

## SPECIAL EVENTS PUBLIC SAFETY ORDINANCE

### PURPOSE

The provisions of this article are to ensure the public's health, safety, welfare and property during the instance of a special event. No part of this regulation shall create an undue burden on any nonprofit, civic organization, for profit business, or religious organization. The Town of East Hampton has many organizations that hold special events that require additional notification of all the branches of emergency services and regulatory agencies in order to ensure safety.

### DEFINITIONS

Special event- Any public gathering, other than the normal day-to-day operation of the hosting organization, of more than **XXX** persons assembled at one time for one particular event.

Host- The individual(s) and/or organization(s) that sponsors the Special event.

Emergency services- refers to the East Hampton Police Department, Fire Department and Ambulance Association.

Regulatory agencies- Shall include but is not limited to the Health Department, Building Department and Fire Marshal.

### EXCEPTIONS

No organization or business shall be assessed a fee for their application. Family events and reunions shall be exempt from the provisions of this article.

### APPLICATION

The host must complete a Special Events form application and provide it to the Town Managers office a minimum of 5 business days prior to the event occurring. There will be no fee associated with the application and all applications shall be approved unless identified below in section **(number)** or the event is deemed unsafe or in violation by a head of any of the Emergency Services and/or Regulatory agency in accordance with any Connecticut General Statute.

### PENALTIES FOR OFFENSE

In the instance the Hosts fails to provide an application form in the following format will be followed for penalties:

First Offense- written warning

Second Offense- \$50 fine

Third Offense- \$100 fine

Fourth Offense- denial of any future application for one calendar year from the date of the event.

## APPEAL

In the instance that a fine is levied on the Host of an event they will have the opportunity to appeal the fine. Appeals will be directed in writing to the Town Managers office and will be heard by an appeals review committee consisting of:

- The Town Manager;
- A Council member from each of the represented political parties appointed by the Council Chair;
- The Chiefs of the Fire Department, Police Department and Ambulance Association.

The Appeals review committee decision shall be made in writing and will be final and binding.

DATE: \_\_\_\_\_



SPECIAL EVENTS PUBLIC SAFETY  
APPLICATION

HOST OF EVENT INFORMATION:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EVENT INFORMATION:

LOCATION ADDRESS: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT AND ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return the Application to the Town Manager's Office at least 5 days prior to the Event.

TOWN OF EAST HAMPTON  
**Use of Emergency Alert System**

**Purpose:**

On July 1, 2013 the Connecticut General assembly passed CGS 9-369b which dictates the use of emergency notification systems to notify residents regarding referendum and elections. CGS 9-369b expressly limits the use of such taxpayer funded systems to notify residents about a referendum. Furthermore, this statute limits the notification activity to only the Chief Executive Officer of the Municipality as long as there is approval from both the Towns Attorney and the legislative body (Town Council).

No other entity within the Town of East Hampton shall use a taxpayer funded Emergency Notification system for any purpose other than a defined Emergency. Individuals who do make a non-emergency call in violation, as deemed by the Town Council, in accordance with the Town Council Ever bridge Emergency Alert policy will be reviewed in accordance with the Section (**Determination**) below and if determined in violation assessed a personal fine consistent with Section(**Fine**).

**Definition:**

*Emergency notification system-* an electronic system that allows the operator to contact large groups of residents, who may or may not have signed up, with a single phone call. Some of these systems may be called Ever bridge or Alert now.

*Emergency-* A situation where human lives or property are in danger and/or an immediate change in daily operations that may significantly impact residents. (i.e. school closings, lock downs, bomb threats etc...)

**Determination:**

The purpose of this section is to ensure that fines are only leveled at individuals who knowingly violate this local law and CGS 9-369b. To be found in violation of this section and qualified for a personal fine the accused must meet three of the following criteria.

1. A tax payer funded emergency notification system was used by the accused to notify a group of residents;
2. The emergency notification system was used by the accused without the express consent of the Town Council for a non-emergency 30 calendar days prior to a referendum;
3. The use of the emergency alert system caused a real or perceived attempt to persuade a vote;
4. The message sent through the emergency alert system was found to be in violation of CGS 9-369b.

