

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1128

BUDGET AMENDMENT 2024-04

Introduced by \_\_\_\_\_ Council Member Robertson \_\_\_\_\_

**AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF AMENDING THE CITY BUDGET FOR FISCAL YEAR 2024 TO FUND STATE BIKEWAYS GRANT AND UMUC ZONING DISTRICT RENDERINGS**

On: November 6, 2023

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 November 20, 2023 at 7:02 p.m., and concluded on November 20, 2023 at 7:07 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.

**WHEREAS**, the Mayor and City Council of Havre de Grace, a Maryland municipal corporation, is required to establish an annual projection of anticipated revenues and proposed expenses, known as the budget, for the City of Havre de Grace for the fiscal year beginning July 1, 2023 through June 30, 2024, said period known as fiscal year 2024; and

**WHEREAS**, the Mayor and City Council of Havre de Grace passed the Budget Ordinance 1109, establishing the budget for Fiscal Year on June 20, 2023, pursuant to the Havre de Grace Charter Section 37 and by the authority of the Local Government Article of the Annotated Code of Maryland; and

**WHEREAS**, Budget Ordinance 1109 projected revenue, expenses and capital project completion on best estimates and timetables when proposed; and

**WHEREAS**, timing of the close out of one fiscal year and the opening of a new fiscal year, requires the Finance Department to forensically account for (1) those billing cycles that require expenditures get properly allocated, (2) the status of closure on project completion and (3) unanticipated revenues; and

**WHEREAS**, Section 37 of the Charter states “*No officer or employee of the City shall expend money that is not appropriated*”, and the majority of this budget amendment is for time sensitive Capital Project carry-over, to financially sustain and complete those projects; and

**WHEREAS**, the City was awarded 2 Maryland Department of Transportation grants to provide bikeways in the City limits; and

**WHEREAS**, the University of Maryland is closing its Harford Memorial Hospital location at 501 South Union Avenue; and

**WHEREAS**, the City is undertaking a zoning district study for the vicinity surrounding 501 South Union Avenue.

**NOW THEREFORE**, it is determined, decided, and ordained by the City Council that Budget Amendment 2024-04 (Exhibit A) be included as part of the Fiscal Year 2024 Budget.

ATTEST:

Stephen J. Gamatoria  
Director of Administration

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

William T. Martin  
Mayor

Introduced/First Reading: 11/6/2023  
Public Hearing: 11/20/2023  
Second Reading/Adopted: 11/20/2023  
Effective Date: 11/22/2023

## Exhibit A



# INTER-CITY MEMORANDUM

To: City Council President James E. Ringsaker, Jr.  
From: Mayor William T. Martin  
Date: 11/22/2023  
RE: Proposed Budget Amendment 2024-04

The City has been awarded 2 grants from the Maryland Department of Transportation (MDOT); a \$160,000 grant to place bike lanes on local streets and a \$52,000 grant to identify potential bike routes to more remote areas of the City.

As noted in the attached memorandum from the Planning Director, the City will be required to provide matching funds, \$40,000 for the larger grant and \$13,000 for the smaller grant. In both instances, a portion of the match can be from in-kind services, \$20,000 for the larger grant and \$8,000 for the smaller grant.

In addition, the Director requires an additional \$14,200 to develop renderings to illustrate the design concepts for a "form-based code" at the University of Maryland Upper Chesapeake site and surrounding areas.

Currently, the beginning fund balance exceeds budget estimates by \$286,800 after the audit and current year budget amendments.

I am therefore requesting that expenditure account #01-1089-6276 "Planning Professional Services" be increased by \$251,200, \$237,000 for the 2 grants and \$14,200 for the renderings. To fund this increase, I am requesting revenue account #01-0001-48-34 "State Grants (MdoT)" be increased by \$212,000 and account #01-0001-49-98 "Beginning Fund Balance" be increased by \$39,200.

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

**BUDGET AMENDMENT**

October 24, 2023

Amendment # 2024-04

**SOURCE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-0001-48-34	State Grants (MDoT)	\$212,000.00
01-0001-49-98	Beginning Fund Balance	\$39,200.00
	<b>Total Sources</b>	<b>\$251,200.00</b>

**USE OF FUNDS**

Account Number	Account Title	Amount
	<b>General Fund 1</b>	
01-1089-6276	Professional Services	\$251,200.00
	<b>Total Uses</b>	<b>\$251,200.00</b>

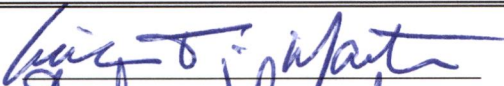
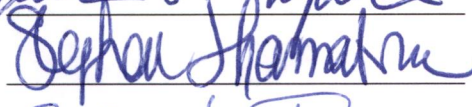
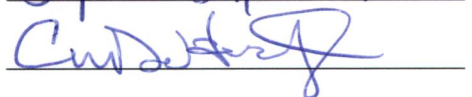
**REASON FOR ADJUSTMENT**

To fund State bikeways grant and UMUC zoning district renderings.

**AUTHORITY**

City Council on 11/6/23.

**APPROVAL**

MAYOR		Date: <u>11/27/23</u>
ADMINISTRATION		Date: <u>11/22/23</u>
FINANCE		Date: <u>11/22/23</u>

## MEMORANDUM

**To:** George DeHority, Director of Finance

**Cc:** Steve Gamatoria, Director of Administration  
Chris Ricci, Deputy Director of Administration

**From:** Tim Bourcier, Director of Planning

**Date:** October 2, 2023

**Re:** Budget Amendment Request  
MDOT Bikeways Grant  
UMUC/Residential Office zoning district study

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The Department of Planning is requesting a budget amendment to add \$39,200 to Account No. 01-1089-6276 "Professional Services" in the Planning and Code Enforcement budget for the above referenced projects. The additional funds will help meet the City's monetary requirements for two very important city projects.

