



MAYOR AND CITY COUNCIL

REGULAR MEETING Monday, August 15, 2016 – 6:00 PM

AGENDA

- 1. CALL TO ORDER**
 - 2. PRAYER AND PLEDGE**
 - 3. ITEMS PRESENTED BY THE MAYOR AND CITY COUNCIL**
 - A. Standing Committee Reports
 1. Police Commission
 2. Tourism Commission
 3. Recreation and Parks Committee
 - 4. CONSENT AGENDA**
 - A. Approval of Minutes
 1. Work Session dated July 26, 2016
 2. Regular Session #15 dated August 1, 2016
 - B. Request to Approve 12th Annual Bayshore Block Party - September 3, 2016
 - C. Private Event Approval Request for OPA Power Boat Race - October 9, 2016
 - D. Bid Award Recommendation for the Public Safety Building Masonry Restoration & Northside Park Roofing
 - 5. MISCELLENEOUS REPORTS AND PRESENTATIONS**
 - 6. PUBLIC HEARINGS**
 - 7. ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY MANAGER AND STAFF**
 - 8. ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY SOLICITOR**
 - A. First Reading - Ordinance to Adopt FY16 Budget Amendment #2
 - B. Resolution Authorizing the Disposition of Personal Property
 - 9. COMMENTS FROM THE PUBLIC**
 - A. Any person who may wish to speak on any matter at the Regular Session may be heard during Comments from the Public for a period of five (5) minutes or such time as may be deemed appropriate by the Council President. Anyone wishing to be heard shall state their name, address and the subject on which he or she wishes to speak.
 - 10. COMMENTS FROM THE CITY MANAGER**
 - A. City Manager Comments
 1. Review of tentative Work Session agenda for August 30, 2016.
 2. Department Activity Report
-

11. COMMENTS FROM THE MAYOR AND CITY COUNCIL

A. Mayor and City Council Comments

12. ADJOURN



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 3.A

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Standing Committee Reports
DATE: August 11, 2016

ISSUE(S): Committee Reports

SUMMARY:

1. Police Commission – August 8
2. Tourism Commission – August 8
3. Recreation and Parks Committee – August 9

The Transportation Committee will meet August 16.

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



Excellent Service through a High Performing Town Organization

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Not Applicable

ATTACHMENT(S):

1. Police Commission
2. Tourism Commission
3. Recreation and Parks Committee

POLICE COMMISSION MEETING MINUTES

OPEN SESSION

August 8, 2016

PRESENT: Mayor Richard Meehan, City Manager Douglas Miller, Council President Lloyd Martin, Police Commission Chairman Doug Cymek, Council Member Dennis Dare, City Solicitor Guy Ayres, Chief Ross Buzzuro, Director of Emergency Service Joseph Theobald, Captain Mike Colbert, Captain Gregory Guiton, Human Resource Director Wayne Evans, Records Supervisor Michelle Monico, Public Affairs Specialist Lindsay Richard

1. Call to Order at 9:03AM
2. Minutes from the July 11, 2016 Police Commission meeting were unanimously approved.
3. Chief Buzzuro presented the July Activity Report which showed a 3.2% decrease in Officer Initiated Calls for Service and an increase of 9.8% in Citizens Calls with a total decrease in Calls for Service of 1.6% over July 2015. In reviewing the Top 25 Calls for Service, there was a 30% increase in City ordinance violations. Chief Buzzuro continued that 911 Hang Ups, Assist EMS and City ordinance violations have all increased. Chief Buzzuro reviewed the Part 1 Crimes and noted that total Part I crimes are down 7.0%. These are preliminary numbers until the final Uniform Crime Report (UCR) is completed for the month of July.
4. Chief Buzzuro provided his CEW (Taser) Report for the month of July. There were ten total CEW incidents during the month of July with 4 resulting in deployments. Each incident had a degree of aggressive by the suspect towards the OCPD. Minimal injuries to suspects or officers. Chief Buzzuro stated that when a CEW (Taser) is introduced, compliance happens.
5. In a follow-up to the July 11, 2016 Police Commission meeting, Captain Colbert reviewed the new FAA regulations concerning Unmanned Aircraft Systems (UAS) (Drones). Captain Colbert stated that the Director of the Ocean City Airport will be the expert on the FAA guidelines. The new guidelines were created to clarify some issues and relax some issues, and clearly define what type of license is needed to fly a drone, among other things. A UAS hobbyist or recreational drone needs permission to fly within 5 miles of an airport (in Ocean City – which distance would be to 42nd-43rd Street), a UAS commercial pilot needs permission to fly within 3 miles of an airport. The FAA regulations require the following, but not limited to;
 - A drone may not fly below 400 feet
 - The drone must be kept in-sight by the pilot/operator at all times
 - The pilot/operator may not fly near planes or over other people (without their permission)
 - The pilot/operator may not fly near or over emergency responders
 - The pilot/operator may not operate a drone under the influence
 - The pilot/operator must be 13 years of age to apply for a license
 - The pilot/operator must obtain a license which requires taking a test, having a background check performed and attending a flight facility to ensure test results.

6. If law enforcement attempts to stop illegal drone activity, it is advised to interview the owner/operator of the UAS/Drone, and forward this information to the FAA for enforcement. The Town of Ocean City cannot relax the FAA rules as the Town has no authority to alter Federal regulations. A business that would like to use a drone in their business dealings may hire a licensed drone pilot – at this time there is apparently only one licensed commercial drone pilot in the area. These new rules take effect August 31, 2016.
7. Police Commission Chairman Cymek informed the Police Commission that there has been a request from the Towing Industry to review/adjust the tow rates. It was agreed to invite members of the towing industry to attend the next Police Commission meeting scheduled for September 12, 2016.

Meeting Adjourned 9:22 AM

The next meeting of the Police Commission will be held on Monday, September 12, 2016 at 10:30 AM at the Public Service Building, 6501 Coastal Highway, Ocean City, MD 21842

Tourism Commission Meeting Minutes
August 8, 2016

The following individuals were in attendance:

Commission Members – Tourism Commission Chair and Council Secretary Mary Knight; Councilman Dennis Dare; Michael James, Economic Development Committee/MD Tourism Board and Brett Wolf, OC Chamber of Commerce. Staff members present were Doug Miller, City Manager; Donna Abbott, Tourism Director and Lisa Osman, Tourism Department. Also present were Melanie Pursel, Chamber of Commerce; Susan Jones, OCHMRA; Greg Ellison, Ocean City Today; and Shawn Soper, Maryland Coast Dispatch.

Mary Knight called the meeting to order at 3 p.m.

Approval of Minutes

The vote was unanimous to approve the minutes from the July 11, 2016 meeting.

Tourism Strategic Plan

Commission Chair and Council Secretary Knight and Donna distributed the 2016 Tourism Strategic Plan Reference Sheet and Executive Summary. The documents were prepared by consultant Lyle Sumek following the strategic planning session with the Tourism Commission in March. Donna reviewed the list of action items for 2016. It was determined to have the next update to the plan in January 2018.

AirBNB Update

Susan Jones reported that she had spoken with the Maryland Hotel & Lodging Association and they are working with their Board and lobbyist to come to an industry-wide “what would be acceptable for statewide hotels.” The state lodging association executive director will be presenting information at a session scheduled at the MACo conference next week (Friday, August 19 at 4 p.m.), and commission members were urged to attend if possible. Susan’s board meets in September. They will be discussing whether they want one big bill, which would cover health, safety, fire, insurance, and taxes, or whether they would rather have it cut into a few different bills. Also being discussed, whether local jurisdictions would feel that it is important to have tighter regulations and restrictions locally or statewide. Any proposed legislation should cover all short-term rentals. Susan was finally able to get a tax point of contact from AirBNB and forwarded that information to Susan Childs.

Updates from Departments & Organizations:

Chamber of Commerce

Melanie Pursel distributed the Chamber of Commerce newsletter. The chamber will be having a patriotic theme at their annual awards banquet, which will be held on September 13 at 6 p.m. at the Clarion. The Business Person of the Year is Ray Taranto with Eastern Shore Golf Magazine; the Citizen of the Year is Lou Taylor with the Worcester County

Board of Education; the Young Professional of the Year is Cate Nellans with Insurance Management Group; the Non-Profit of the Year is Worcester County Developmental Center; and the Volunteer of the Year is Sallie Johnson with Farmers Bank of Willards. Nancy Schwendeman has been busy selling advertisements for the 2017 Vacation Guide. Working on the Tourism Advocacy event (MACo event) with Donna Abbott, Susan Jones and Lisa Challenger. Chesapeake Martial Arts will have a ribbon cutting ceremony on Saturday, August 20. The 123rd Street Plaza will have a Grand Opening at the end of August. The Parched Pelican, in that same plaza, will have a separate grand opening in October. The Parched Pelican will also host the Chamber's Business After Hours in May 2017. Melanie has been asked to serve on the Maryland Chamber's Legislative Committee. The Chamber's general membership meeting will be held on September 8 at the Dunes Manor.

HMRA

Susan Jones reported that Surfer's Healing will be held on August 17 at Castle in the Sand. The Maryland Tourism Coalition's Summer Soiree will also be held the evening of August 17. Susan will attend the Tri-County Council Smith Island Fam Tour on Wednesday.

Economic Development Board

Michael James reported that he is back on the Maryland Tourism Development Board. The next EDC meeting date will be announced in the coming weeks.

Department of Tourism

Donna reported that the Tourism Department took a sponsorship at the White Marlin Open to promote fall events on the big screen and the live streaming of event. She distributed the July tourism marketing report this morning. Radio ads are now running. Donna attended the Destination Marketing Association International Conference last week in Minneapolis, MN. People from all over the world attended. Donna feels that we are where we need to be with social media, but that we need to step up our video. She attended the opening ceremony of the USSSA Girls Softball World Series at the Inlet and noted teams from numerous states plus Canada were in attendance, including a new team from Maine. More games were played this year at Northside Park for the convenience of teams staying in Ocean City for the event.

Convention Center

Larry was not present, but gave a report to Donna to pass along to the group. Pursuant to our partnership with Bob Rothermel and Jack Hennen from Team Productions, Celtic Yuletide will perform in the Performing Arts Center on December 3. Ticket sales have been very good. Larry met with the Maryland Stadium Authority, City Engineer, and architects last week to review conceptual drawings for Phase III of the Convention Center. Completed MSA/FY18 budget, turned into MSA last Thursday for review. Working on a Classic Corvette show for winter of 2017, trying to find available dates, more details to follow. Replacing all exterior signage including a new sign over the Visitor Center entrance, it will alleviate most complaints, hopefully. We are expecting record numbers again for MACo, which will be held August 17-20.

Susan Jones made a motion to adjourn the meeting, Councilman Dennis Dare seconded, and the meeting adjourned at 4 p.m.

The next Tourism Commission meeting will be held on September 12 in the Convention Center at 3 p.m.

Recreation and Parks Committee Meeting Minutes

August 9, 2016

3:30 P.M.

Northside Park Recreation Complex

1. Call to Order: The meeting was called to order at 3:35p.m. at Northside Park. Present were Councilman Dennis Dare, Councilman Wayne Hartman, Councilman Lloyd Martin, City Manager Doug Miller, Susan Petito, Kate Gaddis, Calvin Ginnavan, and Frank Miller. Norma Simmons was also in attendance.
2. Programs/Events Update:
 Kate Gaddis gave a program update including information on summer programs, value-added activities and tournaments/rentals.
 - Summer programs: Nearly 3,000 children have participated in summer camps to date. Summer Camps run weekly from June 20th through August 19th.
 - Value-added activities: Family Movies on the beach have concluded on 27th Street, however, the Carousel movies will continue until August 31. Family Movie attendance, approximately (3000) and Family Olympics attendance, approximately (800) were very well received. Only one movie night and one family Olympics event were cancelled due to inclement weather. A discussion regarding cost of providing value-added events and the number of participants resulted in the Committee asking staff to consider reducing the number of movie nights and brainstorming on what other type of value added events could be offered to give a fresh option other than family olympics. After discussion the committee requested the City Manager to look at all free events comprehensively and report back with recommendations to the committee.
 - Summer Leagues/Drop In Programs: Adult Softball leagues hosted 22 teams and soccer leagues hosted 5 teams, drop in attendance numbers for dance (72), yoga (120), aerobics (326), sr. classes (36), soccer (15), basketball (165) and pickleball (563) are up from last year.
 - Facility Rentals for the period of May 1 - Sept 4, 2016 have been very busy with little or no space available at the facility during this 18 week period. Facility rentals for the period of May 1 - Sept 4, 2016 are as follows: NSP Pavilion (17), Fiesta Park (18) Sunset Park (17), Gorman Park (1), Community Room (9), Indoor Tournament Rentals (17), Outdoor Tournaments (21) including various fields, gym and birthday party rentals.

Kate presented a draft copy of the new fall/winter SPLASH! to the committee and gave an overview of the new programs lined up for fall/winter including volleyball club, youth volleyball clinic, adult volleyball drop in, youth yoga, high school gladiator dodgeball, jammin' to the oldies dance class, bubble soccer, yard games league, pickleball tournament and softball tournament.

Frank Miller reported that Concerts on the Beach, Sunset Park Concerts and Sundaes in the Park are doing extremely well. Sundaes in the Park has been generating approximately \$4,000.00 – \$5,000.00 each week. Crowds are very large and visitors not only enjoy the concert and the fireworks, but also use our fields, walking paths and playground facilities. Visitors are truly enjoying the park which is one of the objectives of hosting the free family events at Northside Park. Councilman Hartman questioned whether we could provide paddleboat rentals in the lagoon area during events in the park, e.g.: tournaments, Sundaes in the Park, etc. This would provide an added amenity to our

visitors. Susan will investigate the possibility and report back. A discussion was held concerning the wooden stage that sits on top the hill in the park. The stage is quite old and due to the condition is not usable for a band to perform or for a viewing area due to trees blocking the view. Committee recommends the stage be removed and grass be planted to provide more viewing area for our visitors. Calvin will meet with Terry McGean to see how this can be accomplished and bring findings back to committee. Councilman Dare questioned if the Sundaes in the Park stage would be relocated this year. Frank Miller informed committee he would prefer to defer this move until 2017 to ensure necessary infrastructures are in place to support the ice cream sales and logistics. In addition, two possible locations are being considered and that will need to be finalized based on which location is better to “test”.

3. Projects Update:

Susan Petito provided an update on current and upcoming projects.

