



**May 3, 2021
Public Hearing Proceedings**

**Public Hearing on Ordinance No. 1051, Concerning a Moratorium on the Issuance of Permits and Other Administrative Action during the Pendency Litigation, was called to order at 7:00 p.m. on May 3, 2021, with Mayor Martin presiding.
Council Members present CP Glenn, CM Robertson, CM Martin, CM Ringsaker, CM Boyer, and CM Zinner.**

Comments from Citizens: No comments from citizens.

With no further comments from citizens, the public hearing was closed at 7:03 p.m.

The regular meeting of the Mayor and City Council was called to order on May 3, 2021, at 7:04 p.m. with Council Members present: CP Glenn, CM Robertson, CM Martin, CM Ringsaker, CM Boyer, and CM Zinner.

The Pledge of Allegiance was recited, and the opening prayer was given by Pastor Bo VanDyke of Christ the King Church.

Approval of Minutes:

City Council Minutes – CM Zinner moved to approve the Council Meeting minutes of April 19, 2021. Second by CM Martin. Motion carried 6-0.

Comments from Citizens on Agenda items:

Captain Richard Wahl, of 329 Bounding Home Ct., spoke in support of the special event presented this evening for the Youth Sailing Program.

Recognition: Presented to Connor Sheffield by Mayor Martin.

Presentation: - Vice-Chair of the Historic Preservation Commission, Kathy Keen, presented the annual Historic Preservation Awards to 2021, and included in this year's recognitions were the 2020 winners who were not able to be a part of last year's council meeting due to the outbreak of COVID.

2021 Winner: Perry Stewart, 120 S. Union Ave., for McCombs House 1880.

2021 Winner: Alicia and Kirk Meyer, 706 S. Market Street, for Market Street House 1900.

2021 Winner: Greta Jensen and Will Kwan, 605 Giles Street, for Hirsch House 1969.

2020 Winner: Cindy and Jason Rodriguez, 1350 Blenheim Farm Lane, for Blenheim Mansion 1892.

2020 Winner: Patricia and James Pickard, 616 S. Washington Street, for Leithiser House 1928.

2020 Winner: Valerie and Michael Kelly, 557 Congress Ave., for Kelly House 1910.

Ordinances:

Ordinance 1050 concerning Amendment of Chapter 169 Stormwater Management: Second Reading (CM Zinner)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT AND ENVIRONMENTAL ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF AMENDING CITY CODE CHAPTER 169 STORMWATER MANAGEMENT. A motion to introduce on second reading was made by CM Zinner. Second by CM Martin. Carried 6-0.

A motion to adopt on the first reading was made by CM Ringsaker. Second by CM Martin. After a roll call vote, the motion carried 6-0.

Ordinance 1052 concerning FY 2022 Tax Rates: First Reading (CM Robertson)

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2021, TO JUNE 30, 2022, ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

A motion to introduce on first reading was made by CM Robertson. Second by CM Zinner. Carried 6-0.

A motion to adopt on reading was made by CM Robertson. Second by CM Martin. After a roll call vote, the motion carried 6-0.

Ordinance 1053 concerning FY 2022 Water Sewer Rate: First Reading (CM Robertson)

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND THE CITY CHARTER SECTIONS 33 AND 34 AND CITY CODE CHAPTER 196 AND EXHIBIT A THERETO, ESTABLISHING THE CITY WATER AND SEWER RATES AND SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY WATER AND SEWER SYSTEM

A motion to introduce on second reading was made by CM Robertson. Second by CM Martin. Carried 6-0.

A motion to adopt on second reading was made by CM Robertson. Second by CM Martin. After a roll call vote, the motion carried 6-0.

New Business:

Budget Amendment 2021-13: Water Main Replacement on Route 40.

A motion to approve was made by CM Robertson. Second by CM Martin. Carried 6-0.

Budget Amendment 2021-14: Marina Office Rehab.

A motion to approve was made by CM Robertson. Second by CM Ringsaker. Carried 6-0.

Budget Amendment 2021-15: Stormwater Remediation on Girard Street.

A motion to approve was made by CM Robertson. Second by CM Martin. Carried 6-0.

Special Event: Havre de Grace Youth Sailing Program Summer Camp, was presented to the council for approval by Mr. Patrick Sybolt. June 19 (setup)/August 14 (breakdown) June 21-August 13, 2021 (weekly camp Monday-Friday) Setup/Breakdown: 1 p.m. / Camp: 8 a.m.-4 p.m., Hutchins Memorial Park.

A motion to approve was made by CP Glenn. Second by CM Robertson. Carried 6-0.

Directors Report:

Mr. Patrick Sybolt, Director of Administration: Mr. Sybolt shared information on upcoming City events.

Shane Grimm, Director of Planning: Mr. Grimm stated that the Board of Appeals will be meeting in Council Chambers this Thursday, May 6th, to hear a Conditional Use request to create a duplex from a single-family dwelling. The meeting will start at 6:30 pm. The Planning Commission will meet the following Monday to review the site plan. Spring is in full bloom, and now is a great time for residents to attend to the exterior of their homes and properties. The town is looking very good, but there are some areas that Code Enforcement will be addressing in the coming weeks.

Erika Quesenbery Sturgill, Director of Economic Development: Mrs. Quesenbery-Sturgill made note of the deadlines for the current Small Business Administration grants programs for non-profits, restaurants, businesses and hotels, and that the portal was opened at noon today for restaurant grant funding. In addition, she shared the encouragement of downtown business owners for people to remember that they have six days until Mother's Day. She noted that Battery Island Brewing Company opened over the weekend during a very successful Defender's Day, and that UNI Urgent Care Center has also opened at 1037 Pulaski Highway.

George DeHority, Director of Finance: The current financial condition of General Fund 1, Water/Sewer Fund 9 and Marina Fund 8 was presented. The General Fund 1 balance is \$4,553,200, which is \$1,791,800 ahead of budget. The Water/Sewer Fund 9 is deficient of \$285,000, which is a \$593,500 decrease year-to-date. The Marina Fund 8 balance is \$1,019,200, which is a \$214,300 increase year-to-date.

Tim Whittie, Director of Public Works: Mr. Whittie gave an update on existing city projects.

Chief Teresa Walter, Havre de Grace Police Department: The Police Department underwent an annual audit last month by the Maryland Police Training and Standards Commission. MPTSC looks at everything from our hiring procedures, Police Academy training, annual in-service training, testing, etc. She was happy to report we passed with full compliance. Captain Alton, did a great job with the audit.

Chief Walters thanked Evo and Bambi Johnson for helping sell this year's Special Olympics Torch Run T-shirts at the Defenders Day Celebration on Saturday, May 1, 2021. The money for the shirts helps to support the 8,716 athletes in our state; we have actually placed a second order for shirts because of our community support. "Shirts are still available," she said.

She shared a big "Thank You" to the residents in the Bulle Rock community, for having a great "Salute, and Thank You for our City First Responders." This was also held this past Saturday, May 1, 2021, at the Resident's Club. It was great to see many of the residents from Bulle Rock who came out to see the Hose Company and us, the support from the Bulle Rock community continues to be very appreciated by our Police Officers and our department as a whole.

Business from Mayor Martin: Defenders Day was celebrated on May 1st. Mayor Martin gave a brief definition as to the reason the day is special to all. Special mention was made of the play put on by Gayland Price which gave meaning to the day. Mayor Martin announced that this Friday will be our Frist Friday event starting at 5:00 p.m. until 9:00 p.m. Mayor Martin made an important announcement of the change in his Administrative staff. Mr. Patrick Sypolt will shift from his current position as Director of Administration to Director of Capital Projects. Mr. Stephen Gamatoria will move to the position of Director of Administration, for the next three years. The Chief of Staff position will now be vacant. We are going to reimagine things and hire a consultant temporarily to fill that universal role. That individual will be retired Major General Randy Taylor. He will be a chief advisor to the mayor and temporary assistance to this administration. Mayor Martin wished all the moms a happy Mother's Day.

Business from Council:

Council Member Martin: My prayers go out to Delegate Mike Griffith and his family on the death of his brother. Defenders night was also prom night. It was great to see the seniors come down to have pictures taken. CM Martin asked all to please keep up the pressure needed to address the school redistricting issue.

Council Member Ringsaker: This is Public Service Recognition Week. Thank you to all who serve. This is also National Nurses Week. Thank you to my wife and all the other nurses. Good luck to all who are running in the election tomorrow.

Council Member Boyer: Kudos to everyone who helped with Defenders Day. Thank you to all the City employees who worked also. Thank you to the Decoy Festival, the outdoor event was wonderful. Farmers Market was fabulous, it was great to see everyone walking around. The Green Team's victory garden has netting around the trees to protect them from the cicadas. Please do not remove it. If you have questions about netting any trees you may also wish to protect, please reach out to the Green Team. One of the Bee Hives was vandalized with a loss of a colony. Please do not move the bees, or touch the boxes. The Green Team is always available to answer any questions you may have. Congratulations to all running in tomorrow's election.

Council Member Zinner: Thank you Connor Sheffield for being at this evening's meeting. Thank you to all who helped with Defenders Day. Thank you to all who came this evening for the Historic Preservation Commission Annual Awards. Thank you to all of "WE ARE THE GRACE" in the quest for education for Havre de Grace Students.

Council Member Robertson: Thank you to Dena and all who worked hard to put together a Prom. Defenders Day was a really cool event, and it was nice to see the seniors come down to get pictures. Thank you to the Department of Public Works and the Police Department. Kudos to the Havre de Grace Independence Day Committee.

Business from Council President Glenn: Congratulation to Allen Fair and Jimmy Pierce for being recognized Friday night at the Decoy Festival annual kick-off as Harford County Living Treasures. Well-deserved honors for both recipients. Defenders Day Celebration, what an awesome event. It was great to see our community is moving back to some type of normalcy. Mayor Martin, your inquiry as to why we would have a celebration about an invasion that resulted in many homes burning down was on point. It was not so much about the invasion, but more about what happened the next day...Havre de Grace coming together to rebuild the town. That is what we were celebrating, and that truly describes the town we all know and love. A town that never hesitates to come together to do the right thing for all the right reasons. To Taryn Martin and the entire Independence Day Committee, it takes leaders to pull off an event of that magnitude, and it goes without saying, you nailed it. And to the City workers and all the countless volunteers, we couldn't have done it without you. It was a total team effort that ended with a fantastic fireworks display. The best takeaway from this special event - I did not hear one complaint. Havre de Grace Strong.