### MDOT Bikeways Grant

The City was awarded two grants from MDOT through the Kim Lamphier Bikeways program. The first grant was for "minor retrofitting"—putting bike lanes on local streets. The grant award was for \$160,000; the City was required to match \$40,000. Of the \$40,000, the Department of Planning and the Department of Public Works will be providing a \$20,000 in-kind contribution. A \$20,000 cash match is required. This grant will help build safe bikeways infrastructure in the City's historic center that will eventually connect to Route 40, the East Coast Greenway, Lower Susquehanna Heritage Greenway and other trail infrastructure.

The second grant is for studying more difficult areas of the City to establish how to connect those areas with the City center. The Department of Planning will hire a consultant to examine Chapel Road, Revolution Street, the railroad spur right-of-way (from Revolution Street into the City's industrial park) and other areas where there are bikeways gaps. MDOT is providing \$52,000 for this project. The City's local match requirement is \$8,000 in in-kind contributions and \$5,000 in cash.

### UMUC/Residential Office Zoning District Study

The Department of Planning and the City's consultants, BLTa Architects and Code Studio, are nearing completion of the design concepts for a proposed "form-based code" at the UMUC site and surrounding area. The Department of Planning believes detailed, professional renderings are needed in order to best illustrate what the form-based code revisions will bring to the city and its residents. The consulting team has a development rendering artist they work with regularly that was recommended for this project. The total cost of their work to provide four renderings is \$14,200. We examined the cost of renderings as part of the procurement process for this project and the cost is in line with the market. It is best that the current consultant work with their artist since they are most familiar with the project. The cost of renderings will be a change order to their current contract.

Department of Planning  
Budget Amendment Request  
October 2, 2023

I personally would like to thank you in advance for consideration of our request. I have attached information on the two grants and renderings cost for your records. Please contact me if you have any questions or if you require additional information.

## Summary Match Information

Below is the total amount of funds your entity is requesting for this grant and the **required** fund match from In-Kind or Cash sources. Please provide information on the fund matching from other sources, which must meet or exceed the required amount.

Projects utilizing federal funds as a match for the Bikeways funding must provide 20% of the requested Bikeways amount from non-federal and non-state sources.

### Total Minor Retrofit Project Cost

\$200,000.00

### Please Confirm Total Funds Requested

\$200,000.00

### Minimum Minor Retrofit Match Required

\$40,000.00

## Cash Match

Match Type	Description	Amount
Applied Jurisdiction	From budget	\$20,000.00

## In Kind Match

### Description

Description	Labor Rate	# of Hours	Amount
Public works construction and inspection	\$40.00	250.00	\$10,000.00

### Description

Description	Labor Rate	# of Hours	Amount
Public outreach	\$40.00	100.00	\$4,000.00

### Description

Description	Labor Rate	# of Hours	Amount
Planning/GIS Staff time	\$40.00	150.00	\$6,000.00

The total match percentage must be a minimum of 20% of the Bikeways funds requested. Even if using federal funds as a match, a 20% match of the requested Bikeways funding is required from other non-state or non-federal sources.

### Total Minor Retrofit Match Percentage

20

### Cash Match and In Kind Match Amount Total

\$40,000.00

### Please Confirm Total Match Received

\$40,000.00

**Cost Type**

Feasibility Study
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**Description****Amount**

Consultant fees	\$40,000.00
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**Cost Type**

Design (up to 30%)
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**Description****Amount**

Preliminary design	\$25,000.00
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**Cost Summary Design Total**

\$65,000.00
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**Summary Match Information**

Below is the total amount of funds your entity is requesting for this grant and the required fund match from In-Kind or Cash sources. Please provide information on the fund matching from other sources, which must meet or exceed the required amount.

Projects utilizing federal funds as a match for the Bikeways funding must provide 20% of the requested Bikeways amount from non-federal and non-state sources.

**Total Design Project Cost**

\$65,000.00
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**Please Confirm Total Funds Requested**

\$65,000.00
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**Minimum Design Match Required**

\$13,000.00
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**Cash Match****Match Type****Description****Amount**

Applied Jurisdiction	Budgeted Professional Services	\$5,000.00
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**In Kind Match****Description****Labor Rate****# of Hours****Amount**

Planning/GIS Staff time	\$40.00	100.00	\$4,000.00
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The City of Havre de Grace

Timothy Bourcier <timothyb@havredegracemd.com>

**0097570.00.0 - Havre de Grace - Master Plan Renderings**

Alexandra Brinkman Wilson, AIA, NCARB, LEED GA <awilson@blta.com>  
To: Timothy Bourcier <timothyb@havredegracemd.com>  
Cc: "Milton Lau, AIA" , "Kyle A Kernozek, AIA LEED AP"

Thu, Sep 21, 2023 at 4:45 PM

Hi Tim,

As discussed, this afternoon, I have attached the (4) four views that would be hand-rendered for the City of Havre de Grace's use. Below I have provided the proposed fee and supporting information for your consideration. Please confirm if you would like Dariush to proceed with the renderings. With your confirmation I will follow up with a formal proposal for you to sign.

Artist: Dariush Vaziri

Website: dariushwatercolors.com

Cost for this service:

Cost Per Rendering:	\$3,000.00
Number of Renderings	X 4
Total Cost for Rendering Services:	\$12,000.00
BLTa Rendering Coordination Services:	\$2,200.00
<b>TOTAL</b>	<b>\$14,200.00</b>

**\*\*50% of the total fee is required in advance, with the rest due on completion.**

If you have any questions, please let me know.

Thank you,

-Alex

Alexandra Brinkman Wilson, AIA, NCARB, LEED GA  
Associate