- **Spray Irrigation:** A bid opening was held at the County Commissioner’s meeting on August 8 that resulted in four bids for the Eagle’s Landing Spray Irrigation project. The bids received were remanded to staff. The Irrigation Consultant, Mike Kuhn, will review the bids, and in conjunction with Joe Perry and John Ross, will make recommendation. Formal bid award is scheduled for September 6, 2016. All project expenses are funded by the County.
- **Community Room Floor:** Bid packages are on the street, with the bid opening scheduled for Thursday, September 8. Leveling the floor is a segment of the project scope.
- **Parks Master Plan:** Master Plan is on schedule. Susan is meeting with BEACON at Salisbury University on Thursday, September 8 to review the Needs Assessment results. The next step of the process will be to hold community meetings this fall/winter. The Recreation and Parks Committee will be made aware of all meeting dates once scheduled.
- **Community Parks and Playgrounds Grant:** Calvin Ginnavan received the confirmation letter the funding has been awarded to the town for construction of a new boardwalk playground. Calvin will work with Terry McGean to begin the process this fall. In addition, the FY18 grant application for the construction of outdoor pickleball courts at Gorman Park has been submitted.
- **Dolphin Plaza:** The project is behind as the contractor hired by OCDC has not been reliable. No progress report is available.
- **Maryland Sportsmanship Month:** Delegate Mary Beth Carozza’s interest in submitting legislation to establish a Maryland Sportsmanship Month is being supported by the Ocean City Recreation and Parks staff by helping initiate contacts through MML and the Maryland Recreation and Parks Association. The Mid-Atlantic Recreation and Parks Sports Alliance (MARPSA) is contributing to the effort by creating a state-wide Sportsmanship Code of Conduct.
- **West Gym Roofing:** Six bids were opened August 9 and remanded to staff for review. Dean Dashiell of Public Works will be managing the project at Northside Park.

Susan passed out a draft copy of the Department’s submission for the City Manager’s Monthly Update Report.

4. Other Business: The 40th anniversary celebration of the Ocean Bowl Skate Park is scheduled for August 19th. Celebration will include Heritage Awards to honor a selection of early contributors to the Skate Park. The event will consist of Skate Jam Sessions, One Trick Pony Events, Live Music, Concessions and Door Prizes. All are invited to attend.

Moved to closed session at 4:30p.m.

Moved from closed session at 5:35p.m.

5. Adjournment – The meeting was adjourned at 5:45 p.m. The next meeting is scheduled for September 13th at 3:30 p.m. at Northside Park.

P:Susan/Rec & Parks Committee Meeting Minutes 8-9-16



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.A


Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Approval of Minutes
DATE: August 11, 2016

ISSUE(S): Request to Approve Minutes

SUMMARY: A. Work Session dated July 26, 2016
B. Regular Session #15 dated August 1, 2016

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Approve minutes.
 Excellent Service through a High Performing Town Organization

ALTERNATIVES: Modifications if necessary.

RESPONSIBLE STAFF: Diana Chavis, City Clerk
Pam Peters, Deputy City Clerk

COORDINATED WITH: Not Applicable

ATTACHMENT(S): None



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.B
Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Bayshore Block Party
DATE: August 11, 2016

ISSUE(S): 12th Annual Bayshore Block Party

SUMMARY: Randy Kephart requests the following for the 12th Annual Bayshore Block Party on Saturday, September 3, 2016:

- Permission to close Cul-de-Sac at end of Bayshore Court (located off Bayshore Drive) from 12:00 noon until 8:00 pm;
- Permission to serve beer and wine at closed street end;
- Allow DJ with PA system to provide entertainment and make any necessary announcements.

No city services are required.

FISCAL IMPACT: None

RECOMMENDATION: Approve as presented.
 More Livable Community for Residents

ALTERNATIVES: No alternatives suggested.

RESPONSIBLE STAFF: Lisa Mitchell, Special Events Coordinator
Scott Harner, Police Lieutenant

COORDINATED WITH: Randy Kephart, Bayshore Court Resident

ATTACHMENT(S): 1. Email - Bayshore Block Party

Diana Chavis

From: Randy Kephart <randyocmd@gmail.com>
Sent: Thursday, July 21, 2016 11:49 AM
To: Diana Chavis
Subject: Bayshore Bash "Bayshore Court"

Dear Diana,

I called your office and left a message but thought I should go ahead and send e-mail request.

We are planning to have our annual Bayshore Court Block Party on Labor Day weekend, Saturday 09/03/14.

We are requesting permission from the Town of Ocean City to close the Cul-de-sac at the end of Bayshore Court from 12 noon thru 8 PM. As in previous years we are also requesting permission for alcohol and a Disc Jockey. This will be our 12th year.

We are requesting to be added to the council meeting agenda in August.

Last year we were told we would not have to have a representative present at the meeting.

I would assume the same would true this year. If not please let me know so we can have someone attend the meeting.

If possible we would like a note from the city stating that we have the city's permission for this event.

Thank You

Randy Kephart
608 Bayshore Court Unit #1
randyocmd@gmail.com
301-573-6951

Attachment: Email - Bayshore Block Party (1921 : Bayshore Block Party)



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.C
Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: OPA Power Boat Race
DATE: August 10, 2016

ISSUE(S): Phil Houck for the OPA RACING Organization requests to hold the OPA Power Boat Race in the Atlantic Ocean between 4th-34th Streets on Sunday, October 9, 2016 from 12:00 noon-4:00 pm.


SUMMARY: Boat races in the Atlantic Ocean. Each race has between 15-20 boats participating. First race begins at 12:00 noon. The second race starts at approximately 1:30 pm, and the last race at about 3:00 pm. The last race should end no later than 4:00 pm.

Applicant shall place signs at entrances to the beach from 4th-34th Streets, notifying beach patrons of the races taking place.

Beach Patrol shall monitor beach, beach patrons within the event site, and provide support through regularly schedule ATV patrols.

This event takes place following the summer season and Emergency Services stated that, while providing safety and coverage is difficult, they are willing to do whatever they can to be in total support of this event, as in the past. They will staff the Boat Command Center for the races on Sunday along with Beach Patrol, MD Dept. of Natural Resources Police and the US Coast Guard.

FISCAL IMPACT: If approved, the applicant shall pay the Town \$350.00 in Private Event fees.

RECOMMENDATION: Approve the event as presented.
 1st Class Resort and Tourist Destination

ALTERNATIVES: No staff alternatives suggested.

RESPONSIBLE STAFF: Lisa Mitchell, Special Events Coordinator
Bob Rhode, Emergency Management Planner

COORDINATED WITH: Phil Houck

ATTACHMENT(S): 1. October 2016 Calendar
2. ROI Calculation Sheet
3. Application and Supporting Documents

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1 PE – Wine on the Beach
2	3	4	5	6 PE – Endless Summer Cruisin’	7 PE – Endless Summer Cruisin’ PE – Surf Fishing Tourn.	8 PE – Endless Summer Cruisin’ PE – Surf Fishing Tourn.
9 PE – Endless Summer Cruisin’ <i>PE – OPA Power Boat Race - TENTATIVE</i>	10	11	12	13	14	15 PE – Corvette PE – LLLR 5K PE – BEACH ULTIMATE
16 PE – BEACH ULTIMATE	17	18	19	20	21	22 PE – Making Strides 5K PE – Octoberfest
23 PE – Octoberfest	24	25	26	27	28	29 PE – Seaside 10 PE – Octoberfest
30 PE – Octoberfest	31					

2016

Town of Ocean City, Maryland

Mayor & City Council Review

Event: **OPA Power Boat Race**

Location: **Ocean between 4th-34th Streets**

Private Event at a Glance

Revised 01/26/16

EVENT DATES

<input type="checkbox"/>	NEW EVENT	Setup:	Friday, October 07, 2016
<input checked="" type="checkbox"/>	FOR-PROFIT	Start:	Sunday, October 09, 2016
<input type="checkbox"/>	NON-PROFIT	End:	Sunday, October 09, 2016
<input type="checkbox"/>	COUNTY	Out by:	Sunday, October 09, 2016

EXECUTIVE SUMMARY

Offshore power boat races

TIME OF YEAR

January
February
March
April
May
June
July
August
September
X October
November
December

ESTIMATED BASICS

Ttl Attend:	3,160
Participants	160
Spectators	3,000
Vendors	-
Room Nights	176

ACTUAL EST. COSTS

DPW	\$ -
OCPD	\$ -
EMS	\$ -
TRANS	\$ -
OTHER	\$ -

Ttl \$ -

PROJ. SPENDING & TAX RECEIPTS

	Est. Ttl. Spending	TOC Tax
Lodging:	\$ 21,162	\$ 952
F&B:	\$ 43,469	\$ 217
Amuse:	\$ 24,099	\$ 482
Ttl:	\$ 88,729	\$ 1,652

DEPT. OPINION SUMMARY

34%	Risk to Town
65%	Timeframe Value
39%	Uptown Impact
54%	Downtown Impact
65%	Production Quality
34%	Traffic Generation
66%	Value to Populous
65%	Target Mkt Value
68%	Event Promotion
40%	Sustainability
59%	Long-Term Benefit
49%	Desirability
37%	TOC Assets Use
70%	Positive Impact
45%	Worth Investing In

FEES	Straight	Discount?	Disc. Value	Ext. Fee	
App Fee	\$ 100	NO	0%	\$ 100	
Space Usage	\$ 250	NO	0%	\$ 250	
Conc/Fran	\$ -	N/A	N/A	\$ -	
Parking	\$ -	N/A	N/A	\$ -	Request
Equip/Labor	\$ -	NO	0%	\$ -	N
Other	\$ -	N/A	N/A	\$ -	
TOTAL	\$ 350	\$ 330	\$ 330	\$ 350	

Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	YES
Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	NO

ROI INDICATORS REVIEW 65.29%

XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX		
25%	40%	55%	70%	85%	

FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?	NO
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Attachment: ROI Calculation Sheet (1912 : OPA Power Boat Race)



Town of Ocean City, Maryland
Special Events Department
 200 - 125th Street
 Ocean City, MD 21842
 410-250-0125 x5185

PRIVATE EVENT APPLICATION



This document is designed to be completed electronically and returned via email or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

1. CONTACT INFORMATION

EVENT NAME: O P A Power Boat Race

Applicant Organization: OPA RACING Organization Contact Name: PHIL Houck (Bull on the Beach)
 Organization Address: 799 Route 70 ,Brick ,NJ 08723 Contact Address: 12507 Sunset Ave.
Ed Smith Ocean City ,Md. 21842
 Organization Phone: 908-910-8025 Contact Ofc. Phone: 410-213-2555
 Organization Website: OPA RACING Contact Cell Phone: 443-783-1298
☒ **NEW EVENT** ☐ **FOR-PROFIT** ☐ **501(c)(3)** Contact Email: philhouck@bullonthebeachoc.com

2. EVENT DATES

Event Dates:

Start: Oct. 9th End: Oct. 9th

Setup Dates:

Start: Oct. 7th End: Oct. 9th

Strike Dates:

Start: _____ End: _____

Attach preliminary event schedule to illustrate event flow and proposed active use times for requested event site(s).

5 ATTENDANCE BREAKDOWN

Provide estimates for the following attendance categories included in event:

Participants - Total: 40 Boats, 160 people

% Overnight: 160

Avg. # of Guests: _____

Exhibitors/Vendors - Total: none

% Overnight: _____

% Travelling alone: _____

Spectators - Total: 2000 to 3000

% Overnight: 200

Avg # in party: _____

Of the Overnight guests indicated, what

% Lodge in OC? 100

% Use condos ? _____ % Camp? _____

3. EVENT LOCATION

Please describe preferred Town of Ocean City site(s) where you wish to host your event and its sub-events. Include event footprint size and shape description as applicable.

Boat races taking place on the Atlantic Ocean between 4th and 34th Streets
 Races will start at 12 noon and the last will end between 4 and 5

4. EVENT LAYOUT DESCRIPTION

Please describe layout, infrastructure and hardware to be used within the above location. Provide site map/diagram/CAD drawing/rendering (all that apply) as file attachments.

West Ocean City Public Boat Ramp ,Harbor Parking Lot

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: Oct. 7th Exh/Ven Arrival: _____ Participant Arrival: Oct. 7th
 Staff Depart: Oct. 9-10th Exh/Ven Depart: _____ Participant Depart: Oct. 9-10th

7. PARKING NEEDS

Provide an estimate for parking usage as related to attendees (%).

Hotel-based Parking: 100 Public Parking: _____ Town Lot: _____ With Bus Svc: _____

Local Non-Profit Organizations whom maintain primary offices within Worcester County shall be eligible for up to a 75% discount on labor and equipment charges based on return on investment to the Town and sustainability of the event. Said discount is NOT guaranteed and is based off internal calculations. Any and all discount(s) applied shall be recommended as part of the submission to City Council and applied upon approval by Mayor and City Council. If a non-profit entity is indicated, Applicant shall provide proof of status.

Revision: 020816

This document is designed to be completed electronically and returned via email or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

8. EVENT PLANNING

Has this event ever been produced previously?

If Yes, ☐ Elsewhere ☒ In Ocean City

How many years has this event been produced? 5

Is there an event budget in place? ☐ Yes ☒ No

Will this event be self-sustaining? ☒ Yes ☐ No

Will there be event sponsors? ☒ Yes ☐ No

What is the long-term event agenda? ☐ Held Once

☒ Short-Term Annual ☐ Long-Term Annual

How complex are the logistics?

☐ Complex ☒ Moderate ☐ Simple

Do you plan to advertise Ocean City's attractions? yes

Will your event generate its own attendance from

☒ Outside Town ☒ Region ☒ State

Will your event rely primarily on the existing tourist base in Town for attendance? ☒ Yes ☒ No

What is the projected % mix of event target market brought into Town by event? 5

Using existing Town tourist base? 95

9. TOWN APPROVALS / PERMITTING

Requesting vehicle beach access? ☐ Yes ☒ No

Requesting OCPD Support? ☐ Yes ☒ No

Requesting EMS/Fire support? ☒ Yes ☐ No

Requesting special parking needs? ☐ Yes ☒ No

Requesting alternate "rain" date(s)? ☐ Yes ☒ No

Request to sell items within event area? ☐ Yes ☒ No

Request to sample items in event area? ☐ Yes ☒ No

Request to serve/distribute alcohol? ☐ Yes ☒ No

Event includes air-inflated structure(s)? ☐ Yes ☒ No

Event includes tents/temp. structures? ☐ Yes ☒ No

Event includes raffle/awards/prizes? ☐ Yes ☒ No

Event requires closure of street lane(s) ☐ Yes ☒ No

Event requires closure of public space? ☒ Yes ☐ No

Event will require Town trash removal? ☐ Yes ☒ No

Event brings in portable restrooms? ☐ Yes ☒ No

Event includes pyro/fireworks/bonfire? ☐ Yes ☒ No

Event has more than one trailer? ☐ Yes ☒ No

Event includes special provisions? ☐ Yes ☒ No

10. EVENT SUMMARY

Please provide a detailed description of your overall event, what your intended objective(s) is/are, key elements and highlights as well as written intent, and details related to all items marked as "Yes" in Section 9.