I got the opportunity to attend the Harford County Council Meeting in support of all the parents who are concerned about the proposed redistricting plans. As a proud graduate of Havre de Grace High School, it was great to see so much Maroon in the room. Of the 26 citizens who spoke that evening, many were from the Havre de Grace Community. They were professional, and their arguments were well articulated. It is our hope that it is not a done deal, and that the Superintendent and the Board of Education take such concerns into consideration when finalizing the final footprint moving forward. You have my full support, because I, like you, want our kids to attend school within our community. And my advice to parents and any concerned citizens, stay engaged throughout this process.

Election Day is tomorrow. By the time this airs, the polls will have closed. But, I want to take this opportunity to personally thank the candidates for running such positive campaigns. Nothing has been negative during this campaign. Their focus has been on their background, their accomplishments, and their objectives; if elected. That was never more evident in the two candidate forums that were held. I wish all the candidates nothing but the best tomorrow.

When we close tonight's meeting, we all have to exit the Council Chambers quickly so that they can begin to set up for the election tomorrow.

Comments from Citizens:

Kevin Racine, of 818 Ontario Street. Spoke on Transit.

Mark Hemler, of 1601 Level Road. Shared information about the upcoming Havre de Grace Ambulance Corp Food Truck Sundays.

CP Glenn made a motion to adjourn at 9:26 p.m. Second by CM Martin. Motion carried 6-0.

Video recording of the City Council Meeting may be viewed online through the City of Havre de Grace YouTube channel.

Respectfully submitted,

Resa Laird



City of Havre de Grace

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Public Work Session on FY 2022 Budget

April 26, 2021

6:00 p.m. Council Chambers, City Hall

711 Pennington Avenue, Havre de Grace, MD 21078

Purpose: To allow for interaction between the Council and Administration to review the proposed budget for fiscal year beginning July 1, 2021 through June 30, 2022.

Mayor, City Council and City Staff Present: Mayor William T. Martin; Council President Glenn, CM Boyer, CM Ringsaker, CM Martin, CM Robertson, CM Zinner, George DeHority, Director of Finance, Patrick Sypolt, Director of Administration, and Steve Gamatoria, Chief of Staff.

Mayor Martin opened the meeting and handed the meeting off to CP Glenn and the Council Members. Mayor Martin stayed in attendance.

CP Glenn explained the budget process is later than normal due to legislation ongoing in Annapolis and its potential impact to the budget. CP Glenn thanked the Council for going through the budget, George DeHority and his staff, Director of Administration, and the Chief of Staff for working with the Council and being very responsive in answering questions. He gave instructions that they would go through each page of the budget for any additional questions the Council may have.

General Fund Operating Revenues

CM Martin inquired: Are we anticipating receiving rent from M/V Summer Breeze?

Mr. DeHority responded: Yes.

CP Glenn commented: There are no changes to the Admission & Amusement tax despite Covid.

CP Glenn commented: There has been a big decrease in the Hotel tax revenue since FY 20 due to gathering restrictions imposed by the state of Maryland.

CP Glenn commented: The Highway User funds are increasing in large part due to CM Martin's active role with the Maryland Municipal League (MNL).

CP Glenn inquired: Is revenue from the Firing Range Reimbursement increasing due to use by Homeland Security and Exelon?

Mr. DeHority responded: That is correct.

CM Zinner commented on grant revenue.

CM Robertson inquired: Is the Sale of Surplus Property vehicles?

Mr. DeHority responded: Yes, as part of the Enterprise lease.

CM Zinner inquired: The Interest Income is significantly lower and would like to know what the interest income was previously compared to now.

CM Zinner inquired: There is no Tipping Fee for FY 2020 or FY 2021.

Mr. DeHORITY responded: The Tipping Fee is what we have billed, but not what we have received.

CP Glenn commented: The Tourism Sales has doubled and that is in relation to anticipated activity as the pandemic restrictions are eased.

Mayor

CP Glenn commented: Increases in expenses related to restrictions being eased for activities such as MML

City Council

CP Glenn commented: They are going forward with attendance at the Fall Conference.

Administration Offices

CM Zinner inquired: Salaries related to Procurement succession. Retirees' Medical Benefits – how many retirees, how the plan is structured, and do we pay until they are eligible for Medicare?

CP Glenn responded: The salary related to Procurement is for a trainee position in anticipation of a future retirement.

CM Martin inquired: What is the average percentage of hospitalization costs?

Mr. DeHORITY responded: 15% has been built into the budget.

CM Martin inquired: What is the drastic increase in Utilities?

CP Glenn responded: That is the anticipated costs for the additional gymnasium/auditorium.

CP Glenn commented: Key points for the public – Seasonal Salaries is for the trolley drivers. The Employee Wellness Program is designed to reduce claims in the future. Public Relations includes fireworks for the upcoming Founder's Day.

Tourism

No questions or comments.

Information Technology

CP Glenn commented: Equipment Maintenance and Communications increased for expanding network capabilities and adding cell phones to support teleworking during the pandemic.

Registration and Elections, Legal Services and Insurance

CP Glenn commented: Is it correct the Unemployment Insurance was added as a precaution?

Mr. DeHORITY responded: Yes, the City is self-insured for unemployment insurance, but this is in case we do get claims there is money in the budget to pay for the claim.

Economic Development

CM Zinner commented: She spoke to Mr. DeHORITY about the items covered under Professional Services and if they are the same in each Department. She didn't feel it needed to be gone over, just highlighted if it's a high dollar amount.

CP Glenn responded: In areas such as Economic Development we can presume an increase in planning events.

CM Boyer inquired: What are we going to be doing different in this budget in regards to Economic Development Activities?

Ms. Quesenbery Sturgill responded: This doesn't include membership, which is covered under Dues & Subscriptions, but attending activities/events within the organizations that we have memberships and being a part of the events.

Finance

CM Martin inquired: Why is there a 50% increase in our Bank Service Charges?

Mr. DeHority responded: This is the eighth year in a row it has gone up; basically, the primary contributor to the charges is online bill pay, which went up a lot during the pandemic and our experience is that once people start online bill pay they don't go back to the old way.

Planning and Code Enforcement

CM Zinner inquired: What is the reason for the significant increase in Professional Services?

Mr. Grimm responded: This is attributed to the updates to the comprehensive plan and a part-time staff member to assist with development review and other functions as well as an increased ask for code enforcement – we are going to be more aggressive in the coming year with cleaning up properties, which could include demolitions that cost a lot of money when the City has to do the demolition.

CM Zinner inquired: Are there plans for succession management in hiring an additional code enforcement officer?

Mr. Grimm responded: At this time, we are doing succession planning for the planning technician position, which will be the earliest person to leave the City.

CM Boyer inquired: Is the person on board or will it be a hire? Will it be full-time or part-time? Will it be a recent graduate or someone with a large amount of experience?

Mr. Grimm responded: It will be a hire. It will be part-time. It will be someone with significant experience.

Mr. Gamatoria responded: To clarify, Mr. Grimm was answering questions for the part-time staff member to assist with development review and other functions, not the succession plan for the planning technician position. The succession plan for the planning technician position is for a staff member who is already here in another department.

Mr. Grimm responded: Mr. Ricci, Human Resources and others are working with this person to determine what track they would like to take and we will train them to back fill the position once the person leaves.

CP Glenn responded: This succession plan is the same as the procurement officer position that was discussed earlier.

Mr. DeHority responded: We are trying to look for advancement opportunities that allow employees to grow and develop within the City, which will help us attract and retain our best people.

CM Boyer inquired: Are there training funds in the budget now for the position?

Mr. Grimm responded: It could entail needs for a college education, there will be internal training, and likely be some certification training.

Mr. Gamatoria responded: Internally there is a track that training will take place on the job. Mr. Ricci is putting a plan together within the Administration training budget that will allow training through Harford Community College and then to move on from there, probably Towson University. The track is about 7 years.

CP Glenn commented: County Inspections are going down due to a slight decrease in commercial and residential development.

Police Administration

CM Zinner inquired: Is the Crime Scene Investigator a new position? What does this person do?

Chief Walter responded: Yes, the title is new. There was someone in a civilian position retiring so instead of filling the position it was moved to a crime scene technician. It is an even swap – not a new position to the City and no additional costs to the City. Modifications were made within the department to absorb the work of the person retiring. This position processes the crime scene, which frees up a law enforcement investigator.

CP Glenn inquired: Is it correct that Range Maintenance has been increasing due to replacement locks for the bullet traps and overdue building maintenance?

Chief Walter responded: That is correct.

CP Glen inquired: Is the Communications increase due to upgrading mobile terminals mandated by the County that were delayed in FY 21?

Chief Walter responded: That is correct.

Police Patrol and Investigation

CM Robertson inquired: Is the overtime projection for FY 2022 understated compared to FY 2020's actuals when we didn't have a lot of events or things of that nature?

Chief Walter responded: There are two recruits in the Police Academy. The plan is that once they come out that will help to reduce the overtime.

CP Glenn commented: There is a large increase in Supplies and Materials – that is to include the replacement of Tasers and the purchase of body cameras, which is mandated by the state.

Chief Walter responded: Yes, that is correct.

Public Works

CM Robertson inquired: Asked if Mr. Sypolt could elaborate on the wage and benefits recommendation of Employee Related Expenses and the Salaries, which was discussed at the Budget & Finance Committee meeting.

Mr. Sypolt responded: We want to pay employees when they are certified on certain apparatuses or pieces of equipment. The rollout will be over a period of time. This will develop our employees into the next crew leaders and chiefs.