**Fine:**

Anyone found in violation of this fine shall pay \$2,000 to the general fund.



AGENDA  
ITEM # 9a

Office of PARKS & RECREATION  
PARKS AND RECREATION  
ADVISORY BOARD

May 5, 2015

ATTN: East Hampton Town Council

Please accept this letter as notification of our concern and dissatisfaction with the town councils decision to create a special revenue fund policy for the Parks & Recreation department's budget. This new policy will place undue burdens on the department and needs to be reconsidered.

The Parks & Recreation Departments special revenue fund is made up of user fees; fees paid by citizens specifically for recreational programming. These monies are not tax dollars, and should not be utilized or appropriated as if they were tax dollars. These moneys are pay to play dollars, and when people pay for an activity, they expect their fees to go back into the department and make direct impacts in those programs.

The special revenue fund allows the department to pay bills that are not necessarily tied to revenue and projects that may not be large enough to qualify as a capital project. By taking the funds on a quarterly basis, the department would have their hands tied in the event that needs arise and it was not an approved capital expense. For example, it came to our attention that the skate park was in dire need of repairs and replacement of equipment, but the cost was not in the capital budget, nor was the expense enough to qualify. Because of the special revenue fund, we were able to make the necessary repairs and get the park operational once again.

Many of the programs offered have expense and revenue that are generated in different quarters of the fiscal year. For example, basketball revenues are generated beginning in September, expenses occur November through March, and even into May as we receive custodial bills. The same situation occurs with our large summer camp where nearly all the revenue is collected in April-June, and all the expenses occur in July and August. Additionally, in relation to projects and improvements, due to the nature of parks and recreation and peak usage periods, we may know of a need to do a project, but need to wait in order to not cause a closure to the residents or limit a program in order to make improvements.

The special revenue fund also gives the department the flexibility to implement new programs or low cost programming which may not cover the expenses initially while it is getting off the ground. Many of these programs become hallmarks for our citizens once they are established, but without the special revenue fund, we would not be able to create these new opportunities.



Drop in Location:  
240 Middletown  
Avenue

The loss of the special revenue funds also diminishes employee morale as it creates a situation where staff feel that their efforts to be creative and innovative do not directly go back into benefiting the parks and recreational opportunities of the citizens served.

In closing, the Parks and Recreation Advisory Board strongly encourages the Town Council to exempt the Parks & Recreation Department from the Special Revenue Policy. Parks and Recreation is not a static industry, and the department needs to have the ability to capitalize on opportunities when they become available.

Sincerely,

East Hampton Parks and Recreation Advisory Board

Cc: East Hampton Board of Finance

## EAST HAMPTON SPECIAL REVENUE FUNDS POLICY on USE of SURPLUS FUNDS

### Definition

Special Revenue Funds are one the four classifications of *Non-major Governmental Funds*. These funds include:

Fund	Funding Source	Function	Type
Septage Disposal	Septage fees	Accumulation of resources for debt payment	1
Water System	User fees	Water operations	1
Public Safety	Fees	Police outside services	2
Culture & Recreation	User Fees	Recreation programs	2
School Cafeteria	Sale of lunches & grants	Cafeteria operations	1
Education	Federal & State grants	Education related programs	1
Public Works	Federal & State grants	Public works projects	1
Community Development	Federal grants	Town development programs	1
Civic & Human Svcs.	Federal & State grants	Civic & human services & capital related purposes	1
Beneficial Assessment	Assessments	Accumulation of resources for debt payments	1
WPCA Joint Facilities	Member town fees	Regional sewer facility operations	1
WPCA Operating	User fees	Sewer operations	1

Special Revenue funds are classified into two main types: (1) those whose source of funds are grants, bequests, donation, gifts or whose sources are restricted by local, state and federal guidelines, who are exempt from this Policy; and (2) those whose funds are generated from user fees which are subject to the provisions of this Policy.

Several of the Type (2) Special Revenue funds have accumulated excess or surplus funds annually or over several years.