Offshore Shore Power Boat Race ,will need help from the USCG and OCBP ,OPA Racing will be providing all necessary medical personnel on the race course

Attach digital file addendum(s) if needed to support sections. ☐ Attached

11. EVENT ASSISTANCE FROM TOWN

The Town of Ocean City does not allow use of Town-owned equipment where equipment is readily available through private industry sources. Please list items and services requested from the Town pertinent to the event production. Availability or approved use of listed items and/or services is not guaranteed. Please explain why this is a Town-sourced need.

Close the beach between 4th and 34th Streets,same as before

Attach digital file addendum(s) if needed to support sections. ☐ Attached

This document is designed to be completed electronically and returned via email or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

12. EVENT FUNDING SOURCES

Funding through private investor(s)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Funding through vendor space sales	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through sponsorships	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Funding through registration fees	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Funding through gated entrance fees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through ticket sales	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through VIP access options	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through advertising packages	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through donation(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through grant(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through retail sales	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through lottery/raffle chances	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through corporate loan(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through private loan(s)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through capital investment	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through government allocation	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Funding through alcohol sales	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

13. EVENT BENEFICIARIES

If the event has financial beneficiaries other than the event's producing entity, please list all for-profit and non-profit entities below who receive funding as result.

none

14. EVENT MARKETING

Please summarize how the event will be marketed and advertised locally and as a destination.

Radio „New Paper „TV „and OPA Racing

15. EVENT SPONSORS

Please disclose current, targeted and/or prospective event sponsors including targeted industries, product segments and/or services. Add descriptions where vital information must be conveyed.

Bull on the Beach and Crab Alley

Attach digital file addendum(s) if needed to support sections. ☐ Attached

16. REFERENCES

If this is a NEW/FIRST-TIME event in Ocean City, Md., provide contact names and phone numbers for references. References must include previous hosting venue contacts (if available), sub-contractor contacts and creditor contact.

Attach digital file addendum(s) if needed to support sections. ☐ Attached

17. GUIDELINES AND OBLIGATIONS

Any intent to deceive, misrepresent facts or failure to disclose critical details in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of event consideration, approval and/or the event permit. Negligence as related to (1) event details, (2) federal, state, local and industry requirements to produce event, (3) inappropriate conduct of attendees, participants and/or spectators shall not excuse applicant from the effects thereof.

Local Non-Profit Organizations whom maintain primary offices within Worcester County shall be eligible for up to a 75% discount on labor and equipment charges based on return on investment to the Town and sustainability of the event. Said discount is NOT guaranteed and is based off internal calculations. Any and all discount(s) applied shall be recommended as part of the submission to City Council and applied upon approval by Mayor and City Council. If a non-profit entity is indicated, Applicant shall provide proof of status.

APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT"
Failure to complete all sections shall deem the application as incomplete.

☒ **POINT OF CONTACT FOR THE TOWN OF OCEAN CITY:** The Town's Private Event Coordinator shall be the primary contact for all communications with the Town of Ocean City. If you receive contact from another Town department or entity, it is your responsibility to make sure the Private Event Coordinator is aware of all discussions, details, modifications or approvals as a result of independent conversations. At no time shall Applicant contact other departments directly unless authorized by the Private Events Coordinator in writing.

☒ **BEACH FRANCHISES:** If your event takes place on the beach, you must notify the appropriate BEACH FRANCHISE OWNER(S) who have the beach equipment rental parcel rights for the affected event footprint and impacted area. It is your responsibility to confirm franchise owner acceptance and/or negotiate a reasonable agreement with each franchise owner (subject to Town approval). The Town Private Events Coordinator can provide a list of franchise owners for the event area.

☒ **ROAD/LANE CLOSURES:** A state highway permit shall be obtained for use of any state property (roads, highways, etc.) This is the responsibility of the applicant independent of the Town's private event process. Applicant shall keep the Town's Private Event Coordinator apprised of all steps and approvals related to such efforts. Non-state roads affected by the event shall be reviewed by the Town for consideration of closure or traffic modification through the private event process.

☒ **USE OF MUNICIPAL PARKING LOTS:** If a municipal lot is requested for use by the applicant for the event, whether for parking or placement of the event footprint, the Town reserves the right to review lost revenue and assign a cost to lot usage. This cost will be assigned during the private event approval process, discussed with the applicant and considered for approval by the Mayor and City Council as part of the private event approval.

☒ **INSURANCE REQUIREMENTS:** For the protection of the public and the Mayor and City Council, the applicant shall obtain, at the applicant's own expense, general liability insurance coverage, which shall include coverage for personal injury in the amount of one million dollars (\$1,000,000) single limit. Said insurance coverage shall name the Mayor and City Council as additional insured, with the address on the certificate listed as 301 Baltimore Avenue, Ocean City, Maryland 21842. A copy of the Insurance Policy Addendum, showing the addition of the Mayor and City Council as additional insured, is also to be provided. The certificate of insurance and the addendum shall be furnished to the Private Events Coordinator, no later than 30-days before the private event. Town shall be also be listed as Certificate Holder.

☒ **COCA-COLA EXCLUSIVE PRODUCT AGREEMENT DISCLOSURE:** The applicant must comply with all provisions of the Town's agreement with Coca-Cola Refreshments as it pertains to the distribution or sales of beverages by the applicant on Town property. The applicant agrees to sell, dispense or serve only Coca-Cola beverages on Town premises for the duration of the permitted use. The applicant is expressly prohibited from using the beverages of other suppliers, said beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled waters. The permitted beverages include Coca-Cola, Diet Coke, Sprite, Pibb Xtra, Mello Yello, Fresca, Nestea, Arizona Tea, Honest Tea, Barqs Root Beer, Fanta, Minute Maid, Seagrams Ginger Ale, PowerAde, V-8 Juice, Fuze Juice, Monster, Tum E Yummies, Dasani and other products that Coca-Cola may provide in accordance with its agreement with the Town of Ocean City.

☒ **MANDATED CHANGES/CANCELLATION:** Applicant understands that any event or event date can be changed or canceled at the direction of the Mayor and City Council if the approved event interferes with Public Works project(s) or any other necessary governmental function. Such action may be directed at any time.

APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".
Failure to complete all sections shall deem the application as incomplete.

- ☒ **BEACH ACCESS:** Vehicle access to and from the beach must be clearly identified on your application.
- ☒ **BEAUTY CONTESTS:** Beauty contests will not be permitted on the beach.
- ☒ **CHANGES IN APPLICATION:** Any request for change from the submitted Private Event Application **MUST** be made in writing. Appropriate approvals must, again, be obtained. The fee for this service is \$50.00.
- ☒ **CITY SERVICES:** Each applicant should plan on providing all the necessary cleanup, set-up, etc. without the assistance of City Services. If town services are requested, they must be clearly indicated within the Private Event Application for evaluation. Please note, if an application requests to borrow major end-items (mechanical equipment) from the Town of Ocean City, a \$250.00 damage/repair bond must be obtained for each item.
- ☒ **CONCESSIONS:** No food or beverage concessions will be permitted on the beach or along the boardwalk, although such sales may be considered at other sites. Beverage sales at other sites must maintain compliance with the sponsorship restrictions noted below. **ONLY** event related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws. An additional fee of \$75 will be assessed for **ANY** granted concession privilege. **SPONSORSHIPS:** All sponsors must be identified on the application. The Town of Ocean City maintains an exclusive agreement with the Coca-Cola Refreshments that prohibits the promotion, sale and distribution of any competing beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled water on City property. Private Event Applicants requesting use of City Property must comply with this agreement. Ocean City will not allow advertising that is:
- Violence in any form
 - False, misleading or deceiving statements
 - Sexually explicit or obscene materials
 - Tobacco or tobacco products
 - Tattoos
 - Casino gambling including games of chance and skill
 - Alcohol
 - Other potentially objectionable marketing or advertising which may be established from time to time by the Town.
- ☒ **BANNERS:** The Town of Ocean City has limited banner display space at Town entrances. Applicants interested in banner advertisement must complete a Banner Application form, available through the Private Events Coordinator. Approved banners must be delivered to the Maintenance Division of Public Works, a minimum of fourteen (14) days prior to approved installation date. Wind cuts or slices must be cut in solid banners.
- ☒ **DIAGRAM OF EVENT LAYOUT:** A detailed diagram of the event layout/set-up and location of any and all facilities is required with your application. The application will be considered incomplete without the diagram.
- ☒ **FEES:** A Public Property Usage Fee of \$250 applies per venue/per block/per day from March 16 through October 31. A Public Property Usage Fee of \$150 applies per venue/per block/per day from November 1 through March 15. For beach use, this fee is charged per ocean block, per day. Races/runs/walks on the beach do not require a per block charge. Set-up and breakdown days are subject to this fee assessment as well. Additional Town Asset Fees may be assessed depending upon the impact of City services requested. Assessed fees must be paid to the Town of Ocean City no less than seven (7) days prior to the scheduled event. Local Non-Profit Organizations whom maintain primary offices within Worcester County may be eligible for up to a 75% discount in application and space usage fees upon approval of the Mayor and City Council.
- ☒ **INFLATABLES:** Inflatable displays may be permitted, but must be pre-approved. A photograph of the intended display and the dimensions must be included before approval can be considered. No liquor or tobacco product displays will be allowed. INFLATABLES must be of a nationally recognized product available for sale at retail establishments. The Mayor and City Council reserve the right to reject any inflatable determined inappropriate.
- ☒ **BEACH STAND OPERATOR NOTIFICATION:** All events scheduled on the beach require that any Beach Stand Operator within the requested event venue be notified of the intended activity. A list of operators is available from the City Clerk's office at (410) 289-8824.
- ☒ **MUSIC AND PUBLIC ADDRESS SYSTEMS:** Must operate in accordance with the Ocean City Code 30-367 of 65 decibels.
- ☒ **DOWNTOWN EVENTS (BEACH/BOARDWALK):** Events that charge participant entry fees (tournaments, festivals, etc.) and/or desire to display sponsorship banners or other promotional information, must maintain a seventy-five (75) foot buffer from the edge of the train lane to the start of the event's set up. All events must comply with the provisions of Chapter 62 of the Ocean City Code.
- ☒ **CAROLINE STREET BOARDWALK STAGE EVENTS:** Events that take place on the Caroline Street Boardwalk Stage will be assessed an hourly fee, plus a refundable clean up deposit of \$100 per use. For-profit promoters will be charged \$100 per hour while non-profit organizations will be charged \$25 per hour. Set-up and breakdown times are subject to this fee as well.

APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".
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☐ **PARADES:** An MDOT Highway Permit must be obtained at (410) 543-6715 for use of any state property, and a copy forwarded to the Town's Private Events Coordinator.

☒ **FIREWORKS, TENTS, AIR SUPPORT/AIR INFLATED STRUCTURES & BONFIRES:** Application to the City Fire Marshal at (410) 289-8780 is required, with appropriate approvals forwarded to the Private Events Coordinator. Failure to comply will result in revocation of all event approvals.

☒ **TOILET FACILITIES:** Identification of planned "comfort" provisions must be included in the application and event diagram. The Town owns a number of established public toilet stations in the downtown area that may assist in event planning.

☒ **PRIZE STIPULATIONS:** No alcoholic beverages may be awarded as a prize on City property.

☒ **RESERVED PARKING:** Reserved parking at any Municipal lot or metered area may require an additional fee based on meter usage. Fees are assessed for both For-Profit and Non-Profit applicants.

☒ **WEST OCEAN CITY PARK AND RIDE:** A permit is required if a trailer or an oversized vehicle is parked over night at the West Ocean City Park and Ride. Please specify this request on your application.

☒ **SAMPLING:** Sampling will be permitted on a case-by-case basis. Sizes and quantities of such must be pre-approved, as do the locations for distribution. Samples must be of a nationally recognized product available for sale at retail establishments. No prepared food samples will be permitted on the beach nor along the boardwalk. Non-alcoholic beverage samples may be permitted provided the samples are in compliance with the Town of Ocean City's exclusive beverage franchise agreement with Coca-Cola.

☒ **TRASH:** Applicant is required to clean the area of trash and transport it to the appropriate receptacle. On the beach, all trash must be placed in the appropriate street-end dumpsters. Failure to practice appropriate cleanup procedures may result in the denial of future event requests and/or appropriate billings.

☒ **RAFFLES:** Only non-profit groups may offer any form of raffle in conjunction with an event in Ocean City. These groups must apply through the Worcester County Department of Development Review and Permitting, and must submit a processing fee at the time of application. Applications are available at the Isle of Wight County Office Building on Route 90, or at the Court House in Snow Hill. A copy of the raffle permit must be forwarded to the Private Events Coordinator at least seven (7) days prior to the event. All raffles must be

drawn and announced prior to the conclusion of the event.

☒ **ALCOHOLIC BEVERAGE SERVICE:** Groups are discouraged from the service of alcoholic beverages at their Ocean City event. However, those that desire such approval must state this clearly on their application. Permission to serve alcoholic beverages shall be granted exclusively by Mayor and City Council. It should be noted that without Council approval, open containers of alcoholic beverages on public property is illegal. Only non-profit groups may request to sell alcoholic beverages at an event, and must obtain a license from the Worcester County Board of License Commissioners. A "One Day Alcohol Permit" application with the Ocean City Mayor's signature must be submitted to the County a minimum of fourteen (14) days prior to the event, along with a the permit fee. Applications are usually available in the Mayor's office at City Hall. A copy of the approved permit must be forwarded to the Private Events Coordinator at least seven (7) days prior to the event. The original permit must be kept on site at the event and must be available to display if required.

☒ **CHANGES TO APPLICATION OR PERMIT:** Event applicants desiring to make changes to their submitted application or approved private event must complete the "Request for an Addendum to a Private Event" form (available upon request), and must submit the completed form, along with the appropriate fee, to the Private Events Coordinator. However, no changes will be accepted within 30-days prior to the event.