Mr. Whittie responded: This allows us to crossover and use workers from other crews if someone is out sick or on vacation.

CM Zinner inquired: Did the prices go up on Utilities?

Mr. DeHority responded: We anticipate an increase in new development and the gymnasium/ auditorium.

CP Glenn commented: Some of the expenses such as Supplies and Materials were reduced in FY 2021 and increased in FY 2022 because we hope to return to normal operations.

Mr. Whittie commented: The cost of materials has increased a lot.

CP Glenn commented: The increase in Building Maintenance is tied to the gymnasium/ auditorium.

Highways and Streets

CP Glenn commented: Vehicle fuel is going up.

Shop Operation

No questions or comments.

Volunteer Organizations

CM Boyer inquired: What is the Small Business Resource Center:

Mr. DeHority and Mr. Gamatoria responded: This is through Harford Community College. They were a budgeted item it past years, but they didn't request funding the past two years. They resumed their formal request this year. The funding is used for seminars and conferences put together by HCC to encourage employment opportunities.

CM Robertson inquired: The Youth Commission submitted their request, but there isn't a line item.

Mr. Sybolt responded: The Youth Commission is under Administration.

CM Boyer inquired: We have a line item for HDG Public Schools. Will Roye-Williams Elementary be able to request those funds?

Mr. Gamatoria responded: We will have to cross that bridge when we come to it since we don't know what will happen with school redistricting.

CP Glenn commented: The Little League and Recreation Council wasn't cut by the City. They received what they asked for - they didn't use everything last year. The Harbor's Town Project is a Graw Alley Museum being put together by Alan Fair.

General Fund Debt Service

No questions or comments.

Capital Budget Worksheet

CP Glenn commented: He inquired if some of the capital projects would be going to Ritchie Brothers, but we haven't been as successful as we've been in the past in getting the much needed equipment. Specific repairs to City Hall are for duct cleaning and thermostat replacement.

CM Robertson inquired: Is the living shoreline still a go?

Mr. Whittie responded: Yes, it's still a go. We are going through the permitting process and currently bogged down by the federal process.

CM Robertson inquired: Is the project ready to go once we have the permitting?

Mr. Whittie responded: Yes, the contractor is in place and everything is lined up.

Water and Sewer Revenues

CP Glenn inquired: The County Water Agreement shows zero in FY 22, does the County no longer need us?

Mr. DeHority responded: We no longer have a contractual agreement with the County. They are in the normal water revenue cycle now.

Mr. Whittie responded: They use us for emergency purposes.

Water Production

CP Glenn commented: On sludge removal, we planned to do that in house, but it put a huge strain on the City to make that happen.

Mr. Whittie responded: We have a company that takes the sludge from the Water Treatment Plant.

CM Zinner inquired: What is the reason for the large increase on the City Buildings Water & Sewer?

Mr. DeHORITY responded: This is the Water Plant water bills and the water pumping station.

Water Distribution

No questions or comments.

Wastewater Treatment

CP Glenn commented: Contract Laboratory costs went down, which is due to improved treatment practices. Building Maintenance increase includes the Erie Street pump station and rehab of generators.

Capital Budget Worksheet

CP Glenn commented: Most of what is there is covered by the bond.

CM Martin commented: We have a lot of shovel ready projects that can move forward when we receive the federal funds.

Mr. Whittie commented on water and sewer projects that will be moving forward.

CM Robertson inquired: Where are we with the Aberdeen water line sales?

Mr. Whittie responded: The plan has been rewarded. The pre-construction meeting is May 3. We hope by late 2022 they will be able to connect in.

Mr. DeHORITY responded: It's too uncertain to when the completion will be done so the revenue isn't included in 2022.

Water and Sewer Debt Service

CM Robertson requested a balance sheet of the full amounts that we still owe.

Mr. DeHORITY will provide that information.

Marine Facilities

CP Glenn commented: There is an increase in slip fees. It will increase revenue about \$50,000.

CM Ringsaker inquired: Is the reduction in revenue at Jean Roberts Park due to non-payers?

Mr. Gamatoria responded: He agrees. Part of the problem is attending to it to make sure people are actually paying. The Marina Manager and seasonal help need to monitor and ticket vehicles in the parking lot.

CP Glenn commented: Communications costs include the conversion to wireless infrastructure that was delayed in FY 2021.

CM Ringsaker inquired: Are there any plans on dock maintenance?

Mr. Gamatoria responded: Steve Young puts in a grant through MDE. We will redeck the gas pier when we reinstall the lines and the new pumps. We will test a synthetic product because we aren't getting longevity with the wooden piers.

CM Robertson inquired: Is the dredging still a go for this summer?

Mr. Whittie responded: The grant application has been submitted. We have to make room for the new sediment.

Mr. Gamatoria responded: We can do the main channel every 2-3 years. The slips are full of sediment. This engineering will be more than normal due to the breadth we are going to try to remove. Once we have the approval of the MDE, we will reach out to the partners along the Bay. The City is paying for the mobilization costs. Although the slip fee increase will generate about \$50,000 in revenue, they are anticipating another \$3.5 million in projects at the yacht basin. The infrastructure and amenities have to be maintained. The majority of slip owners aren't from the 21078 zip code.

CM Robertson commented: The Economic Development Advisory Board did a survey to compare rates with other marinas in the area and found that the amount being charged is undervalued. Mr. Gamatoria agreed.

CP Glenn thanked the Council, George DeHority, Steve Gamatoria, Patrick Sypolt and all the Directors. CP Glenn complimented Mayor Martin for the job he did in putting together a bare bones budget, right sizing the City staff, some expenses are going down due to improved operations, grants have been an invaluable resource to the City.

Mayor Martin thanked the Council members and members of the City staff for attending to answer all the questions. The budget is well rounded and addresses the needs of the City. This past year has been historic and the Council and the administration supported a spending freeze in many areas. We were able to weather the storm and are now slowly emerging out of the global pandemic. We will still go on the offense this year. We have a lot of upcoming, much needed projects. This budget is based on our taxpayer money. This budget keeps the tax rates and the water and sewer rates the same.

The session adjourned at 7:20 pm.

Respectfully submitted:

Tamara Brinkman

Video recording of the Public Hearing may be viewed online through City of Havre de Grace YouTube channel.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

AMENDMENT TO
RESOLUTION NO. 2020-10

Introduced by Council President Glenn

**AN AMENDMENT TO RESOLUTION 2020-10
BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND,
PURSUANT TO SECTION 34 OF THE CITY CHARTER AND THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND TO
AUTHORIZE THE MAYOR TO AMEND THE MEMORANDUM OF
UNDERSTANDING WITH THE SGT. ALFRED B. HILTON MEMORIAL FUND, INC.,
THAT WILL CHANGE THE PLACEMENT OF A MONUMENT FROM MILLARD E.
TYDINGS PARK TO THE OVERLOOK AT DAVID R. CRAIG PARK**

WHEREAS, the City Council adopted Resolution No. 2020-10 on May 4, 2020, authorizing the Mayor to enter into a Memorandum of Understanding ("MOU") with the Sgt. Alfred B Hilton Memorial Fund, Inc. for the purpose of placing a monument at Millard E. Tydings Memorial Park; and

WHEREAS, due to utility interference at the original proposed location, the monument needs to be relocated and the City Council desires to amend Resolution 2020-10, originally adopted on May 4, 2020,

NOW THEREFORE, it is determined, decided, and resolved by the City Council that an AMENDMENT TO Resolution 2020-10 is hereby approved and the Mayor is authorized to execute an amendment to the MOU, as depicted in Exhibit A, reflecting the change in location of the monument.

ADOPTED by the City Council of Havre de Grace, Maryland this 17th day of May, 2021.

SIGNED by the Mayor and attested by the Director of Administration this 18th day of May, 2021.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced: 5/17/2021
Passed/Adopted: 5/17/2021
Effective Date: 5/18/2021

EXHIBIT A TO AMENDMENT TO RESOLUTION 2020-10

**AMENDMENT TO THE
MEMORANDUM OF UNDERSTANDING WITH THE
SGT. ALFRED B. HILTON MEMORIAL FUND, INC.
DATED MAY 4, 2020
AS IT RELATES TO PLACEMENT OF A MONUMENT**

This amendment is effective the 18th day of May, 2021 between the Mayor and City Council of Havre de Grace ("City") and the Sgt. Alfred B. Hilton Memorial Fund, Inc.

This Amendment to Resolution 2020-10 has been approved by the City Council on May 17, 2021.

The City and the Sgt. Alfred B. Hilton Memorial Fund, Inc. agree that items 2 and 4 will be amended to read as follows:

2. Prior to any permits being issued, the Sgt. Alfred B. Hilton Memorial Fund, Inc. shall provide a concept plan to the City Administration. The concept plan shall include a depiction of the monument, and its siting location with dimensions relative to the area of the overlook at David R. Craig Park.
4. Upon receiving all approvals, the City Department of Planning and Department of Public Works will approve and have oversight for each step of the permitting, installation and final acceptance process. Any City fees shall be waived however any State or County permits and fees shall be the responsibility of the Sgt. Alfred B. Hilton Memorial Fund, Inc.

By affixing their signatures below, each party accepts and agrees to this Amendment.

ATTEST:

SGT. ALFRED B. HILTON MEMORIAL FUND, INC.