## **Policy**

Departments subject to this Policy may request the use of excess funds to finance certain proposed capital projects which will reduce dependence on appropriations from general fund and lessen tax payer support. Such requests will be forthcoming by submission of request and need to the Town Manager who shall make his/her recommendation to the Board of Finance who shall make its recommendation to the Council for final approval.

On a quarterly basis, the Board of Finance shall review accumulated special revenue fund unrestricted balances for those funds designated Type (2) and where any unrestricted balance for a program exceeds 3.5% of the Police Patrol budget or 3.5% of the Parks & Recreation budget, shall recommend that such balance be transferred to the Capital Reserve Fund identified or reserved for future capital purposes relative to the source of the fund (i.e. police outside services for Public Safety). The recommendation must be approved by the Town Council before such transfer occurs.

Once transferred and deposited to the Capital Reserve Fund the Department must comply with the **Capital Reserve Fund Policy** prior to any expenditure.

Approved by the Board of Finance: June 16, 2014

Approved by the Town Council: September 9, 2014

Amended by the Town Council: September 23, 2014



AGENDA  
ITEM # 13

Office of the COLLECTOR OF REVENUE  
NANCY HASSELMAN, CCMC  
[nhasselman@easthamptonct.gov](mailto:nhasselman@easthamptonct.gov)

**Nancy Hasselman, CCMC  
Collector of Revenue  
Town of East Hampton**

**May 22, 2015**

**To: The East Hampton Town Council**

**Documentation of the below listed tax refunds are available in the Tax Office for your review if you so desire. The refunds total \$2,030.16.**

**Thank you for your assistance.**

*Melanie Jump, CCMC*

**Melanie Jump, CCMC  
Assistant Collector of Revenue**

C  
0.00 \*  
233.89 +  
8.71 +  
2.17 +  
45.86 +  
1,739.53 \*  
2,030.16 \*  
0.00 \*



**STATE OF CONNECTICUT**  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
Division of Statewide Emergency Telecommunications

AGENDA  
ITEM # 15

May 11, 2015

Town Manager Michael Maniscalco  
Town of East Hampton  
20 East High Street  
East Hampton, CT 06424

RE: Notice of Proposed Regulatory Change (DSET Docket No. 13-01)

Dear Town Manager Maniscalco:

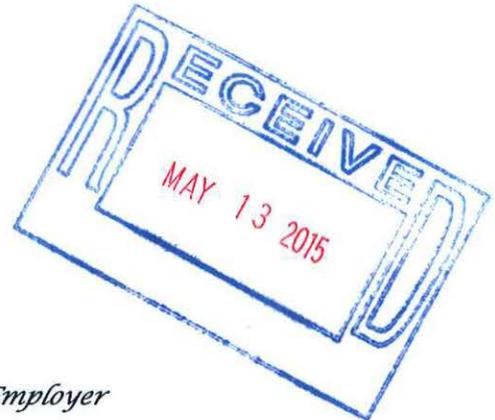
Thank you for your correspondence regarding the proposed regulation changes to the Regional Public Safety Answering Point (PSAP) funding formula.

Please be advised that the Division of Statewide Emergency Telecommunications plans to revise the current funding model through the regulation process, to a formula based on call volume and population. Currently, regional PSAPs with similar populations and 911 call volumes can receive significantly different funding levels as a result of the number of member towns. The revised model equalizes the subsidy value calculation for each town, regardless of which regional PSAP they choose to join. In order to address the concern raised by many municipalities and those PSAPs negatively affected by the formula revision, we are proposing that these PSAPs continue to be funded at their current level. The recommended change is intended to eliminate disparities in the current formula, identified within the January 18, 2012 LR Kimball consulting study and confirmed in December, 2012 by a sub-committee of the E911 Commission.

We believe this approach is the most effective way to address the funding formula disparity, reducing the burden of the largest regional PSAPs and their member municipalities while maintaining a framework to support regionalization.

Sincerely,

William Youell  
Director



1111 Country Club Road  
Middletown, CT 06457

Phone: (860) 685-8080 / Fax: (860) 685-8363

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