☒ **DATE ONLY APPROVALS:** Event applicants desiring date approvals more than one year in advance, must complete the "Request for Private Event Date Hold" form (available upon request), and must submit the completed form, along with the appropriate fee, to the Private Events Coordinator. Such requests will be considered up to two (2) years in advance. However, only events that have previously been held in Ocean City and approved by the Mayor and City Council are eligible for this process. Applicants with such approval must re-file an official "Private Events Application" and For-Profit applicants must submit the application fee in full within the designated year period.

☒ **THREE (3) YEAR APPROVALS:** Event applicants who desire a 3-year approval must meet the criteria listed below. All promoters will pay \$100 per year for a total of \$300. In following years, applicants seeking the third year approval must still meet Council's criteria, submit an application, and pay the appropriate application fee. However, the Private Event Coordinator will report the third-year date and that the fee has been paid so the promoter does not have to appear before Council. The criteria for a Private Event to be eligible for 3-Year Approval is as follows:

- The Private Event must have been occurring in the Town of Ocean City for five (5) or more consecutive years and have

**APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".
Failure to complete all sections shall deem the application as incomplete.**

enjoyed a positive relationship with the Town

- All approved dates must comply with the normal application process or the dates will be forfeited.
- The Private Event Applicant understands and agrees that City events and projects take precedence over all other scheduled events and may supersede any scheduled event at any time.
- The Private Event Applicant understands and agrees that the Town of Ocean City reserves the right to change dates or locations in the event of a conflict with municipal sponsored events.

☒ **LOCAL ORDINANCE DISCLOSURE AND COMPLIANCE:** The applicant agrees to comply with the provisions of all applicable ordinances of the Town of Ocean City. Specifically all permitted uses on or within 75 feet of the Boardwalk are required to comply with the provisions of chapter 62 of the Code which expressly prohibits the public sale, rental or exchange for a donation of any goods, wares, merchandise, foodstuffs, refreshments or other commodities or services.

☒ **HOLD HARMLESS CLAUSE:** Permittee (organization/ applicant) shall assume all risks incident to or in connection with the permittee activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection

with the permittee activity or the conduct of Permittee's operation. Permittee hereby expressly agrees to defend and save the Town of Ocean City, its officers, agents, employees and representatives harmless from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permittee activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of Permittee or its officers, agent and employees.

☒ **PRIVATE EVENT APPLICATION COMPLIANCE REQUIREMENT:** The applicant for the private event described in this application agrees to follow guidelines provided and submit a complete application including all required submission of materials. The applicant agrees to take full responsibility for all city-owned property, whether borrowed, leased or rented, and understands that necessary replacement and/or repair fees may be assessed should such property be in an unacceptable condition. The applicant agrees to abide by all provisions of the private event permit granted by the Town and agrees to pay all fees and costs assigned to the permit. The applicant further agrees to comply with all conditions of the use permit, which may be required by the Mayor and City Council of the Town.

Applicant, by checking each of the guidelines herein, accepts all responsibilities thereto. All information provided is correct and complete. The applicant agrees to maintain a complete record of the event through the Town of Ocean City's Private Event Coordinator including all required submission of materials separate from this document. Applicant further agrees that information not included in writing shall not be considered for approval and will not be an executable element of the final Private Event Permit unless submit as part of a written change order through the Private Events Coordinator for Mayor and City Council Approval. Images, videos and drawings shall be deemed as support material only and details conveyed shall be submitted in writing as part of this document or a change order. No details will be assumed by the Town, its officials or employees.

The applicant agrees to take full responsibility for all city-owned property, whether existing within the event footprint, add-ons thereto, borrowed, leased or rented. Applicant further agrees that they are responsible for the proper behavior of their crowd base and that damage or defacement caused to town or private property by vendors, participants, sub-contractors and/or spectators as a result of the execution of the event may be cause for action by the Town against applicant through additional repair or replacement fee assessment(s) or legal action to the extent of the law in the State of Maryland. The applicant agrees to abide by all provisions of the private event permit granted by the Town and agrees to pay all fees and costs assigned to the permit. The applicant further agrees to comply with all conditions and limitations of the Private Event Permit and additional conditions and tasks which may be required by the Mayor and City Council of the Town.

I have read and will comply with all Town of Ocean City private event requirements.

PHIL Houck (Bull on the Beach)

APPLICANT NAME

SIGNATURE DATE

OPA RACING Organization

COMPANY/ORGANIZATION

O P A Power Boat Race

PRIVATE EVENT NAME

APPLICANT SIGNATURE



LISA CHALLENGER
DIRECTOR

DEPARTMENT OF
TOURISM

Worcester County

104 WEST MARKET STREET
SNOW HILL, MARYLAND
21863

May 23, 2016

To: Harold Higgins, CAO

From: Lisa Challenger, Director
Worcester County Tourism

Re: Offshore Powerboat Race

Phil Houck, Ocean City resident and owner of Crab Alley, is requesting permission to use a portion of the West Ocean City commercial harbor parking lot for an Offshore Powerboat Association National Championship Offshore Power Boat Race to take place October 7-9, 2016. October 7th and 8th are reserved for race preparations and October 9th will be the public viewing/participation day. Please see the attached request and schedule.

Mr. Houck has previously held this event at this location with no problems. This is the same weekend as the Endless Summer Cruisin Car Show which should make for a busy weekend but should pose no conflicts with the commercial harbor space or in general. Their locations will be concentrated in the inlet parking lot and the convention center.

He anticipates attracting between 4,000-6,000 attendees. I recommend approving this event for October 7-9, 2016.

Should you have any questions, please do not hesitate to contact me.

LC:dk

Attachment

Attachment: Application and Supporting Documents (1912 : OPA Power Boat Race)

Bull on the Beach RACE SCHEDULE 2016

1. May 13-15 Cocoa Beach FL SBI
2. June 13-15 Marathon FL. SBI
3. July 29-31 ST. CLAIR Mi. OPA
4. Aug. 5-7 Michigan City IN. SBI
5. Aug. 12-14 Port Huron Mi. OPA
6. Aug. 26-28 Mentor Oh. SBI
7. Sept 30-OCT.2 Clearwater FL. SBI National Cham. SBI
8. Oct. 7-9 Ocean City Md. OPA
9. Nov. 6-13 Key West FL. World Cham. SBI
10. Nov. 16-20 Englewood Beach FL. OPA World Cham. OPA



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.D

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Dean Dashiell, PW Senior Project Manager
RE: Bid Award Recommendation for the Public Safety Building Masonry Restoration & Northside Park Roofing
DATE: August 10, 2016

ISSUE(S): Request to approve bid award recommendations.

SUMMARY: The Mayor & City Council received and acknowledged six (6) bids at the August 9, 2016, Work Session for the Public Safety Building Masonry Restoration & Northside Park Roof Replacement/Restoration.

Bidders were allowed to bid on the Public Safety Building Project Part "A" plus the associated Alternates, and/or provide a bid for the Northside Park Roof Project Part "B".

Based on the bids received, Pro Coat LLC tendered the lowest bid for Part "A" the Public Safety Project in the amount of \$ 67,850.00. Including the Alternates, Pro-Coat's total cost is \$ 86,150.00.

Upon review of the other bids received, and the budgeted amount of \$ 460,000.00 based on engineer estimates, I held a Scope review meeting with Pro-Coat the morning of August 10, 2016. As a result of that meeting I am confident that Pro-Coat has covered the project requirements and Pro-Coat will accept the award based on their bid.

Recognizing the bids received for Part "B" the Northside Park Roofing, APEX Business Solutions submitted the lowest number at \$ 146,690.00. Based on a roofing consultant estimate the projected budget was set at \$ 415,000.00.

FISCAL IMPACT: The Public Safety Building Masonry Restoration total project cost \$ 86,150.00, with an estimated budget of \$ 460,000.00. The Northside Park Roof total project cost is \$ 146,690.00, with an estimated budget of \$ 415,000.00.

RECOMMENDATION: Award the Public Safety Building Masonry Restoration to Pro-Coat LLC in the amount of \$ 86,150.00, and award the Northside Park Roof Replacement/Restoration project to APEX Building Solutions in the amount of \$ 146,690.00.



1st Class Resort and Tourist Destination

Agenda Item # 4.D
Council Meeting August 15, 2016

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Dean Dashiell, PW Senior Project Manager
Hal Adkins, Public Works Director

COORDINATED WITH: Not Applicable

ATTACHMENT(S): 1. Bid Tabulation for the Public Safety Building & Northside Park

Basis for Award: The Owner intends to award the contracts as follows:

- One Contract will be awarded for a Total Bid including Parts “A”, and “B” and – OR –
- One Contract will be awarded for the Total of Part “A”, and one Contract will be awarded for the Total of Part “B” separately.
- Bidders may bid on the Public Safety Building Masonry Restoration Part “A” AND/OR provide a Bid for the 125th Street Northside Park Roof Replacement/Restoration Part “B”.
- Bidders for the 125th Street Northside Park Roof Replacement/Restoration Part “B” do not need to provide a Bid for Part “A”.

Bidders	APEX Business Solutions	Culbertson Company	Maccari Companies	Pro-Coat LLC	Raintree Services	Tecta America
Part A	No Bid	233,702.66	172,818.00	67,850.00	No Bid	325,900.00
Unit Price: Repointing	No Bid	650.00 Included in Bid	1,850.00 Included in Bid	750.00 Included in Bid	No Bid	900.00 Included in Bid
Alternate # 1	No Bid	No Bid	No Bid	14,000.00	No Bid	35,000.00
Alternate # 2	No Bid	No Bid	6,860.00	4,300.00	No Bid	8,700.00
Sub Total				86,150.00		
15% Contingency				12,922.50		
Total Part A-PSB				99,072.50		
Total Part B-NSP	146,690.00	343,518.35	No Bid	159,000.00	286,320.00	320,580.00

Part “A” Alternate # 1 is to replace certain leaking windows at the elevated section of the Public Safety Building observation tower.

Alternate # 2 is to paint the exposed steel above the District Court entrance.

15% Contingency is to cover any hidden or unseen cracked masonry units on both the Public Safety Building and District Court Building, plus trim back trees and landscaping as necessary to facilitate the contractors access.



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.A
Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: First Reading - Ordinance to Adopt Budget Amendment #2
DATE: August 11, 2016

ISSUE(S): First reading of ordinance to adopt FY 16 Budget Amendment #2

SUMMARY: Amendments are authorized by the Town Charter and are used to report additional revenue received by the Town, any changes in revenue or expenditure estimates, and any actions taken by the Council during the fiscal year.

No additional funding is required from Real Property taxes; no change occurs in the tax rate as a result of this amendment.

There is an overall increase in the General Fund budget of \$97,834. By revising estimates for revenue and expenditures, the estimated amount required from fund balance to fund the FY 16 budget decreases \$1,814,627. Grants and donations received by the Town since Budget Amendment #1 have been included. Slots/Casino revenue received in excess of the budget have been transferred to the Street paving project, while the amount of fund balance assigned to Street paving was reduced by the same amount. A total of \$2,524,009 was transferred from the General Fund to Street paving in FY 16. The General Fund contribution to Transportation and to the Convention Center have been reduced.

FISCAL IMPACT: The estimated required amount from prior year reserves (fund balance) decreases from \$3,979,248 to \$2,164,621. This was accomplished by recognizing revenue over the budget estimate and reducing expenditure estimates. The exact amount of fund balance required for the FY 16 budget will be reported in the CAFR and presented by Finance after the annual external audit.

RECOMMENDATION: Approve ordinance for second reading September 6, 2016.



Financially Sound Town Government

ALTERNATIVES: Make additional changes to the FY 16 budget

RESPONSIBLE STAFF: Jennie Knapp, Budget Manager
Doug Miller, City Manager

COORDINATED WITH: Not applicable

ATTACHMENT(S): 1. Budget Amendment Power Point

Agenda Item # 8.ACouncil Meeting August 15, 2016

2. 16Budget Amendment #2 - Proposed Ordinance
3. Budget Amendment # 2 Changes



TOWN OF OCEAN CITY

BUDGET AMENDMENT #2

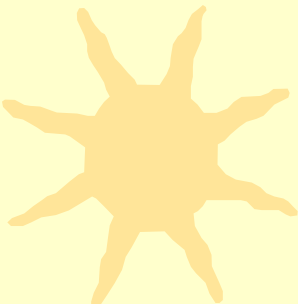
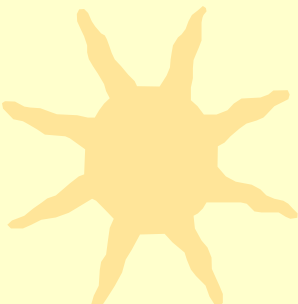
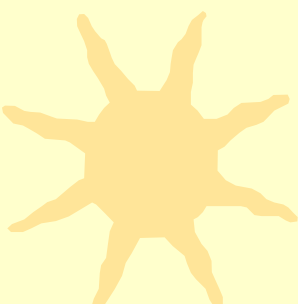


BUDGET AMENDMENT PROCESS

- ★ Amendments provide an opportunity to report any changes that have occurred since the budget was adopted to both the Mayor and Council and to the public.
- ★ Section C-706 of the Town charter gives the Council the authority to make supplementary appropriations.
- ★ Budget amendment # 2 puts into ordinance form all changes that have occurred since Budget Amendment # 1.
- ★ Any changes made to the budget are in compliance with the city code, follow accounting principles, and are approved by both the Finance Director and the City Manager. If the changes increase or reduce the overall budget, they are approved by the Mayor and Council and included in the next budget amendment.