By:

Title:

ATTEST:

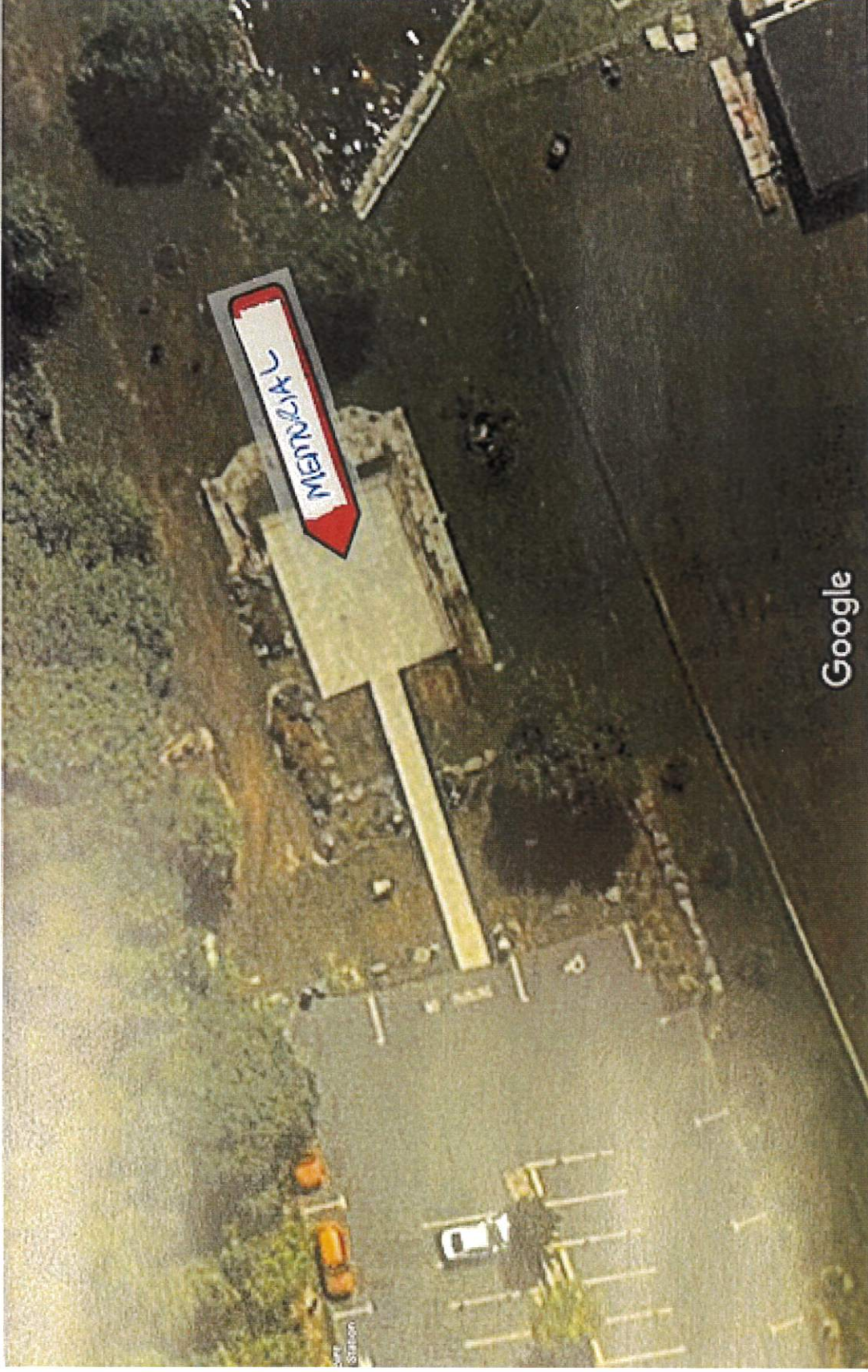
MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

By: Patrick D. Sypolt
Director of Administration

By: William T. Martin, Mayor

Approved for legal sufficiency:

By: April C. Ishak, City Attorney



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CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1051

Introduced by Council President Glenn

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE ADOPTED PURSUANT TO THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER, FOR THE PURPOSE OF ESTABLISHING A MORATORIUM ON THE ISSUANCE OF PERMITS AND OTHER ADMINISTRATIVE ACTION DURING THE PENDENCY OF LITIGATION

On: 4/19/2021
at: 7:00 PM

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 5/3/2021 at 7:02 p.m., and concluded on 5/3/2021 at 7:04 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

35 **WHEREAS**, from time to time, the Mayor and City Council of Havre de Grace, Maryland
 36 (“City”) has been a party to lawsuits relating to the interpretation of the City Charter, the City
 37 Code, City Ordinances, Council Resolutions, and/or rights and obligations under contracts or
 38 other agreements; and
 39

40 **WHEREAS**, the time period from when a lawsuit is commenced until the time a lawsuit is final,
 41 after all appeals have been taken or where the time for filing an appeal has expired, can extend
 42 for more than two years, and can result in conflicting Court opinions pending finality; and
 43

44 **WHEREAS**, for the purpose of maintaining consistency with City processes and accuracy of
 45 City records across administrations, the City desires to amend the City Code to provide for a
 46 moratorium on matters in litigation pending final resolution of interpretation and application of
 47 relevant City Charter, City Code, City Ordinances, Council Resolutions and/or rights and
 48 obligations under contracts or other agreements.
 49

50 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that City
 51 Code Chapter 1, General Provisions be amended by adding new Article III as follows:
 52

53 Article III Moratorium

54
 55 §1-1 Whenever the Mayor and City Council of Havre de Grace, as a legislative body,
 56 or the Mayor of the City of Havre de Grace in his capacity as chief executive of the City, are
 57 parties to a lawsuit which involves the interpretation or construction of a City Charter provision,
 58 a City Code provision, a City Ordinance, Council Resolution, or a contract or other agreement,
 59 then all future acts that would ordinarily occur under such Charter or Code provision, Ordinance
 60 Resolution or contract shall be stayed and no new permits shall be issued or further City
 61 approvals shall be granted with regard to the specific Charter or Code provision, or Ordinance,
 62 Resolution or contract which is the subject to the lawsuit, until such time as the lawsuit is finally
 63 concluded and after all appeals have been taken or the time for appeal has expired. This
 64 moratorium shall act as a temporary stay of the issuance of any permits or granting of City
 65 approvals (including those that might be granted by the Planning Commission or Board of
 66 Appeals) and is self-executing and does not require the City to file a motion to stay in any Court.
 67

68 §1-2 The permits or City approvals which are subject to this moratorium include those
 69 which would issue under the City Code including but not limited to grading permits, building
 70 permits, use and occupancy permits, and any Planning Commission, Board of Appeals,
 71 Department of Planning or Department of Public Works approvals, as well as any executory acts
 72 by the Mayor under City Ordinances, Council Resolutions and contracts or other agreements that
 73 anticipate future performance by the City.
 74

75 §1-3 The moratorium shall end upon the expiration of the time-period for the filing of a
 76 final appeal.
 77

78 §1-4 Notwithstanding the moratorium set forth in §1-1 of this Article III, the City
 79 Council, by resolution and for good cause shown, may grant a waiver from such a moratorium
 80 provided the matter has been set forth as an item on the Council meeting agenda.

§1-5 To the extent that a Court or administrative body enters a final order confirming or approving the City's interpretation or construction of the City Charter, City Code, City Ordinance, Council Resolution, or contract or other agreement, then the City, as prevailing party, may request reimbursement of the City's attorneys' fees and out of pocket costs incurred by the City in such lawsuit subject to an order by a Court of competent jurisdiction.

The foregoing amendment is hereby approved by the City Council.

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of May, 2021.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of May, 2021.

ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 04/19/2021
Public Hearing: 05/03/2021
Second Reading/Adopted: 05/17/2021
Effective Date: 05/18/2021

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1052

Introduced by _____ Council Member Robertson

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE AUTHORITY PROVIDED BY THE ANNOTATED CODE OF MARYLAND TAX-PROPERTY ARTICLE TITLE 6 AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND, FIXING THE TAX RATE FOR THE FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022 ON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSABLE REAL PROPERTY, PERSONAL PROPERTY; AND PROVIDING AN ADDITIONAL SPECIAL TAX LEVIED WITHIN THE CRITICAL AREA SPECIAL TAXING DISTRICT AND SETTING THE SERVICE CHARGE FOR THE SEMI-ANNUAL PROPERTY TAX PAYMENT OPTION.

On: May 3, 2021
at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on May 10, 2021 at 6:00 p.m., and concluded on May 10, 2021 at 6:02 p.m..

EXPLANATION

Underlining indicates matter added to existing law.

[Bold Brackets] indicate matter deleted from existing law.

Amendments proposed prior to final adoption will be noted on a separate page with line references or by handwritten changes on the draft legislation.

34
35 **WHEREAS**, The Mayor and City Council of Havre de Grace are authorized by the Local
36 Government Article of the Annotated Code of Maryland and the Tax-Property Article Title 6 of
37 the Annotated Code of Maryland to fix tax rates on all taxable property within City limits, and
38

39 **WHEREAS**, the Mayor and City Council have determined to set the real property tax rate
40 at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of assessable
41 real property on the assessment books of the City of Havre de Grace, Maryland, and
42

43 **WHEREAS**, the Mayor and City Council have determined to set the personal property tax
44 rate at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars (\$100.00)
45 of assessable personal property on the assessment books of the City of Havre de Grace, Maryland,
46 and to grant a one year tax credit of one thousand dollars (\$1,000.00) for personal property tax
47 payers, and
48

49 **WHEREAS**, the Mayor and City Council have determined to set the real property tax rate
50 at an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of
51 assessable real property (but not personal property) on the assessment books of the City of Havre
52 de Grace, located within the Critical Area Taxing District, and
53

54 **WHEREAS**, the Mayor and City Council have determined to set the service charge
55 applicable to the semi-annual property tax payment option at Fifty One Hundredth Percent (0.50%)
56 of the amount of tax due at the second installment.
57

58 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
59 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
60 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
61 of establishing the following tax rates for the City of Havre de Grace for the fiscal year July 1,
62 2021 through June 30, 2022.
63

64 Section 1. **BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY**
65 **COUNCIL OF HAVRE DE GRACE** that the tax rate generally applicable throughout the City of
66 Havre de Grace for the fiscal year beginning July 1, 2021 and ending June 30, 2022 be and is
67 hereby fixed at Fifty-Six and One-Half Cents (\$0.565) on each One Hundred Dollars (\$100.00) of
68 assessable real property on the assessment books of the City of Havre de Grace, Maryland.
69

70 Section 2. **BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY**
71 **COUNCIL OF HAVRE DE GRACE**, that the tax rate generally applicable throughout the City of
72 Havre de Grace for the fiscal year beginning July 1, 2021 and ending June 30, 2022 be and is
73 hereby fixed at One Dollar Seventy and One-Half Cents (\$1.705) on each One Hundred Dollars
74 (\$100.00) of assessable personal property on the assessment books of the City of Havre de Grace,
75 Maryland and to grant a one-time tax credit of one thousand dollars (\$1,000.00) for personal
76 property tax payers for this tax year.
77

78 Section 3. **BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND**
79 **CITY COUNCIL OF HAVRE DE GRACE**, that the tax rate generally applicable throughout the

City of Havre de Grace for the fiscal year beginning July 1, 2021 and ending June 30, 2022 be and is hereby fixed to be an additional Four and Four-Tenths Cents (\$0.044) on each One Hundred Dollars (\$100.00) of assessable real property (but not personal property) on the assessment books of the City of Havre de Grace, located within the Critical Area Taxing District.

