funded \$400,700, including \$75,000 towards the SHCo Self Contained Breathing Apparatus Program and the legislatively mandated \$325,700 operating contribution.

I am requesting that the City Council approve \$15,800 to expenditure account 01-1131-6501 [Additional SHCo Contributions] to increase the SHCo budget to cover the Chief's request. The funding will be accomplished through an increase to revenue account 01-0001-41-01 [Real Property Taxes]. Initial property assessments indicate that the SDAT Constant Yield estimate will be exceeded by this amount.

Please contact George DeHority if you have any questions or require additional information regarding this amendment request.



The City  
of  
Havre de Grace

George DeHority <georged@havredegracemd.com>

## Re: Active Shooter Budget Request

1 message

Thu, Jul 18, 2019 at 10:38 AM

shurstool <shurstool@aol.com>

To: George DeHority <georged@havredegracemd.com>

Cc: Joseph Miller <tjbmlr@comcast.net>, William T Martin <billm@havredegracemd.com>, Steve Gamatoria <steveg@havredegracemd.com>, Patrick Sypolt <patrick@havredegracemd.com>, David Glenn <davidg@havredegracemd.com>

Yes sir, they award from April to August. Still have not heard anything.

Scotty

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: George DeHority <georged@havredegracemd.com>

Date: 7/18/19 10:27 AM (GMT-05:00)

To: Scott Hurst <shurstool@aol.com>

Cc: Joseph Miller <tjbmlr@comcast.net>, William T Martin <billm@havredegracemd.com>, Steve Gamatoria <steveg@havredegracemd.com>, Patrick Sypolt <patrick@havredegracemd.com>, David Glenn <davidg@havredegracemd.com>

Subject: Re: Active Shooter Budget Request

Chief,

Can you update us on the status of the Federal Grant.

Thanks  
George

On Thu, Jul 18, 2019 at 10:04 AM <shurstool@aol.com> wrote:

All,

Please see email below from 1-8-19. The budget submitted was 15,790.00. I know these extra funds will be available soon, but was unsure of the exact total. As always, thanks for your support, the SHCO very much appreciated it as we prepare for anything possible in the City of Havre de Grace

Chief Scott Hurst

-----Original Message-----

From: shurstool <shurstool@aol.com>

To: georged <georged@havredegracemd.com>; tjbmlr <tjbmlr@comcast.net>; billm <billm@havredegracemd.com>; steveg <steveg@havredegracemd.com>; patricks <patrick@havredegracemd.com>; davidg <davidg@havredegracemd.com>

Sent: Tue, Jan 8, 2019 11:56 AM

Subject: Active Shooter Budget Request

All,

I know I have talked to everyone one of you, except George, about the SHCOs plan to become prepared for an active shooter situation in Havre de Grace. I have attached a budget which will give us a very good start. It is about \$15,000.00, however the SHCO has also submitted a Federal Grant for this and another \$45,000.00 for these items. We should here by late spring or early summer in reference to the grant. I would say our chances are 50/50.

I would still like to get these prioritized items funded in the City budget just in case we do not get the grant. These items include protective equipment for our members and the medical supplies needed. The SHCO is doing several things to prepare in 2019 for an active shooter situation to include the following:

- Appointed a committee in Fall of 2018
- Committee has compiled a list of needed items, prices and training needed.
- Leadership has met with Company 59 and HPD in reference to training and drills
- Set up a class schedule to ensure ALL SHCO members are trained by taking the "Stop the Bleed" class. We also invited HPD to attend. This will happen in February
- Compiled a list of all members who currently have TECC training (Tactical Emergency Casualty Care).
- Will hold a TECC care for members in April or May for those that are current EMT's and EMR's.
- Will ensure that all SHCO officers receive official active shooter training
- Will have a yearly drill with 59 and HPD. First drill will be a warehouse scenario in Fall of 2019. Second drill will hopefully take place in new school in summer of 2020.
- We have a rough draft of an active shooter Standard Operating Procedure currently done and will be completed by March. Harford County Chiefs also have one that we have approved.
- Working with DES to have a call type with a standardized dispatch for active shooter calls.

Needless to say, I believe when we request funds above and beyond our normal scope, we have a duty to ensure we are doing our part. I believe we are. We all know this has hit close to home twice in the last year. In addition, these EMS supplies can also be used for Mass Casualty incidents and will always be available if need to 59 and HPD. It is very important to note, **THIS REQUEST IS ABOVE AND BEYOND OUR NORMAL BUDGET AND DISCUSSIONS WE HAVE BEEN HAVING.** We strongly feel the SHCO will play a MAJOR part in one of these situations and are willing to do what we need to do to prepare for it in 2019. As always, thanks for all the support SHCO receives from the City of Havre de Grace, our goal is to make the City of Havre de Grace the safest place possible.

Chief Scott Hurst



**BUDGET AMENDMENT**

August 6, 2019

Amendment # 2020-02

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-0001-41-01	Real Property Taxes	\$15,800.00
	<b>Total Sources</b>	<b>\$15,800.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-1131-6501	Additional SHCo Contributions	\$15,800.00
	<b>Total Uses</b>	<b>\$15,800.00</b>

**REASON FOR ADJUSTMENT**

To contribute to the SHCo Active Shooter Training Program

**AUTHORITY**

City Council on 8/19/19.

**APPROVAL**

MAYOR	_____	Date: _____
ADMINISTRATION	_____	Date: _____
FINANCE	_____	Date: _____