GENERAL FUND OVERVIEW

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- ★ No additional funding from Real Property Taxes. \$40,207,662 in FY 16 adopted budget and \$40,207,662 in Budget Amendment #2.
 - ★ Overall increase of General Fund budget of \$97,834.
 - ★ Reduction of estimated amount needed from fund balance of \$1 million which reduces the total estimated use of fund balance for FY 16 to \$2.2 million.
 - ★ Recognition of grants and donations received since budget amendment # 1.
 - ★ Adjustment of revenue and expense estimates

REVENUE CHANGES

★ Corporations Tax	200,000
★ Other Taxes	371,127
★ Licenses and Permits	260,000
★ Revenue From Other Agencies	661,616
★ Service Charges	279,160
★ Fines and Forfeitures	17,185
★ Other Revenue	123,373
★ Appropriated Fund Balance	<u>(1,814,627)</u>
Total Changes	97,834

EXPENDITURE INCREASES

★ Advertising:	\$617,714
★ Items Funded by Grants and forfeitures:	211,087
★ Insurance Claim Payments:	63,556
★ Flood Map Consultant:	55,000
★ Paramedic Foundation Donation:	41,170
★ Scanning Service for P&Z:	30,000
★ Bering Road Hazard mitigation:	18,647
★ New Year's Eve video wall and DJ:	13,672
★ Springfest tent rental increase:	<u>5,488</u>
Total Expenditure Increases:	\$1,056,334

EXPENDITURE REDUCTION

★ PSB Exterior Wall repair	(\$500,000)
★ Part-time and Full-time salaries:	(405,000)
★ Reduction in Benefit costs:	(180,000)
★ Vehicle Fuel, Parts and Labor:	(98,000)
★ Sidewalk Installation:	(70,000)
★ Contracted Services:	(30,000)
★ Energy:	<u>(20,000)</u>
Total Expenditure Reductions:	(\$1,303,000)

TRANSFERS TO OTHER FUNDS

★ Transfer to Capital Projects:	\$500,000
★ Transfer to Transportation:	(100,000)
★ Transfer to Convention Center:	<u>(55,500)</u>
Total Transfers Out:	344,500
Expenditure Increases:	1,056,334
Expenditure Reductions:	<u>(1,303,000)</u>
Net Expenditure Changes:	97,834



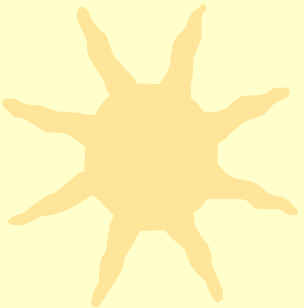
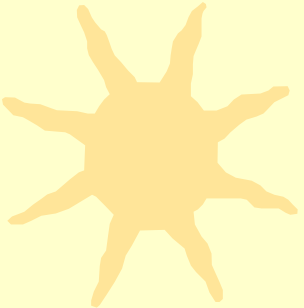
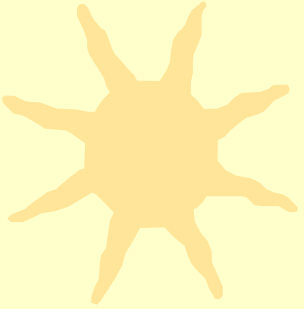
WATER AND WASTEWATER FUNDS

★ Water:

No Change

★ Wastewater:

No Change





TRANSPORTATION FUND



★ Capital Purchases:

- Purchase of Articulating bus lift for \$41,464 was funded through sale of capital assets and lease of Park and Ride lot to Delmarva Power.
- MTA did not fund ADA vans and currency counters which were included in the Transportation FY 16 budget. This resulted in a reduction of estimated grant revenue of \$128,003 and a reduction of General Fund contribution of \$14,223.
- The Articulating buses cost \$24,036 more than estimated. MTA increased their contribution towards the purchase by \$15,352. The remaining \$8,684 was funded by the General Fund contribution mentioned above. The difference, \$5,539 was transferred back to the General Fund.

- ★ Tram Division: Revenue was \$160,734 over the budgeted estimate. This increased revenue covered \$30,000 in Tram part-time salaries, \$55,000 in tram parts, and \$7,500 to purchase hand-held credit card machines. The remaining \$68,234 partially offset the reduction in estimated bus revenue.

TRANSPORTATION FUND

★ Bus Division Savings:

– Vehicle Fuel Savings:	(\$413,390)
– Unemployment/Other Salary/Benefit savings:	(78,835)
– Savings in operating costs:	(3,150)
– Remaining General Fund contribution from grants:	<u>(5,539)</u>
Total Savings:	(\$500,914)

★ Bus Division Use of Savings:

– Part-Time Salaries	\$142,295
– Bus Maintenance	50,000
– Bus Building Maintenance	89,355
– Local match for bus surveillance cameras	50,000
– Reduction in General Fund contribution	100,000
– Reduction in bus revenue estimate	<u>69,264</u>
Total Use of Savings:	\$500,914

AIRPORT AND GOLF COURSE FUNDS

★ Airport Fund:

– Geotechnical pavement study	\$100,000
– Revenue Increases:	6,204
– Expense Savings:	
• Airplane Fuel purchases:	(\$152,472)
• Operational Savings:	(<u>9,792</u>)
– Total Savings:	(\$162,264)
– Use of Savings:	
• Reduction of Fuel Sales revenue estimate:	\$141,421
• Local match for Airport Water/WW project:	25,000
• Navigational Aid project expenses:	<u>2,047</u>
– Total Use of Savings/Revenue:	\$168,468

★ Golf Course Fund: No change

CONVENTION CENTER FUNI

★ Expense Savings:

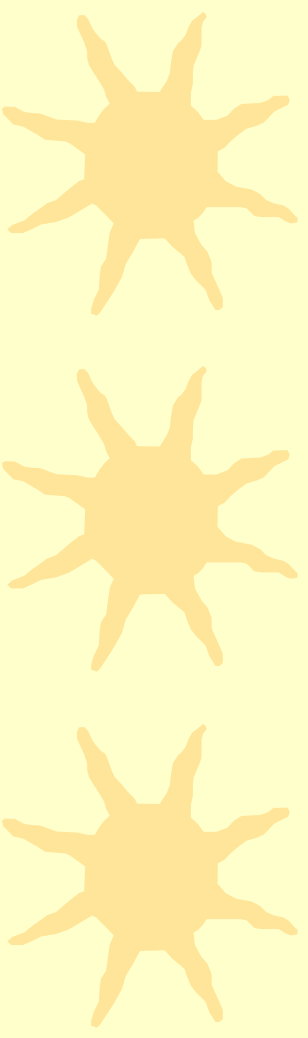
– Salary and Benefits:	(\$158,640)
– Energy:	(75,000)
– Vehicle Maintenance:	(11,000)
– Other:	<u>(11,600)</u>
Total Savings:	(\$256,240)

★ Use of Savings:

– HVAC Maintenance:	\$145,240
– Reduction in General Fund cont.	55,500
– Reduction in State grant	<u>55,500</u>
• Total Use of Savings:	\$256,240



INTERNAL SERVICE FUNDS

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- ★ Information Technology: \$30,000 of IT Prior Year reserves was used to upgrade the firewall
 - ★ Service Center Fund: \$5,000 in health insurance savings were used to fund training on maintenance of articulating buses
 - ★ Vehicle Trust Fund
 - \$81,023 radio system deposit was covered by current year and prior year antenna lease revenue
 - \$191,015 additional vehicle purchases were covered by sale of large equipment replaced through the capital lease and savings on vehicles budgeted in FY 16
 - The estimated capital lease amount added to the budget in Budget Amendment was reduced \$137,581 to the actual amount of the lease.
 - ★ Risk Management Fund: Departments were charged an additional \$156,887 to cover claim settlements for General Liability claims



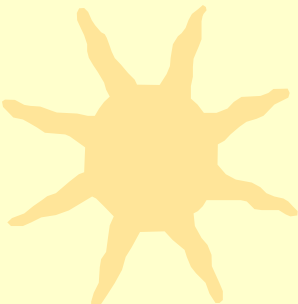
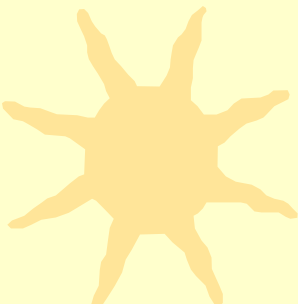
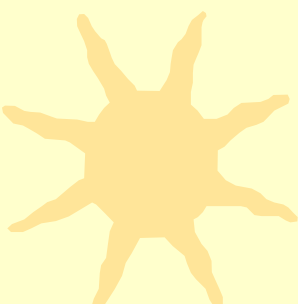
PENSION AND OPEB TRUST FUND,

★ Pension Trust Fund: No change

★ OPEB Trust Fund: No change



GENERAL CAPITAL PROJECTS FUNI

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- ★ Public Safety Building Exterior Wall Repair: \$500,000. This is a transfer of funds previously budgeted in the Public Safety budget. the funds were not spent in FY 16, they have been transferred to the Capital Projects fund.
 - ★ Canal Dredging: Recognition of \$5,695 for owner invoiced dredging outside of the channel
 - ★ 64th Street Boat Ramp: Recognition of State grants for dredging and parking lot improvements at the Boat Ramp project
 - ★ Street Paving:
 - Recognition of owner reimbursable sidewalk repairs, \$22,453
 - Transfer of \$33,627 in Casino revenue in excess of budget estimate
 - Reduction of General Fund Contribution to Street Paving of \$33,627

ORDINANCE 2016-

TOWN OF OCEAN CITY
OPERATING BUDGET
FISCAL YEAR 2016

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
Section I, General Fund:				
A. Anticipated Revenue:				
Property Taxes	\$ 42,241,417	\$ 42,241,417	\$ 42,441,417	\$ 200,000
Other Taxes	16,538,806	17,063,172	17,434,299	371,127
Licenses and Permits	4,073,126	4,150,461	4,410,461	260,000
Revenue From Other Agencies	4,886,407	5,212,500	5,874,116	661,616
Charges For Services	9,223,378	9,348,378	9,627,538	279,160
Fines and Forfeitures	581,500	581,500	598,685	17,185
Other Revenue	534,350	547,381	670,754	123,373
Prior Year Reserves	1,640,027	3,979,248	2,164,621	(1,814,627)
Total Revenue	\$ 79,719,011	\$ 83,124,057	\$ 83,221,891	\$ 97,834
B. Anticipated Expenditures:				
General Government	\$ 3,815,931	\$ 3,957,888	\$ 3,917,888	\$ (40,000)
Public Safety	34,027,087	34,803,098	34,212,355	(590,743)
Public Works/Beach Maintenance	5,147,325	5,219,176	5,183,301	(35,875)
Sanitation and Waste Removal	5,760,131	5,745,131	5,748,687	3,556
Highways and Streets	5,532,152	5,562,414	5,511,749	(50,665)
Economic Development -Tourism	7,349,360	7,751,178	8,601,399	850,221
Culture and Recreation	7,778,044	7,794,754	7,411,594	(383,160)
Debt Service	5,015,068	5,015,068	5,015,068	0
Sub Total	\$ 74,425,098	\$ 75,848,707	\$ 75,602,041	\$ (246,666)
To Transportation Fund	1,410,013	1,410,013	1,310,013	(100,000)
To Airport Fund	264,791	364,791	364,791	0
To Convention Center Fund	1,492,683	1,492,683	1,437,183	(55,500)
To Information Technology	0	83,854	83,854	0
To Capital Projects	2,126,426	3,924,009	4,424,009	500,000
Total Expenditures	\$ 79,719,011	\$ 83,124,057	\$ 83,221,891	\$ 97,834

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
Section II, Water Fund:				
A. Anticipated Revenue:				
Water Sales	\$ 4,033,000	\$ 4,033,000	\$ 4,033,000	\$ 0
Water Fixture Charge	2,160,941	2,160,941	2,160,941	0
Service Charges	202,710	202,710	202,710	0
Capacity/Impact Fees	108,000	108,000	108,000	0
Bond Proceeds	0	5,223,200	5,223,200	0
Prior Year Reserves	0	141,717	141,717	0
Total Revenue	\$ 6,504,651	\$ 11,869,568	\$ 11,869,568	\$ 0
B. Anticipated Expenditures:				
Personal Services	\$ 2,095,672	\$ 2,095,672	\$ 2,095,672	\$ 0
Non-Personal Services	2,739,269	2,880,986	2,880,986	0
Debt Service	1,007,708	1,007,708	1,007,708	0
Transfer to Reserves	487,002	395,753	395,753	0
Capital Outlay	175,000	5,489,449	5,489,449	0
Total Expenditures	\$ 6,504,651	\$ 11,869,568	\$ 11,869,568	\$ 0
Section III, Transportation Fund:				
A. Anticipated Revenue:				
Bus Revenue	\$ 3,418,197	\$ 3,418,197	\$ 3,280,699	\$ (137,498)
Train Revenue	1,170,856	1,170,856	1,331,590	160,734
Federal and State Grants	3,128,185	6,772,803	6,660,152	(112,651)
Capital Asset Sales	0	0	10,464	10,464
Transfer-In From General Fund	1,410,013	1,410,013	1,310,013	(100,000)
Miscellaneous Revenue	0	0	31,000	31,000
Prior Year Reserves	0	406,606	406,606	0
Total Revenue	\$ 9,127,251	\$ 13,178,475	\$ 13,030,524	\$ (147,951)
B. Anticipated Expenditures:				
Personal Services	\$ 3,772,337	\$ 3,772,337	\$ 3,865,797	\$ 93,460
Non-Personal Services	3,202,688	3,276,006	3,055,321	(220,685)
Capital Outlay	2,152,226	6,130,132	6,109,406	(20,726)
Total Expenditures	\$ 9,127,251	\$ 13,178,475	\$ 13,030,524	\$ (147,951)

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
Section IV, Wastewater Fund:				
A. Anticipated Revenue:				
Wastewater Treatment Charges	\$ 11,935,158	\$ 11,935,158	\$ 11,935,158	\$ 0
Service Charges	1,169,698	1,108,457	1,108,457	0
Capacity/Impact Fees	189,000	189,000	189,000	0
Build America Bond Subsidy	125,441	125,441	125,441	0
Bond Proceeds	0	12,787,879	12,787,879	0
Prior Year Reserves	0	471,869	471,869	0
Total Revenue	\$ 13,419,297	\$ 26,617,804	\$ 26,617,804	\$ 0
B. Anticipated Expenditures:				
Personal Services	\$ 4,136,441	\$ 4,136,441	\$ 4,112,821	\$ (23,620)
Non-Personal Services	3,901,664	4,751,830	4,783,450	31,620
Debt Service	3,858,788	3,858,788	3,858,788	0
Transfer to Reserves	467,404	43,763	43,763	0
Capital Outlay	1,055,000	13,826,982	13,818,982	(8,000)
Total Expenditures	\$ 13,419,297	\$ 26,617,804	\$ 26,617,804	\$ 0
Section V, Airport Fund:				
A. Anticipated Revenue:				
Fuel Sales	\$ 693,000	\$ 693,000	\$ 551,579	\$ (141,421)
Rents and Other Revenue	346,325	346,325	345,594	(731)
Service Charges	80,000	80,000	86,935	6,935
Federal and State Grants	0	400,000	467,953	67,953
Transfer-In From General Fund	264,791	364,791	364,791	0
Prior Year Reserves	0	899	5,899	5,000
Total Revenue	\$ 1,384,116	\$ 1,885,015	\$ 1,822,751	\$ (62,264)
B. Anticipated Expenditures:				
Personal Services	\$ 316,030	\$ 316,030	\$ 313,030	\$ (3,000)
Non-Personal Services	925,091	925,990	766,726	(159,264)
Debt Service	142,995	142,995	142,995	0
Capital Outlay	0	500,000	600,000	100,000
Total Expenditures	\$ 1,384,116	\$ 1,885,015	\$ 1,822,751	\$ (62,264)