Section 4. BE IT FURTHER ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, that the service charge applicable to the semi-annual property tax payment option shall be Fifty One Hundredth Percent (0.50%) of the amount of tax due at the second installment.

Section 5. AND BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect as of July 1, 2021 and the Director of Finance be and is hereby authorized to enforce payment of the aforesaid taxes in accordance with applicable law.

NOW THEREFORE, it is determined, decided, and ordained by the City Council that the foregoing amendments to the City Code are hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this ____ day of ____, 2021.

SIGNED by the Mayor and attested by the Director of Administration this ____ day of ____, 2021.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William T. Martin
Mayor

Introduced/First Reading: 5/3/2021
Public Hearing: 5/10/2021
Second Reading/Adopted: 5/17/2021
Effective Date: 7/1/2021

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1053

Introduced by _____ Council Member Robertson

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE ADOPTED PURSUANT TO THE LOCAL
GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF
MARYLAND, AND THE CITY CHARTER SECTIONS 33 AND 34
AND CITY CODE CHAPTER 196 AND EXHIBIT A THERETO,
ESTABLISHING THE CITY WATER AND SEWER RATES AND
SERVICE PARTICIPATION FEES FOR THE USERS OF THE CITY
WATER AND SEWER SYSTEM

On: May 3, 2021

at: 7:00 p.m.

Ordinance introduced, read first time, ordered posted and public hearing scheduled.

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been
published according to the Charter, a public hearing was held on May 10, 2021 at 6:03 p.m.,
and concluded on May 10, 2021 at 6:05 p.m.

EXPLANATION

Underlining indicates matter
added to existing law.

[Bold Brackets] indicate matter
deleted from existing law.

Amendments proposed prior to
final adoption will be noted on a
separate page with line
references or by handwritten
changes on the draft legislation.

33 **WHEREAS**, the Mayor and City Council of Havre de Grace has purchased, constructed
34 and maintained a water production and distribution system and a sewage collection and treatment
35 system in the City of Havre de Grace and surrounding areas, and has established the applicability,
36 rates, and procedures relating thereto pursuant to the authority granted by law and the Charter of
37 the City of Havre de Grace; and
38

39 **WHEREAS**, Section 37A of the Charter of the Mayor and City Council of Havre de Grace
40 requires that, on or before the first City Council Meeting in June of each year, the City Council
41 shall set the City water and sewer rates by ordinance; and
42

43 **WHEREAS**, the Water/Sewer Commission, on February 16, 2021 delivered to the Mayor
44 and City Council its recommendations on changes to be made to the rate and charge structure;
45

46 **NOW, THEREFORE, BE IT ENACTED**, in accordance with the authority vested in the
47 Mayor and City Council of Havre de Grace, by law and the Charter of the City of Havre de Grace,
48 that the terms and conditions of this Ordinance be and the same is hereby adopted for the purpose
49 of establishing the City water and sewer rates for the fiscal years July 1, 2021 to June 30, 2022,
50 July 1, 2022 to June 30, 2023, and July 1, 2023 to June 30, 2024 as follows:
51

- 52 1. The terms and provisions of City Code Chapter 196 and its Exhibit A, which contains
53 a schedule listing all of the rates, charges or fees that the Mayor and City Council
54 authorizes and imposes in connection with the City Water and Sewer System, are
55 hereby reenacted and incorporated herein by reference without change, except for the
56 following:
- 57 2. In Section 196-1 entitled "Cost Schedule" delete the language in its entirety and replace
58 it with the following:

59 A. The attached Exhibit A to Chapter 196 of the Code, entitled "Havre de Grace
60 Water and Sewer Cost Schedule," is a schedule listing all of the rates, charges
61 and fees that the Mayor and City Council of Havre de Grace authorize and
62 impose in connection with the City water and sewer system for the period
63 beginning July 1, 2021, and ending June 30, 2022, the basic metered water and
64 sewer charges for the period beginning July 1, 2022, and July 1, 2023, and the
65 basic metered water and sewer charges for the period beginning July 1, 2023,
66 and July 1, 2024, together with certain procedures as to the applicability and
67 collection of the water and sewer rates, capital cost recovery charges, fees and
68 service participation fees, which Exhibit A is hereby amended and shall be
69 enacted to read as set forth below.

70 B. In Exhibit A Section One entitled "Water Service Within the City," delete the
71 language in its entirety and replace it with the following:

72 Beginning July 1, 2021, the basic rate for City water service shall be \$ 6.20
73 per 1,000 gallons delivered. Beginning July 1, 2022, the basic rate for City
74 water service shall be \$6.20 per 1,000 gallons delivered. Beginning July 1,
75 2023, the basic rate for City water service shall be \$ 6.20 per 1,000 gallons
76 delivered. Such users shall pay the basic rates in effect when billed. User
77 charges shall be payable quarterly upon receipt of bill.

C. In Exhibit A Section Three entitled "City Sewer Charges Within the City," delete the language and replace it with the following:

Beginning July 1, 2021, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons of water delivered. Beginning July 1, 2022, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons delivered. Beginning July 1, 2023, the basic rate for City sewer service shall be \$9.30 per 1,000 gallons delivered. Such users shall pay the basic rate in effect when billed.

D. In Exhibit A Section Five entitled "Capital Cost Recovery Charges," delete the language in its entirety and replace it with the following:

Capital Cost Recovery Charges are applicable to any new connections to the system that increase the demand on the water and sewer system. This includes changes in the use of an existing structure which increase the demand on the system as determined by fixture unit calculations.

Capital Cost Recovery Charges are not applicable to the replacement of a residence or the redevelopment of a property, provided such replacement or redevelopment occurs within three years from the disconnection from the water and/or sewer system prior to the issuance of a use and occupancy permit, and the replacement or redevelopment of the property does not increase the demand on the system as determined by fixture unit calculations.

The charges are as follows:

Residential Units:

1. Water - \$5,300, July 1, 2021 to June 30, 2022 per unit
2. Sewer - \$13,200, July 1, 2021 to June 30, 2022 per unit

Commercial/Industrial Units:

1. Charge determined by calculation of water use and type of sewer production above and beyond one residential capital cost recovery charge which is the minimum fee.
2. Charge for fire suppression use: Any commercial sprinkler system, stand pipe system, or combination thereof, will be assessed a capital cost recovery charge for water only. Charges will be based upon units of flow and charged at the residential rate per unit. One unit will be equal to a flow rate of 220 gallons per minute (220 gpm) (i.e., 1 to 220 gpm will equal 1 unit; 221 to 440 gpm will equal 2 units; 441 to 660 gpm will equal 3 units; 661 to 880 gpm will equal 4 units; and so on). A unit will be calculated using a factor of 10% of the total peak flow of the entire sprinkler system, stand pipe system or a total combination of both systems. All commercial sprinkler systems and stand pipe systems will be supplied by a dedicated line from the street main and shall be equipped with the proper back flow preventers and a meter. Upon installation, the customer will be responsible for all charges associated with the connection to the City water system. Each installed system will have

the meter read quarterly and will be billed for the base service charge, as hereinafter defined in Paragraph 10, and any gallons used.

E. In Exhibit A Section Ten entitled "Base Service Charge and Infrastructure Reinvestment Program Charge." Delete the language in its entirety and replace it with the following:

A. A base service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system and the rates in effect beginning July 1, 2021, are as follows:

Meter Size (inches)	Quarterly Base Service Charge
5/8	\$20.00
3/4	\$20.00
1	\$20.00
1 1/2	\$85.00
2	\$130.00
3	\$210.00
4	\$350.00
6	\$550.00
8	\$885.00

B. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall be charged the base service charge as a one-inch meter.

C. An Infrastructure Reinvestment Program service charge will be included on each quarterly water and/or sewer bill. The amount of the charge will be based upon the size of the water meter connected to the City water system and the rates in effect beginning July 1, 2021, are as follows:

Meter Size (inches)	Quarterly IRP Service Charge
5/8	\$30.00
3/4	\$30.00
1	\$30.00
1 1/2	\$100.00
2	\$200.00
3	\$300.00
4	\$400.00
6	\$1,000.00
8	\$1,000.00

D. Any water meter connected to the City water system that is used solely for the purpose of supplying a fire suppression system, regardless of the meter size, shall not be charged the Infrastructure Reinvestment Program service charge.

BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect on July 1, 2021.

NOW THEREFORE, it is determined, decided, and ordained by the City Council that the foregoing amendments to the City Code are hereby approved.

ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of ___, 2021.

SIGNED by the Mayor and attested by the Director of Administration this ___ day of ___, 2021.

ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

Patrick D. Sypolt
Director of Administration

William E. Martin
Mayor

Introduced/First Reading: 5/3/2021
Public Hearing: 5/10/2021
Second Reading/Adopted: 5/17/2021

Effective Date: 7/1/2021

Legislative History:

Ordinance No. 805, Adopted February 1, 1999
Ordinance No. 809, As Amended, Adopted June 21, 1999
Ordinance No. 809, As Amended, Adopted March 20, 2000
Ordinance No. 809, As Amended, Adopted October 1, 2001
Ordinance No. 841, Adopted June 2, 2003
Ordinance No. 859, Adopted June 7, 2004
Ordinance No. 865, Adopted June 6, 2005
Ordinance No. 879, Adopted June 5, 2006
Ordinance No. 883, Adopted December 4, 2006
Ordinance No. 887, Adopted April 16, 2007
Ordinance No. 890, Adopted June 4, 2007
Ordinance No. 894, Adopted May 5, 2008
Ordinance No. 905, Adopted May 18, 2009
Ordinance No. 916, As Amended, Adopted May 17, 2010
Ordinance No. 931, As Amended, Adopted June 6, 2011
Ordinance No. 939, As Amended, Adopted May 21, 2012
Ordinance No. 947, As Amended, Adopted May 20, 2013
Ordinance No. 955, As Amended, Adopted June 2, 2014

210 Ordinance No. 969, As Amended, Adopted June 1, 2015
211 Ordinance No. 981, As Amended, Adopted May 16, 2016
212 Ordinance No. 989, As Amended, Adopted May 15, 2017
213 Ordinance No. 1003, Adopted, May 21, 2018
214 Ordinance No. 1017, Adopted, May 20, 2019
215 Ordinance No. 1034, Adopted, May 18, 2020
216

2nd Reading

Rec'd
4/29/2021**EVENT APPLICATION CHECKLIST:**

EVENT NAME: Children's Art Festival
 Sponsor Organization: HDC Arts Commission
 Business Address: PO Box 98 HDC, MD 21078
 On Site Contact Person: Amy Steelman
 Contact Information Phone: _____ Email: _____
 Back-Up Site Contact Person: Dena Cardwell
 Contact Information Phone: _____

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

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

Is the Sponsor Organization a 501 C3? Yes X No

Tax ID # 52-6000796

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

City of HDC Arts Commission

Event Category:

☒ Athletic/Recreation _____ Concert/Performance _____ Other (explain) _____
☒ Festival _____ Carnival _____
 _____ Parade _____ 5K/10K/Walk * _____
 _____ Rally _____ Fishing Tournament _____

* a fee may be charged

Date/Time:

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

Setup Date: 9/11/2021 Begin Time: 8am
 Event Starts Date: 9/11/2021 Time: 11am
 Event Ends Date: 9/11/2021 Time: 2pm
 Breakdown Date: 9/11/2021 End Time: 3:30pm
 Rain Date Date: N/A Is timeframe the same? Yes _____ No _____
 If no, include new times: _____

Location: (see attached map)

☒ Millard E. Tydings Memorial Park _____ Community Pavilion at
 _____ Frank J. Hutchins Memorial Park
 _____ Concord Point Park _____ David Craig Park
 _____ McLhinney Park _____ K-9 Cody Dog Park
 _____ Veteran's Park Other location, please explain: _____

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: 350Admission Fee (if any): free**Requested City Services:**If your event needs assistance from the City for services, please check the appropriate boxes below:Note: Only those services approved prior to the event will be provided.

- ☐ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. _____

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

- ☒ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

- ☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

- ☒ **Trash Containers:** (in addition to existing containers) Please indicate if additional containers will be required and the number needed: 3

- ☒ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) Please indicate the number of containers needed: 3

- ☐ **Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**

- ☐ **Water Supply Needed:** please explain: _____

- ☐ **Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw.

- ☐ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request: _____

- ☐ **Other:** Please explain: _____

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the EVENT SPONSOR'S responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the 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?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclic.org/life/office/liquor-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, it is the **EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

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

Security:

☒ Yes ☐ No I acknowledge that I have contacted the Havre de Grace Police Department's 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 games?

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harford.sheriff.net/home/res/gambling/>.

First Aid Services/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. Please include your communication plan and types of resources that will be at your event for medical emergencies.

It is the responsibility of the EVENT SPONSOR to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- o The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- o The location of First Aid station and/or ambulances.
- o The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- o General locations and/or source of electricity.
- o Placement of vehicles or trailers. (**No vehicles permitted in Tydings Park**).
- o Exit locations for outdoor events that are fenced.
- o Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes**; only weights can be used to secure the tent or canopy.
- o If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities: **Phone: 800-257-7777**.
- o Other related components of your event not listed above.

Advertising/Signage:

Approved special events may place **"APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to event and must be removed within 48 hours following the event.

Who may post a sign?

- o Only Non-Profit Organizations may post event signs.

When should signs be posted?

- o Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- o Professionally manufactured yard signs, not larger than 18" x 24".

What is not an approved sign?

- o Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- o City Right of Way and City Parks
 - May not be placed in a city flower bed/garden.
 - May not be placed on a City right of way that is in front of a private residence.
- o Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street (~~http://www.maryland.gov/ohio-street.html~~)
- o Special permission must be obtained for any signs placed inside the gates of Bulle Rock.

Walking and Running Events: *n/a*

- o Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Walk/Run Event Fees:

- For Profit Organization \$3,000
 - Non-Profit Organization \$1,500
 - HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00
- o Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
 - o Sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
 - o Sponsor will provide for participant safety (Sponsor to contact local EMS).
 - o Sponsors will receive an invoice from the City of Havre de Grace upon City Council approval. Payment in full is required within 30 days.
 - o Non-compliance with submission of fee will result in a cancelled event.

Affidavit:

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

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. Any cancellation must be made 48 hours prior to the scheduled event.

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 Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer

Amy Steelman

Title

Secretary, HDG Arts Commission

Phone

Email

t.net

Signature

Date

4/29/2021

Event Title:

Children's Art Festival

Received by

Tanara Brinkman

City Official

4-29-2021

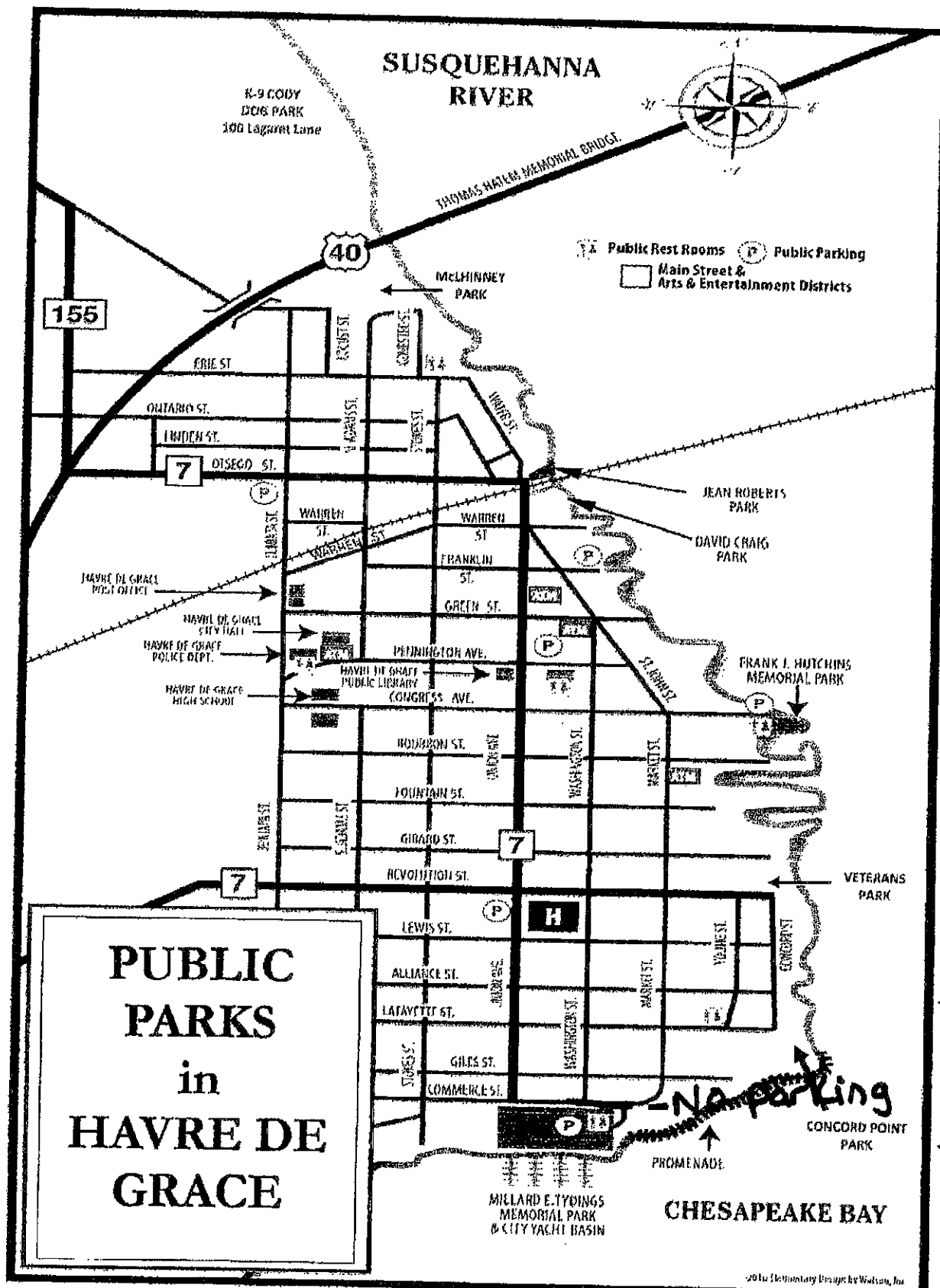
Date

Notification: Internal Use Only:

- ☐ DPW _____
- ☐ PD _____
- ☐ Ambulance Corps _____
- ☐ SHCO _____
- ☐ Impacted Museums _____

IMPORTANT CONTACT INFORMATION FOR YOUR PLANNING NEEDS*Please keep a copy of this sheet for your files as you plan and execute your event.*

The City of Havre de Grace	410-939-1800 x-1131	Patrick Sypolt, Director of Administration patrick.sypolt@cityofhavre.org
Havre de Grace Department of Public Works (DPW)	410-939-1800 x1107	Tim Whittie, Director of Public Works tim.whittie@cityofhavre.org
Havre de Grace Office of Tourism	410-939-2100	Lauri Orzewicz, Manager of Tourism & Marketing; lauri.orzewicz@cityofhavre.org <i>Please contact if you need help with advertising your event.</i>
Havre de Grace Police Department	410-939-2121	Capt. John Krass, Capt. Joe Alton
Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
Concord Point Lighthouse	410-939-3213	
The Decoy Museum	410-939-3739	
The Maritime Museum	410-939-4800	
The Lock House Museum	410-939-5780	
Liquor Control Board	410-638-3028	http://www.havre.org/liquor-control-board
Harford County Health Department	410-638-3344	http://www.harfordcountymd.gov/health
Harford County Sheriff's Office	410-838-6600	http://www.harfordcountymd.gov/sheriff
Miss Utility	800-257-7777	You must call if erecting a tent or driving stakes into the ground. Miss Utility will ensure that you do not hit buried electrical lines. State Law requires that Miss Utility be called 48 hours prior to work commencing.
State Highway Administration		http://www.maryland.gov/transportation
Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		



No parking signs from the gazebo to the ramp to allow for animal trailer parking.