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
Section VI, Municipal Golf Course Fund:				
A. Anticipated Revenue:				
Service Charges	\$ 1,643,192	\$ 1,643,192	\$ 1,643,192	\$ 0
Sales and Concessions	413,346	413,346	413,346	0
Other Revenue	67,000	67,000	67,000	0
Prior Year Reserves	<u>0</u>	<u>3,576</u>	<u>3,576</u>	<u>0</u>
Total Revenue	\$ <u>2,123,538</u>	\$ <u>2,127,114</u>	\$ <u>2,127,114</u>	\$ <u>0</u>
B. Anticipated Expenditures:				
Personal Services	\$ 1,057,247	\$ 1,057,247	\$ 1,057,247	\$ 0
Non-Personal Services	1,060,034	1,063,610	1,063,610	0
Transfer to General Fund	6,257	6,257	6,257	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	\$ <u>2,123,538</u>	\$ <u>2,127,114</u>	\$ <u>2,127,114</u>	\$ <u>0</u>
Section VII, Convention Center Fund:				
A. Anticipated Revenue:				
Service Charges	\$ 1,870,150	\$ 1,870,150	\$ 1,870,150	\$ 0
State and County Grants	1,512,501	1,512,501	1,457,001	(55,500)
Food & Beverage Tax	1,230,000	1,230,000	1,230,000	0
Transfer-In From General Fund	1,492,683	1,492,683	1,437,183	(55,500)
Capital Lease Proceeds	0	713,600	713,600	0
Contributions - Private	0	500,000	500,000	0
Prior Year Reserves	<u>2,102,376</u>	<u>2,122,021</u>	<u>2,122,021</u>	<u>0</u>
Total Revenue	\$ <u>8,207,710</u>	\$ <u>9,440,955</u>	\$ <u>9,329,955</u>	\$ <u>(111,000)</u>
B. Anticipated Expenditures:				
Personal Services	\$ 2,950,701	\$ 2,950,701	\$ 2,792,061	\$ (158,640)
Non-Personal Services	1,740,199	1,759,844	1,807,484	47,640
Debt Service	3,386,810	3,386,810	3,386,810	0
Transfer to Capital Reserves	100,000	447,104	447,104	0
Capital Outlay	<u>30,000</u>	<u>896,496</u>	<u>896,496</u>	<u>0</u>
Total Expenditures	\$ <u>8,207,710</u>	\$ <u>9,440,955</u>	\$ <u>9,329,955</u>	\$ <u>(111,000)</u>

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
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Section VIII, Information Technology Fund:

A. Anticipated Revenue:

Service Charges To Other Funds	\$ 2,013,130	\$ 2,096,984	\$ 2,096,984	\$ 0
Prior Year Reserves	<u>0</u>	<u>63,410</u>	<u>93,410</u>	<u>30,000</u>
Total Revenue	<u>\$ 2,013,130</u>	<u>\$ 2,160,394</u>	<u>\$ 2,190,394</u>	<u>\$ 30,000</u>

B. Anticipated Expenditures:

Personal Services	\$ 988,950	\$ 988,950	\$ 988,950	\$ 0
Non-Personal Services	1,024,180	1,171,444	1,201,444	30,000
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>\$ 2,013,130</u>	<u>\$ 2,160,394</u>	<u>\$ 2,190,394</u>	<u>\$ 30,000</u>

Section IX, Service Center Fund:

A. Anticipated Revenue:

Service Charges To Other Funds	\$ 4,993,009	\$ 4,993,009	\$ 4,993,009	\$ 0
Prior Year Reserves	<u>0</u>	<u>2,313</u>	<u>2,313</u>	<u>0</u>
Total Revenue	<u>\$ 4,993,009</u>	<u>\$ 4,995,322</u>	<u>\$ 4,995,322</u>	<u>\$ 0</u>

B. Anticipated Expenditures:

Personal Services	\$ 1,746,274	\$ 1,746,274	\$ 1,741,274	\$ (5,000)
Non-Personal Services	<u>3,246,735</u>	<u>3,249,048</u>	<u>3,254,048</u>	<u>5,000</u>
Total Expenditures	<u>\$ 4,993,009</u>	<u>\$ 4,995,322</u>	<u>\$ 4,995,322</u>	<u>\$ 0</u>

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
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Section X, Vehicle & Equipment Trust Fund:

A. Anticipated Revenue:

Service Charges To Other Funds	\$ 2,310,454	\$ 2,310,454	\$ 2,329,454	\$ 19,000
Capital Lease Proceeds	0	1,793,064	1,655,483	(137,581)
Sale of Assets	64,061	64,061	221,909	157,848
Prior Year Reserves	0	89,995	152,018	62,023
	<u>2,374,515</u>	<u>4,257,574</u>	<u>4,358,864</u>	<u>101,290</u>
Total Revenue	\$ 2,374,515	\$ 4,257,574	\$ 4,358,864	\$ 101,290

B. Anticipated Expenditures:

Non-Personal Services	\$ 727,109	\$ 727,109	\$ 727,109	\$ 0
Debt Service	215,600	215,600	215,600	0
Transfers Out	0	0	0	0
Capital Outlay	1,431,806	3,314,865	3,416,155	101,290
	<u>2,374,515</u>	<u>4,257,574</u>	<u>4,358,864</u>	<u>101,290</u>
Total Expenditures	\$ 2,374,515	\$ 4,257,574	\$ 4,358,864	\$ 101,290

Section XI, Risk Management Fund:

A. Anticipated Revenue:

Service Charges To Other Funds	\$ 2,303,807	\$ 2,303,807	\$ 2,460,694	\$ 156,887
Interest Earned	54,460	54,460	54,460	0
Insurance Claim Payments	0	0	17,400	17,400
	<u>2,358,267</u>	<u>2,358,267</u>	<u>2,532,554</u>	<u>174,287</u>
Total Revenue	\$ 2,358,267	\$ 2,358,267	\$ 2,532,554	\$ 174,287

B. Anticipated Expenditures:

Personal Services	\$ 257,663	\$ 257,663	\$ 257,663	\$ 0
Non-Personal Services/Claims	2,100,604	2,100,604	2,274,891	174,287
Capital Outlay	0	0	0	0
	<u>2,358,267</u>	<u>2,358,267</u>	<u>2,532,554</u>	<u>174,287</u>
Total Expenditures	\$ 2,358,267	\$ 2,358,267	\$ 2,532,554	\$ 174,287

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 2 FIRST READING	CHANGES
Section XII, Pension Trust Funds:				
A. Anticipated Revenue:				
Employer Contributions	\$ 4,815,407	\$ 4,412,877	\$ 4,412,877	\$ 0
Employee Contributions	1,600,000	1,600,000	1,600,000	0
Investment Earnings	<u>4,550,000</u>	<u>4,550,000</u>	<u>4,550,000</u>	<u>0</u>
Total Revenue	<u>\$ 10,965,407</u>	<u>\$ 10,562,877</u>	<u>\$ 10,562,877</u>	<u>\$ 0</u>
B. Anticipated Expenditures:				
Benefit Payments	\$ 5,300,000	\$ 5,300,000	\$ 5,300,000	\$ 0
Non-Personal Services	435,000	435,000	435,000	0
Reserve for Employee's Retirement	<u>5,230,407</u>	<u>4,827,877</u>	<u>4,827,877</u>	<u>0</u>
Total Expenditures	<u>\$ 10,965,407</u>	<u>\$ 10,562,877</u>	<u>\$ 10,562,877</u>	<u>\$ 0</u>
Section XIII, OPEB Trust Funds:				
A. Anticipated Revenue:				
Employer Contributions	\$ 3,207,000	\$ 3,207,000	\$ 3,207,000	\$ 0
Employee Contributions	220,000	220,000	220,000	0
Investment Earnings	<u>380,000</u>	<u>380,000</u>	<u>380,000</u>	<u>0</u>
Total Revenue	<u>\$ 3,807,000</u>	<u>\$ 3,807,000</u>	<u>\$ 3,807,000</u>	<u>\$ 0</u>
B. Anticipated Expenditures:				
Benefit Payments	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 0
Non-Personal Services	128,000	128,000	128,000	0
Reserve for Retiree Health	<u>2,479,000</u>	<u>2,479,000</u>	<u>2,479,000</u>	<u>0</u>
Total Expenditures	<u>\$ 3,807,000</u>	<u>\$ 3,807,000</u>	<u>\$ 3,807,000</u>	<u>\$ 0</u>

SOURCE	ADOPTED FY-2016	AMENDMENT # 1 SECOND READING	AMENDMENT # 1 FIRST READING	CHANGES
Section XIV, General Capital Projects Fund:				
A. Anticipated Revenue:				
General Fund Contribution	\$ 2,126,426	\$ 3,924,009	\$ 4,424,009	\$ 500,000
Capital Lease Proceeds	0	3,746,400	3,746,400	0
Federal and State Grants	0	0	543,213	543,213
Private Contributions	0	0	5,695	5,695
Sidewalk Installation	0	0	22,453	22,453
Prior Year Bond Proceeds	0	102,417	102,417	0
Inlet Lot Parking Revenue	265,000	265,000	265,000	0
Total Revenue	\$ 2,391,426	\$ 8,037,826	\$ 9,109,187	\$ 1,071,361
B. Anticipated Expenditures:				
Street Paving	1,526,426	2,564,426	2,586,879	22,453
Canal Dredging	600,000	600,000	605,695	5,695
Northside Park Improvements	0	800,000	800,000	0
Public Safety Bldg Exterior Wall	0	0	500,000	500,000
64th St Boat Ramp	0	0	543,213	543,213
Energy Performance Contract	0	3,746,400	3,746,400	0
Fire Headquarters	0	62,000	62,000	0
Reserve for Future Capital Projects	265,000	265,000	265,000	0
Total Expenditures	\$ 2,391,426	\$ 8,037,826	\$ 9,109,187	\$ 1,071,361
Section XIV, All Funds Expenditure Summary:				
General Fund	\$ 79,719,011	\$ 83,124,057	\$ 83,221,891	\$ 97,834
Water Fund	6,504,651	11,869,568	11,869,568	0
Transportation Fund	9,127,251	13,178,475	13,030,524	(147,951)
Wastewater Fund	13,419,297	26,617,804	26,617,804	0
Airport Fund	1,384,116	1,885,015	1,822,751	(62,264)
Municipal Golf Course Fund	2,123,538	2,127,114	2,127,114	0
Convention Center Fund	8,207,710	9,440,955	9,329,955	(111,000)
Information Technology Fund	2,013,130	2,160,394	2,190,394	30,000
Service Center Fund	4,993,009	4,995,322	4,995,322	0
Vehicle & Equipment Trust Fund	2,374,515	4,257,574	4,358,864	101,290
Risk Management Fund	2,358,267	2,358,267	2,532,554	174,287
Pension Trust Funds	10,965,407	10,562,877	10,562,877	0
OPEB Trust Fund	3,807,000	3,807,000	3,807,000	0
Sub Total	\$ 146,996,902	\$ 176,384,422	\$ 176,466,618	\$ 82,196
LESS: Interfund Transfers	(24,936,720)	(26,515,627)	(27,036,014)	(520,387)
Total Expenditures	\$ 122,060,182	\$ 149,868,795	\$ 149,430,604	\$ (438,191)
Capital Projects Fund - General	2,391,426	8,037,826	9,109,187	1,071,361
Grand Total	\$ 124,451,608	\$ 157,906,621	\$ 158,539,791	\$ 633,170

Section XV, Special Authorization - Budget Manager:

The Budget Manager shall be authorized to reallocate departmental appropriations among the various objects of expenditures as she deems necessary. Such changes shall be approved by the Finance Administrator & City Manager.

Section XVI, Restrictions - City Manager:

- A. The utilization of any contingency appropriation shall be accomplished only with prior authorization from the Mayor and Council.
- B. Utilization of appropriations established in the Capital Improvement Fund may be accomplished only with the express approval of the Mayor and Council.

Section XVII, Tax Rate:

An Ad Valorem Tax Rate of \$0.478 per \$100 of assessed valuation of real property and a rate of \$1.29 per \$100 of assessed valuation of corporate and personal property tax is required to fund this budget.

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on August 15, 2016.

ADOPTED AND PASSED, as amended, by the required vote of the elected membership of the City Council and approved by the Mayor at its meeting held on September 6, 2016.

RICHARD W. MEEHAN, MAYOR

LLOYD MARTIN, PRESIDENT

DIANA L. CHAVIS, CITY CLERK

MARY P. KNIGHT, SECRETARY

ADOPTED:

Date

MOTION TO ADOPT BY:

MOTION SECONDED BY:

VOTE:

FOR:

AGAINST:

Changes Since Budget Amendment # 1

General Fund Revenue:

Property Taxes	200,000	Corporations Tax
Other Taxes	371,127	337,500 Room Tax over estimate for July-March 33,627 Slots/Casino revenue
Licenses and Permits	260,000	Building Permit Fees
Revenue From Other Agencies	661,616	467,714 State Tourism Grant; 170,452 Police Grants 23,450 FEMA Grant
Charges For Services	279,160	240,000 Parking revenue; 19,160 Special Event revenue 20,000 Private Event Fees
Fines and Forfeitures	17,185	Police Forfeited Assets
Other Revenue	123,373	63,556 Insurance claim payments; 41,170 Paramedic Foundation donation; 18,647 Bering Road hazard mitigation
Prior Year Reserves	(1,814,627)	690,000 Revenue over budget estimate; 803,000 Expenses under budget estimate; 132,500 Room Tax over budget estimate; 100,000 Reduction in Transfer to Transportation; 55,500 Reduction in Transfer to Convention Center; 33,627 Casino Revenue to Street Paving project
	<hr/> 97,834	

General Fund Expenses:

General Government	(40,000)	(20,000) Salary savings; (20,000) Benefit savings
Public Safety	(590,743)	170,452 Police grants; 23,450 FEMA grants; 17,185 Forfeitures; 41,170 Paramedic Foundation donation; 30,000 Building Department scanning service (500,000) Transfer of funding for PSB exterior wall repair to capital projects; (165,000) part-time salaries; (55,000) Unemployment; (55,000) Health insurance; (47,000) Vehicle fuel; (20,000) Energy; (16,000) Vehicle maintenance; (15,000) FICA
Public Works/ Beach Maintenance	(35,875)	(12,245) Winterfest Labor; (23,630) Springfest Labor
Sanitation and Waste Removal	3,556	63,556 Insurance Claim payments for damaged vehicle; (20,000) Health insurance; (20,000) Vehicle fuel; (20,000) Contracted Services
Highways and Streets	(50,665)	55,000 Flood Map consultant; 18,647 Bering Road hazard mitigation; (15,000) health insurance; (70,000) owner-billed sidewalk installation; (10,000) Contracted Services; (15,000) Vehicle maintenance; (1,319) Winterfest labor; (12,993) Springfest labor
Economic Development - Tourism	850,221	467,714 State Tourism grant; 150,000 Advertising from Room Tax funding formula; 177,861 Winterfest labor; 46,986 Springfest labor; 13,672 New Year's eve video wall and dj and Winterfest part-time salaries; 5,488 Springfest tent rental increase; (11,500) transfer of storage trailer maintenance to Special Events division
Culture and Recreation	(383,160)	(220,000) Beach Patrol part-time salaries and FICA; (164,297) Winterfest labor; (10,363) Springfest labor; 11,500 Storage trailer maintenance
Subtotal Before Transfers Out	<hr/> (246,666)	

Transfer to Transportation	(100,000)	Expenses under budget in Transportation allowing reduction in General Fund contribution
Transfer to Convention Center	(55,500)	Expenses under budget in Convention Center allowing reduction in General Fund contribution
Transfer to Capital Projects	500,000	Transfer funding for Public Safety Building exterior wall repair to General Fund capital projects
	<u>97,834</u>	

Water Fund No change

Transportation Fund Revenue:

Bus Revenue	(137,498)	Reduction to actual
Train Revenue	160,734	Revenue over estimate
Federal and State Grants	(112,651)	15,352 Additional grants for Articulating bus purchase (128,003) MTA did not fund the ADA vans and currency counters included in Town's FY 16 budget
Capital Asset Sales	10,464	Revenue from sale of assets purchased with MTA grants
Transfer-In From General Fund	(100,000)	Vehicle Fuel less than budgeted, allowing reduction in General Fund contribution
Miscellaneous Revenue	31,000	Lease of Park and Ride lot to Delmarva Power for staging of equipment
	<u>(147,951)</u>	

Transportation Fund Expenses:

Personal Services	93,460	172,295 part-time salaries; (14,000) Full-time salaries; (9,650) overtime; (58,295) Unemployment; 9,800 FICA; (8,300) health insurance; 1,610 other benefits
Non-Personal Services	(220,685)	(413,390) Vehicle fuel; 55,000 Tram parts; 50,000 Bus Vehicle labor; 7,500 Tram credit card machines; 89,355 Park & Ride and North Transit center building maintenance; (6,000) currency counters not funded by MTA; (850) Energy; (2,300) Operational Supplies
Capital Outlay	(20,726)	41,464 bus lifts for Articulating buses; 50,000 local match for bus surveillance cameras; 24,036 cost of Articulating buses over estimate; (136,226) ADA vans not funded by MTA
	<u>(147,951)</u>	

Wastewater Fund Revenue: No change

Wastewater Fund Expenses:

Personal Services	(23,620)	(44,279) Full-time salaries; 3,000 overtime; 1,540 part-time salaries; 11,000 Retiree Health insurance; 3,166 Unemployment; 1,025 retirement; 928 other benefit increases
Non-Personal Services	31,620	60,000 scanning project; 29,000 operational supplies; (10,000) Energy; (18,000) Vehicle fuel; (7,400) Vehicle parts; (20,000) Contracted Services; (3,000) Communication; 1,020 Miscellaneous increases
Capital Outlay	<u>(8,000)</u>	Reduction in amount budgeted for SCADA project
	0	

Airport Fund Revenue:

Fuel Sales	(141,421)	(93,977) 100 LL fuel sales; (47,444) Jet fuel sales
Rents and Other Revenue	(731)	8,000 DPL staging rent; (4,454) Building rental; (4,745) T-Hangar rental; 1,500 Tie down revenue; (1,032) miscellaneous reductions
Service Charges	6,935	Concrete recycling sales
Federal and State Grants	67,953	95,000 Geotechnical pavement study; (25,000) State grant for Water/WW project; (2,047) State and local grant for Navigational Aid project
Prior Year Reserves	5,000	Remaining local match from Airport Tree Removal, Crack Sealing, Navigational Aid, and Runway 02/20 to cover required local match for Geotechnical Pavement study project
	<u>(62,264)</u>	

Airport Fund Expenses:

Personal Services	(3,000)	Health insurance
Non-Personal Services	(159,264)	4,100 Legal Fees, 1,108 Insurance allocation; (152,472) airplane fuel purchases; (8,000) Building & equipment maintenance; (2,000) Energy; (2,000) Vehicle Fuel
Capital Outlay	<u>100,000</u>	Geotechnical Pavement study
	(62,264)	

Golf Course Fund: No change

Convention Center Fund Revenue:

State and County Grants	(55,500)	Reduction in operating expenses
Transfer-In From General Fund	(55,500)	Reduction in operating expenses
	<u>(111,000)</u>	

Convention Center Fund Expenses:

Personal Services	(158,640)	(50,000) Full-Time Salaries; (38,000) health insurance; (19,600) retirement; (13,698) Unemployment; (11,500) Part-time Salaries; (12,865) overtime; (9,532) FICA; (5,000) Interdepartmental labor; 1,350 Employer Deferred compensation; 205 Other Benefits
Non-Personal Services	47,640	145,240 HVAC Maintenance; 12,000 Operational Supplies; 9,500 Insurance; (75,000) Energy; (15,000) Advertising; (11,000) Vehicle Maintenance; (8,000) Legal; (6,000) Communications; (5,000) Building Maintenance; 900 Postage
	<u>(111,000)</u>	

Information Technology Fund Revenue:

Prior Year Reserves	30,000	Prior Year Reserves
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Information Technology Fund Expenses:

Non-Personal Services	30,000	Upgrade Firewall
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Service Center Fund:

Personal Services	(5,000)	Health insurance
Non-Personal Services	5,000	Artic Bus Training
	<u>0</u>	

Vehicle Trust Fund Revenue:

Service Charges to Other Funds	19,000	Antenna lease revenue
Capital Lease Proceeds	(137,581)	Reduce capital lease amount to actual
Sale of Assets	157,848	Sale of large equipment that was replaced through the capital lease
Prior Year Reserves	62,023	Accumulated antenna rental revenue for radio system deposit
	<u>101,290</u>	

Vehicle Trust Fund Expenses:

Capital Outlay	101,290	191,015 Unbudgeted vehicle purchases; (33,167) savings on budgeted vehicles; (137,581) Reduction of capital lease to actual; 81,023 deposit on radio system
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Risk Management Fund Revenue:

Service Charges to Other Funds	156,887	Additional allocation due to increased expenses
Insurance Claim Payments	<u>17,400</u>	Revenue from filed claims
	174,287	

Risk Management Fund Expenses:

Non-Personal Services/Claims	174,287	Claim settlements
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Pension Trust Fund: No change

OPEB Trust Fund: No change

General Capital Projects Fund Revenue:

General Fund Contribution	500,000	Public Safety Bldg exterior wall treatment
Federal and State Grants	543,213	State grants for dredging and parking lot improvements at the Boat Ramp
Private Contributions	5,695	Owner invoiced dredging outside of channel
Sidewalk Installation	<u>22,453</u>	Owner reimbursable repairs
	1,071,361	

General Capital Projects Fund Expenses:

Street Paving	22,453	Sidewalk installation in conjunction with Street Paving project
Canal Dredging	5,695	Owner invoiced dredging outside of channel
Public Safety Bldg Exterior Wall	500,000	Transfer of funds previously budgeted in Police to set up project for repairs to the exterior wall at the Public Safety Building
64th Street Boat Ramp	543,213	Recognition of State grants for dredging and parking lot improvements at the Boat Ramp project
	<u>1,071,361</u>	



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.B

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Resolution to Authorize Disposal of Surplus Property
DATE: August 11, 2016

ISSUE(S): Request permission to sell surplus personal property.

SUMMARY: Resolution authorizes the sale of miscellaneous equipment and vehicles as coordinated with various Town departments.

FISCAL IMPACT: To be determined.

RECOMMENDATION: Adopt resolution to sell surplus personal property on GovDeals.com.



Financially Sound Town Government

ALTERNATIVES: Do not approve sale.

RESPONSIBLE STAFF: Catrice Parsons, Procurement Manager

COORDINATED WITH: Various departments.

ATTACHMENT(S): 1. Resolution and Surplus Property List

RESOLUTION 2016-

A RESOLUTION PURSUANT TO CHAPTER 2, ARTICLE VIII
OF THE CODE OF THE TOWN OF OCEAN CITY, MARYLAND,
AUTHORIZING THE DISPOSITION OF PERSONAL PROPERTY

WHEREAS, the Director of Public Works has been advised by the Procurement Manager that certain personal property owned by the Mayor and City Council of Ocean City has reached its useful life, is no longer needed for public use, and is, thereby, surplus property, a determination which is concurred with by the City Manager.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Ocean City that the personal property listed on the Asset Disposal List appended hereto be, and it is hereby declared to be surplus personal property.

AND BE IT FURTHER RESOLVED that said surplus vehicles/equipment be offered for sale by auction through "govdeals.com."

RESOLVED AND EFFECTIVE this 15th day of August, 2016.

ATTEST:

DIANA L. CHAVIS, Clerk

RICHARD W. MEEHAN, Mayor

Approved as to form:

LLOYD MARTIN, President

GUY R. AYRES III, City Solicitor

MARY P. KNIGHT, Secretary

Asset Disposal List

Reference #	Equipment #	Year	Make	Model	Serial/VIN Number	Disposal Reason	Department
898	2400	2005	Polaris	ATV 6x6 Ranger	4XARF50A75D448481	End of Useful Life	Police
1188	1289	1994	Ranger	Elec. Golf Cart	81937	End of Useful Life	PW-Construction
12009	1685	1998	Toro	Workman	07202-80489	End of Useful Life	Golf Course
T-30	1792	1999	Wells Cargo	EW2424	1WC200L21X1088421	End of Useful Life	Police

Miscellaneous:

Description	Manufacturer	Quantity	Other	Disposal Reason	Department
Hot Dog Cooker	Unknown	1		Replaced	Golf Course
Misc. Case Parts	Case	1		No longer needed	PW-Construction
Misc. Furniture	Unknown	1		No longer needed	Police
Two Drawer Safe	Mosler	1		No longer needed	Police
Award/Commendation Plaques	Unknown	23		No longer used	Police
Misc. Police Lights	Various	1		No longer used	Police
Misc. Cameras	Various	5		No longer needed	Police
Radar Unit w/ Antennas	Kustom	1		No longer used	Police
K9 Kennel	Haris	1		Replaced	Police
Misc. Uniform Stripes	Unknown	100		No longer used	Police
SCBA	SCOTT	6		Not In Use	Fire Marshal
SCBA	MSA	3		Not in Use	Fire Marshal
Television / VHS Player	Unknown	1		Not In Use	Fire Marshal
Misc. Office Supplies	Unknown	1		No longer needed	Fire Marshal
Gas Leak Detector	Sensit	1		Not in Use	Fire Marshal
Misc. Radios and Supplies	Various	1		Obsolete	Emergency Services
ATV Storage Compartments	Tamarack	14		No longer needed	Beach Patrol
Beach Volleyball Nets	Unknown	9		No longer a sponsor	Parks
Suction Hose	Various	Approx. 180'		No longer used	Parks
Time Recorder (Punch Card Time Clock)	Carolina Time	1	CINCI 8100	No longer used	PW Transportation
Laptop Computer	Dell	1	PP10S Inspiron 2200	No longer used	PW Transportation



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 9.A

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Comments from the Public
DATE: August 11, 2016

ISSUE(S): Public Comments

SUMMARY: Any person who may wish to speak on any matter at the Regular Session may be heard during Comments from the Public for a period of five (5) minutes or such time as may be deemed appropriate by the Council President. Anyone wishing to be heard shall state their name, address and the subject on which he or she wishes to speak.

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



Excellent Service through a High Performing Town Organization

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Not Applicable

ATTACHMENT(S): None



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 10.A

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Comments from the City Manager
DATE: August 11, 2016

ISSUE(S): City Manager Comments

SUMMARY: A. Review of tentative Work Session agenda for August 30, 2016
 B. Department Activity Report

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



Excellent Service through a High Performing Town Organization

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Doug Miller, City Manager

COORDINATED WITH: Not Applicable

ATTACHMENT(S): 1. 2016-08-15 Department Activity Report



INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE CITY MANAGER

To: The Honorable Mayor and Members of the City Council
 From: Doug Miller, City Manager
 Re: Department Activity Report
 Date: August 15, 2016

The information that follows is intended to keep the Mayor and Council abreast of on-going issues, activities, programs and services within the City.

City Manager's Office

Budget Analyst

- Reconciliation of FY 16 budget and preparation of Budget Amendment #2;
- Preparation of FY 18 Convention Center budget for submission to the Stadium Authority;
- Reconciliation of capital project balances for fiscal year-end;
- Analysis of overtime and part-time salaries in the Public Works Maintenance division from FY '05 through FY 15 in regards to Special Events, projects and storms.

City Manager

- Attended Council, Police, Transportation, Tourism, Pension and Recreation and Parks Commission/Committee Meetings;
- Met with United Way representatives regarding future campaigns;
- Met with Planning and Community Development Coordinator and Chief Zoning Inspector about Tree and Shrub height limits;
- Met with the Fire Chief;
- Attended COOP Meeting;
- Met with Emergency Services Director, Emergency Planner and Communications Manager;
- Met with Council Members and Staff regarding a Boardwalk disturbance;
- Met with the Downtown Association;
- Teleconference with Miles & Stockbridge regarding collective bargaining matters;
- Met with Police Lieutenant regarding City Hall security and active shooter training;
- Met with Fire Chief and retiring Deputy Chief Chuck Barton;
- Toured Wastewater Plant.

Communication Manager

- We are beginning to work on the Fall Newsletter. Please submit ideas NO LATER than September 1. This information is good from October 15 until April 1;
- Webmaster has been working closely with Accela to determine what caused the malfunction of the recording during council meetings. It was determined that the software was the correct version, however the encoder may have been causing the problems. Accela sent a new encoder and it appears to be working.