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

Dear Event Sponsor,

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Any organized activity involving the use of, or having impact upon, City property or City facilities including parks, sidewalks, street areas or the temporary use of City property in a manner that varies from its current land use, requires a special event permit. Your event **cannot be advertised** until the application has been submitted and approved by the Mayor and City Council.

Events and activities within the City have proven to be successful because we have put in place the **EVENT APPLICATION AND CHECKLIST** to ensure a fun and safe event for you and your guests. Please keep a copy of the Event Application, Guidelines, Checklist and Contact Information sheet for your files as you plan and execute your event.

- ☐ Yes Completed and signed application
- ☐ Yes Certificate of insurance
City must be listed as an additional insured and include a waiver of subrogation,
minimum liability limits of \$1 million dollars
- ☐ Yes Complete and detailed site plan to include maps
- ☐ Yes Documentation of non-profit status
- ☐ Yes Traffic control plan (if applicable)
- ☐ Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Bypolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick.bypolt@havredegacemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tammyb@havredegacemd.com

EVENT APPLICATION & CHECKLIST:

All required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. *The City of Havre de Grace has the right to deny any application.*

To ensure a safe and successful event, the following conditions apply:

- If you are planning to mark spaces on City property, or roadways, you must use washable paint. No other paint is allowed.
- Nails, screws, ropes or wires attached to any tree are not permitted. Stakes are not permitted in Tydings Park.
- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
- No audio equipment used before 7 am or after 10 pm.
- Vehicles are not permitted on park grounds: Hutchins Park paved area is the exception, however vehicles are not permitted under the Pavilion. This includes loading and unloading. **No exceptions. Additional fees will apply for damage to the grounds caused by your event.**
- Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council, and you apply for and receive a Liquor License from the Harford County Liquor Board. The Liquor Board requires a permit if alcohol is to be served – please note rules and regulations: <http://www.hcqlb.org/for-schools-law-enforcement-applications>
The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved application must be provided to the Administrative Assistant 3 working days prior to the scheduled event.
- Food Service – If you are providing food at your event you may need a Temporary Food Service License. Contact the Harford County Health Department at: <https://health.hcdeh.com/>.
- A copy of your non-profit tax exempt certification must be provided along with your application.
- Please note: **The City does not provide nor install fencing or portable bathrooms.**
- Please note: **The City is not responsible for the collection and disposal of trash generated by your event, unless prior approval was granted by the Mayor and City Council.**
- ONLY Non Profit Groups that obtain an **"APPROVED"** special event application may place **"APPROVED" signs in "APPROVED" locations** within the City's right-of-way 21 days prior to the event and signs must be removed within 48 hours following the event.
- It is the responsibility of the sponsor to contact Emergency Medical Services (EMS) if onsite services are needed.
- The City of Havre de Grace has the right to deny any application, the right to add, delete or modify any of the conditions for the permitting of an event at any time it is deemed necessary by the Director of Administration.

COVID – 19 Control Plan

Children's Art Festival

- 1) The event will be conducted based on Maryland Guidelines and will insure they are followed.
- 2) We will have hand sanitizer on hand at all of the craft tables
- 3) The event is outdoors and social distancing will be possible due to the large area

SPECIAL EVENTS WORK SHEET

Event:	Children's Art Festival		Tracking ID: 1011 19 0029
Dates:	9/11/2021		
Time of set up:	8:00 AM		
Take down time:	2 pm - 3:30 pm		
Time of actual event:	11 am - 2 pm		
Location:	Tydings Memorial Park		

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
				0	\$0.00

PD

Notes

This event will be handled by patrol units on duty.

Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
3	4	2	\$41.75	6	\$292.25

DPW

Notes

Prep and place No Parking Signs, Trash pick-up, Cleaning & re-stocking bathrooms.

3	4	2	\$41.75	6	\$292.25
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Grand Total

*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)

REVISION 1/10/2020

Rec'd
4/27/21

EVENT APPLICATION CHECKLIST:

EVENT NAME: Ernest Burke Statue Unveiling 1011 21 0014

Sponsor Organization: Ernest Burke Committee (Community Projects of Havre de Grace)

Business Address: 224 N Washington St, Havre De Grace, MD 21078

On Site Contact Person: Adam Rybczynski

Contact Information Phone: 4 _____ **Email:** adamr@havredegracemd.com

Back-Up Site Contact Person: _____

Contact Information Phone: _____ **Email:** _____

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

Is the Sponsor Organization a Havre de Grace 501 C3? ☒ Yes _____ No

Is the Sponsor Organization a 501 C3? ☒ Yes _____ No

Tax ID # _____

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

Event Category:

<input type="checkbox"/> Athletic/Recreation	<input type="checkbox"/> Concert/Performance	<input checked="" type="checkbox"/> Other (explain)
<input type="checkbox"/> Festival	<input type="checkbox"/> Carnival	Public Art
<input type="checkbox"/> Parade	<input type="checkbox"/> 5K/10K/Walk *	_____
<input type="checkbox"/> Rally	<input type="checkbox"/> Fishing Tournament	_____

* a fee may be charged

Date/Time:

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

Setup	Date: June 26, 2021	Begin Time: 11:00 AM
Event Starts	Date: ""	Time: 1:00 PM
Event Ends	Date: ""	Time: 3:00 PM
Breakdown	Date: ""	End Time: 3:30 PM
Rain Date	Date: _____	Is timeframe the same? _____ Yes _____ No
		If no, include new times: _____

Location: (see attached map)

<input checked="" type="checkbox"/> Millard E. Tydings Memorial Park	<input type="checkbox"/> Community Pavilion at Frank J. Hutchins Memorial Park
<input type="checkbox"/> Concord Point Park	<input type="checkbox"/> David Craig Park
<input type="checkbox"/> McLhinney Park	<input type="checkbox"/> K-9 Cody Dog Park
<input type="checkbox"/> Veteran's Park	Other location, please explain: _____

(No vehicles permitted on park grounds - fees will apply for damage to the grounds.)

Anticipated Attendance: 100-150

Admission Fee (if any): _____

Requested City Services:

If your event needs assistance from the City for services, **please check the appropriate boxes below:**

Note: Only those services approved prior to the event will be provided.

☐ **Traffic Control:** Please explain and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures. _____

Note: Route 7 and Route 155 are State Roads. You must obtain a Special Event Permit from Maryland State Highway as well as City of Havre de Grace.

☒ **Parking / No Parking Signs:** Please indicate on a map the areas to be designated for Parking / No Parking (include Handicap Parking).

☒ **Public Restrooms:** Public Restrooms are available and located at or near Millard E. Tydings Memorial Park and City Yacht Basin, Frank J. Hutchins Memorial Park, Concord Point and McLhinney Parks.

☒ **Trash Containers:** (in addition to existing containers) **Please indicate if additional containers will be required and the number needed:** 2

☒ **Recycling Containers:** Required for all organizers of events serving food or drink and events expected to have 200 or more persons in attendance. (per State of Maryland Law enacted in 2015) **Please indicate the number of containers needed:** 2

☐ **Trash Collection and trash disposal is the responsibility of the Event Sponsor. (Roll off dumpster is the responsibility of the event organizer.)**

☐ **Water Supply Needed:** please explain: _____

☒ **Electricity Needed:** please attach an electrical site plan that includes the layout of extension cords, generators and anticipated amperage draw. -gq zeh

☐ **Staff:** Event Sponsor requires City Staff to be on site. Please provide details of this request:
Audio. _____

☒ **Other:** Please explain: 100 chairs needed

Food Service:

It is your responsibility to contact and comply with the Harford County Health Department Regulations. It is also the **EVENT SPONSOR'S** responsibility to ensure the removal of (take with you) cooking oils and greases, food, trash, and recyclables, such as cardboard boxes, generated by vendors when the 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?

Alcoholic beverages are not permitted at City Parks, unless you have permission from the Mayor and City Council and you apply for and receive a Liquor License from the Harford County Liquor Board.

The Harford County Liquor Board requires a License if alcohol is to be served – please note rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. Again, **it is the EVENT SPONSOR's responsibility to contact the Liquor Board for the appropriate permit.**

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

Security:

___ Yes ☒ No I acknowledge that I have contacted the Havre de Grace Police Department's 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 games?

A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event. **It is your responsibility to contact the Harford County Sheriff's Office for the appropriate permit:** <https://harfordsheriff.org/services/gambling/>.

First Aid Services/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. Please include your communication plan and types of resources that will be at your event for medical emergencies.

It is the responsibility of the **EVENT SPONSOR** to contact Emergency Medical Services (EMS) if onsite services are needed.

Event Site Plan:

Your event application must include a detailed site plan (attach a map such as Google Maps) to include the following:

- The location of fencing and/or barricades. (Fencing plans must indicate areas within the plan that are removable for Emergency Access.
- The location of First Aid station and/or ambulances.
- The location of all stages, tents, canopies, portable toilets, trash containers, recycling containers, beer gardens, vendors, controlled admissions areas and any other temporary structures and activities.
- General locations and/or source of electricity.
- Placement of vehicles or trailers. **(No vehicles permitted in Tydings Park).**
- Exit locations for outdoor events that are fenced.
- Due to the irrigation system, **no tents or canopies can be erected in Tydings Park using stakes;** only weights can be used to secure the tent or canopy.
- If you are erecting tents or fencing on City property, you are required to notify **Miss Utility 7 days prior** to the event due to underground electric lines and other utilities: **Phone: 800-257-7777.**
- Other related components of your event not listed above.

Advertising/Signage:

Approved special events may place **“APPROVED” signs in “APPROVED” locations** within the City’s right-of-way 21 days prior to event and must be removed within 48 hours following the event.

Who may post a sign?

- Only Non-Profit Organizations may post event signs.

When should signs be posted?

- Signs may be posted 21 days prior to the event, and must be removed 48 hours after the event.

What is an Approved Sign?

- Professionally manufactured yard signs, not larger than 18” x 24”.

What is not an approved sign?

- Hand written, hand-painted or hand-drawn signs are not permitted.

Approved Locations:

- City Right of Way and City Parks
 - May not be placed in a city flower bed/garden.
 - May not be placed on a City right of way that is in front of a private residence.
- Special permission from the Maryland State Highway Administration must be obtained for signs located on:
 - Otsego Street
 - Revolution Street
 - Superior Street
 - Union Avenue
 - US Route 40
 - Ohio Street (<https://www.roads.maryland.gov/mdotsha/pages/index.aspx?PageId=807>)
- Special permission must be obtained for any signs placed inside the gates of Bulle Rock.



Walking and Running Events:

n/a

- Per Ordinance 986, walking and running events will be subject to an application fee.
(Please see below)

Walk/Run Event Fees:

- For Profit Organization \$3,000
- Non-Profit Organization \$1,500
- HDG Non Profit or HDG Organization Sponsorship and Sole Beneficiary \$0.00

- Race events will not be permitted on Federal Holidays. Race events will only be permitted on Saturdays (with no rain date).
- Sponsor will provide insurance documents with limits of liability of at least \$1,000,000 naming the City of Havre de Grace as an additional insured and including a waiver of subrogation.
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TB

Affidavit:

Each sponsor shall provide a waiver holding the City and its employees harmless from liability.

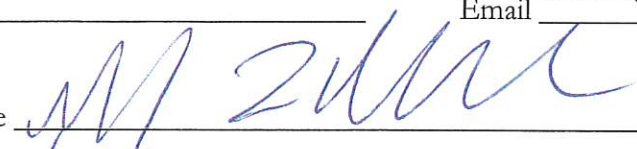
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I have read and understand all of the attached policies and will abide by all policies, rules, regulations, and conditions as written. I understand that the Special Event Permit is not transferable to any other Sponsor, Individual or Group. I also understand the event cannot be advertised until the application has been submitted and approved by the Mayor and City Council.

Print Name of Event Organizer Adam Rybczynski

Title Liaison to committee

Phone _____ Email adamr@havredegracemd.com

Signature 

Date 4/27/2021

Event Title: Ernest+ Burke Statue Unveiling

Received by Tanara Brinkman
City Official

4-27-2021
Date

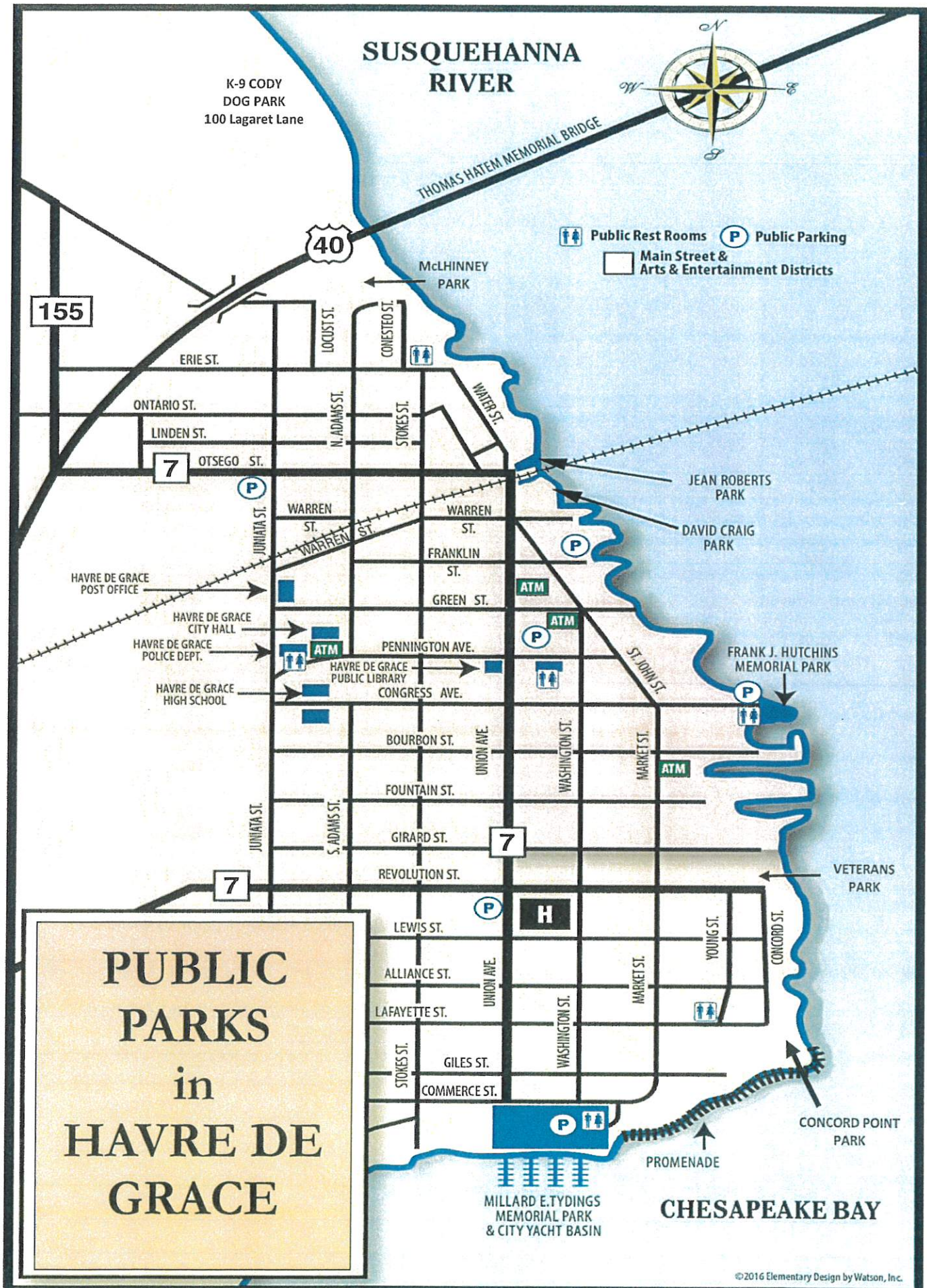
Notification: Internal Use Only:

- ☐ DPW _____
- ☐ PD _____
- ☐ Ambulance Corps _____
- ☐ SHCO _____
- ☐ Impacted Museums _____

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Havre de Grace Ambulance Corps	443-413-9486	Chief Pete Quackenbush
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Party Rentals		
Port-a-Pots		
Fencing (temporary)		
Sound System/D.J.		
Food/Beverage Vendor(s)		





City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
WWW.HAVREDEGRACEMD.COM

410-939-1800

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- ☒ Yes Completed and signed application
- ☐ Yes Certificate of insurance
City must be listed as an additional insured and include a waiver of subrogation, minimum liability limits of \$1 million dollars
- ☐ Yes Complete and detailed site plan to include maps
- ☐ Yes Documentation of non-profit status
- ☐ Yes Traffic control plan (if applicable)
- ☐ Yes State Highway Permit (if applicable)

Again, thank you for your interest in holding your event here in Havre de Grace. If I can be of further assistance, please do not hesitate to contact me.

Applications must be submitted 45 days prior to the event.

Sincerely,

Patrick Sybolt

Director of Administration
711 Pennington Avenue
Havre de Grace, MD 21078
Questions: 410-939-1800 x1131
Email: patrick@havredegracemd.com

Administrative Assistant

Tammy Brinkman
410-939-1800 x1122
tamarab@havredegracemd.com

EVENT APPLICATION & CHECKLIST:

ALL required information for initial submittal of the special event application must be complete. Applications *will not* be accepted without this minimal information.

EVENT APPLICATION - GUIDELINES

Events and activities within the City have proven to be successful because we have put in place the following guidelines to insure a fun, safe event for you and your guests. ***The City of Havre de Grace has the right to deny any application.***

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- If you are planning to mark spaces on City property, or roadways **you must use washable paint.** No other paint is allowed.
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- No cooking devices closer than 10 feet from the base of a tree, 25 feet from any building and NEVER under any building, pavilion or awning.
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Covid-19 Control Plan Ernest Burke Statue Unveiling

- 1) The event will be conducted based on Maryland and CDC Guidelines and will ensure they are followed.
- 2) Extra masks & hand sanitizer will be available.
- 3) A list of all invited participants will be available if contact tracing is needed to be implemented.
- 4) Signs will be posted to increase participant awareness of COVID-19 guidelines.

SPECIAL EVENTS WORK SHEET

Event:	Ernest Burke Statue Unveiling	Tracking ID: 1011 21 0014
Dates:	6/26/2021	
Time of set up:	11:00 AM	
Take down time:	3 - 3:30 pm	
Time of actual event:	1 pm - 3 pm	
Location:	Tydings Memorial Park	

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						

This event will be handled by patrol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	2	3	\$41.75		\$271.38
Notes	Bathrooms cleaned and stocked, No Parking signs prepared and posted, set up 100 chairs and podium, provide electricity, clean up after event ends.					

	3	2	3	\$41.75	0	\$271.38
--	---	---	---	---------	---	----------

Grand Total						
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REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					
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