Grants Coordinator

- Community Parks & Playgrounds grant application was recently submitted to the Department of Natural Resources. The FY 2018 application requested funding for the construction of two outdoor pickle ball courts at the Gorman Park. Project outlined would include two courts, fencing, shade structure, and a patio area constructed of pervious pavers. Total grant request is \$115,000. Applications will be reviewed and statewide awards will be announced in the Spring 2017;

Attachment: 2016-08-15 Department Activity Report (1917 : Comments from the City Manager)

Department Activity Report

August 15, 2016 Regular Session

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- A Byrne Memorial Justice Assistance Grant (BJAG) application has been filed with the Governor's Office of Crime Control & Prevention to fund the installation of a fixed license plate reader at the Route 50 entrance point into Ocean City. The project would include a three camera system, associated cabling poles and license fees. The total grant request is \$90,320. If successful, the installation would occur prior to September 30, 2017. Letter of support for the project was forwarded to GOCCP from State Senator Mathias;
- The Recreation & Parks Division was recently awarded a \$2,000 FY 2017 mini-grant from the Worcester County Health Department. Funding will be used to provide community promotion of physical activity and implementation of food & beverage guidelines in worksites.

Internal Auditor

- Review property owners with primary residence status to verify permanent address;
- Working with County to formulate a letter to Airbnb businesses about collecting and remitting room tax;
- Continue to work with Comcast on phone conversion.

City Clerk

July 14, 2016 – August 10, 2016:

- New Passports: 34; Renewals: 19
- Public Information Requests: 5
- Senior Citizen Bus Passes: 129
- Caine Keys Permits: 16
- Coordinated and prepared Mayor and Council open and closed session agenda items and packets for distribution;
- Attended and recorded Mayor and Council meetings;
- Finalized minutes for Mayor and Council consideration;
- Prepared legal advertisements for publication;
- Conferred with City Solicitor and City Manager on various issues;
- Continued lottery for Boardwalk designated performing spaces;
- Coordinating effort for additional indoor ATM at Convention Center;
- Coordinating execution of various contracts;
- Conferred with beach equipment franchisees on various issues;
- Attended Lower Eastern Shore Mayor's Association Dinner;
- Clerk serving on Maryland Municipal Clerk Association Education Committee;
- Obtained credits toward Academy of Excellence in Local Government Certification;
- Preparing Election webpage update.

Convention Center

- Continuing our relationship with Bob and Jack from Team Productions, Celtic Yuletide is scheduled for December 3, ticket sales are very good;
- Continue to meet show promoters to discuss events in the PAC & CC for 2016, 2017 & 2018; are sorting out pretenders from contenders;
- Events for July included Star Dance Alliance, American Legion, Starpower, Greek Festival, Jesus at the Beach, Epic Brands Cheer Camp & several city functions;

Attachment: 2016-08-15 Department Activity Report (1917 : Comments from the City Manager)

Department Activity Report

August 15, 2016 Regular Session

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- Events for August and September include MACo, OC Jeep Week, N.A. Seaglass Festival, Tri Association, Sessions by the Sea, WMDA Mega Show, MD Assn. of Realtors, Bikefest, MD Dental Assn. and more;
- The new sound system for the PAC is being installed as of this writing; will be complete by August 12;
- Met with City Engineer, MSA & Architects to review conceptual drawings for Phase III Expansion;
- Continue to monitor overtime and expenses with the Operations Manager, Operations Superintendent and Finance Coordinator bi-weekly; overtime has been very good for past several months;
- Continue to conduct bi-weekly staff meetings; and bi-weekly sales meetings;
- Continue to award Outstanding Employee of the Month (on-going for over four years);
- On-going conversations w/ Epic Dance (cheerleaders) to discuss Phase III again; plan to meet with MSFA, MACo, MML, Starpower and a few others after MCC approves conceptual design;
- Turned FY18 MSA/State budget into Finance Coordinator on August 4th;
- In the process of renovating all exterior signage, will be complete by end of August, should have been the end of July, manufacturing issues prevented that.

Emergency Services

Electronics Services Division Highlights:

- Repair Tram & Bus Radios for Transportation Department;
- Assemble, de-program and secure radio equipment for Gov Deal Auction;
- Install upgrade features in 120 police handheld radios for digital encryption operation & use on new P25 system(s);
- Repair Alert Pagers & Fire Sirens for Fire Department;
- Support IT with fiber testing at Eagles Landing;
- Support Communications with logging recorder file requests;
- Support FM Broadcast Station with emergency updates during flooding & road closures;
- Support Mobile Command & Police QRT Team during allied response in Worcester County;
- Repair Public Works & Beach Patrol radios.

Beach Patrol Division Highlights:

- Initiated new recruiting efforts with SRTs manning a recruiting table near the boardwalk, after work, resulting in dozens of candidates for 2017;
- A record 217 Junior Beach Patrol members signed up for the camp;
- Took annual Beach Patrol and Crew photos;
- Held 22nd Annual Captain Craig boardwalk swim;
- Completed dozens of Ocean City Beach Patrol Surf Rescue Association training sessions that allow employees to be eligible for advancement;
- Held a North vs South lifesaving exhibition of physical skills;
- Held the annual "Strong Guard" strength and endurance competition;
- Had a Patrol wide cookout feast hosted by the "River" church;
- Hosted weekly beach safety presentations at each crew on the beach, and at the Lifesaving Station Museum, and at Sundaes in the Park;

Attachment: 2016-08-15 Department Activity Report (1917 : Comments from the City Manager)

Department Activity Report

August 15, 2016 Regular Session

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- Created new recruiting posters for city buses for 2017 employees;
- Held supper seminar for Rookies in Surf Rescue Academy II;
- Held Lunch seminar leadership training for New Crew Chief Cohort;
- Held annual Crew Chief supper seminar;
- Held our annual Crew Competitions;
- Held the annual OCBP Triathlon;
- Completed requalification and re-certification of all returning staff;
- Participated in Rehoboth Beach Patrol Olympics;
- Provided ATV training for OCPD and Worcester County Sheriffs Deputies;
- Supported Scamper Camp, Camp Horizon, Boogie Board camp, Surf Camp;
- Staffed Fourth of July fireworks security details on the beach and at Northside Park;
- Held annual in-service update from National Aquarium for all staff;
- Provided safety and coordination for Ocean Games;
- Public Education Coordinator contributed articles on Beach Safety for 24 print publications;
- Public Education Coordinator made daily posts to several forms of social media emphasizing safety and recruiting.

	Towers in Service	EMS / Ambulance	Police Assistance	USCG / MDNRP	Lost & Found Persons	Animal Control	Preventative Actions	Interventions(Rescues)	Minor First Aids	North S.B. Population	South S.B. Population	Beach Wheelchairs
To date Totals - 5/29/2016	70	1	6	0	8	0	566	9	25	0	38	4
To date Totals - 6/5/2016	72	5	9	1	9	1	2212	45	75	11	174	4
To date Totals - 6/12/2016	72	15	22	4	15	2	3331	53	134	33	330	10
To date Totals - 6/19/2016	72	18	26	4	34	2	3627	56	139	161	436	16
To date Totals - 6/26/2016	75	28	33	4	52	3	10232	226	278	271	543	52
To date Totals - 7/3/2016	80	35	41	4	87	4	14189	264	376	274	562	84
To date Totals - 7/10/2016	85	61	53	6	125	5	18559	305	484	281	686	115
To date Totals - 7/17/2016	89	84	68	6	165	7	21387	325	573	293	813	168
To date Totals - 7/24/2016	89	91	78	7	206	9	23892	336	717	295	872	218
To date Totals - 7/31/2016	89	103	86	7	223	13	26618	347	852	295	899	258

Communications Division Highlights:

- Several successes with the City Watch Camera monitoring that resulted in arrests and the clearance of criminal incidents;
- Conducted our first applicant testing for both full-time and 2017 seasonal positions;
- Our Quality Assurance/Training Coordinator continues to work with the Wicomico and Somerset Counties Health Department to develop a curriculum for Crisis Intervention Team certification for Public Safety Dispatchers;

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- Continued to conduct NCIC/CJIS certification classes for our agency as well as other agencies within the state;
- Our two CPR instructors conducted certification classes for Convention Center personnel.

Emergency Management Division Highlights:

- Continued working on the projects for the Comprehensive Recovery Plan and the Hazard Mitigation Plan. Working with Planning and Community Development Department and S&S Consultant Services on a final draft document for the Town of Ocean City Hazard Mitigation Plan;
- Completed all required monthly/quarterly reports to Maryland Emergency Management Agency for the Hazardous Materials Emergency Preparedness Grants and the Hazard Mitigation Project;
- Emergency Management Part-time Planning Specialist completed the related projects for Hazardous Materials and Response for Ocean City Facilities and the Incident Command System (ICS) after action items from the Ocean City Air Show 2016 and began a new set of projects;
- Emergency Management continued working with Town Departments updating their Continuity of Operations Plans (COOP) (31 total), annual certifications and other required updates as required by the Federal Government in April each year. Conducted the required quarterly meeting in July and working on the planning process for the September 2016 required COOP training sessions;
- Have completed all the work on the Town's revised Debris Management Plan for MEMA/FEMA re-submission and acceptance. Still waiting on a Town document to be completed to allow the submission of the plan for acceptance consideration;
- Completed the required projects for submission to FEMA for damages and clean-up cost tracking for the Town of Ocean City Reimbursement Request for the Presidential Declaration from Winter Storm JONAS January 2016;
- Conducted After Action meeting and completed an After Action Report for the Ocean City Air Show 2016 including creation of an improvement plan for the 2017 Air Show;
- Began working with Delmarva Bike Week and Sun Fest 2016 planning process for the Concept of Operations Plan and the Event/Incident Action Plan for both events;
- Completed auditing with the FEMA Auditor and MEMA Public Assistance Officer for the Town of Ocean City from Hurricane Sandy projects with requested records and reports. Awaiting their final report or additional information requests;
- Attended all required meetings that were schedule during this operational period;
- Responded during the weather event in Town of Ocean City on Monday 1 August 2016 conducting operations, assisting with damage assessments and coordination of all required reports to the Maryland Emergency Management Agency and National Weather Service for the incident rated as an F "O" Tornado including tours in Ocean City;
- Emergency Services, with Public Works and Ocean City Community Emergency Response Team Volunteers (OC-CERT) deployed for two days of operations in support to Howard County Emergency Management and Maryland Emergency Management working with the Baltimore Regional Incident Management Team for the Ellicott City Incident;
- Had nine after hour call back responses for spills/related emergencies during this operational period for Emergency Management and two mutual aid call outs assisting Worcester County one for the State of Maryland.

Engineering

- Canal Dredging: Funds to dredge the last currently permitted canal between Old Landing Rd and Winter Harbor Dr. are included in the FY 17 budget and this work will be

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scheduled for the coming fall/winter. The contract for consulting services for survey, design and permit work for the next set of canals was awarded to JSH & Associates and surveys will begin next month. The Department is also working with DNR on obtaining grant funds for some larger channel dredge work;

- Fire Headquarters: The project is under construction. Completion is on Schedule for October 2016;
- Boat Ramp: The project is under construction with completion by the end of the year. The Department is currently working with DNR to establish a procedure for handling the excess grant funds;
- Beach Storm Damage Repair: Dune repair is complete. DNR dune crossover repair has been completed to the extent possible, city crossover repair and maintenance is an ongoing effort. The Corps has requested funds for a beach replenishment project next year;
- Permit reviews are steady and so are the compliance inspections;
- Convention Center Phase 3 conceptual design is in progress;
- Assisting public works with storm drain and street grade design;
- The Energy Performance Contract work is in progress. Lighting retrofits, HVAC replacements and building envelope improvements are substantially complete and punch list work is now taking place with all work to be completed by the end of the year;
- The Grant application for Sinepuxent Ave. bike lanes has been submitted to the State. Awards will be announced in September;
- Met with the Department of Homeland Security and conducted Infrastructure Security Surveys at City Hall, Public Safety Building and 15th Street Water Treatment Plant. Assessment tools and results are expected in September;
- Working on resolution to the flood zone map error, preparing the Letter of map revision application package for the entire area between 93rd and 123rd Streets. The consultant is working on amendment requests on a building by building basis;
- Extensive termite damage was discovered under the northwest area of city hall, putting together cost estimates and bid documents to repair the damage;
- Assisting other Departments on a number of minor building repair and improvement projects.

Finance and Purchasing

- Finance Department is preparing 2016 annual report and Report to Citizens. SB&Co, the Town's external auditors, will be on site in September to conduct their audit;
- Procurement Manager Catrice Parsons and staff handled over 600 requisitions; sold 7 items on GovDeals for \$2,477; purchased an Automated Side Load Refuse Truck, Front Load Refuse Truck, and 2016 approved vehicles off the Maryland State Contract and HGAC Buy (The Houston-Galveston Area Council is a regional council of governments operating under the laws of the State of Texas.); and has solicitations in process for overhead door maintenance and the NSP community room floor;
- The radio contract financing will close by August 30. The bid was awarded on August 1 to Bank of America for 10 years at a fixed rate of 1.5841%.

Fire/EMS and Fire Marshal

- Attended Gold Member Jake Shaffer Memorial Service;
- Met with painting contractors to get bids for re-stripping Stations, 2,3 and HQ, sealing new floor @ HQ and painting Station 2 – 7/14/2016 & 7/18/2016;
- Captain's Meeting – 7/20/2016;

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- City Staff Meeting – 7/21/2016;
- Headquarters Renovation Project Meeting – 7/21/2016; 7/27/2016;
- Met with OCVFC AC Jester RE: Volunteer Mentor/Rookie book program – 7/22/2016;
- OCVFC Board Meeting – 8/3/2016;
- Announced retirement of Deputy Chief Chuck Barton – 8/3/2016;
- City Staff Meeting – 8/4/2016;
- Meeting with City Manager to discuss Deputy Chief open position – 8/4/2016;
- White Marlin Open – 8/8-12/2016;
- Meeting with Wayne Pryor RE: Plymovent installation progress – 8/4/2016;
- Met with City Manager to tour all Fire Houses; Reviewed replacement schedules, short and long term strategic master plans and updated season stats for the first half of 2016 season;
- Ongoing progress in filling open Captain's position.
- **TRAINING:**
 - Shift Drills Completed: Engine Co. Ops. Pre-connects 1 ¾"; Rescue Surf Drill 7/19/2016; Unannounced Surf Rescue Drill – 7/21/2016; Trauma Decision Tree (Review); Ground Ladders; RSI Preparation & Scenarios; Aerial Operations – Patient Removals;

JULY	2016	2015	<i>Change from 2015</i>
EMS	913	860	-5
FIRE	150	155	+53
TOTAL	1063	1015	+48

Fire Marshal

Ocean City Fire Marshal's Office Plan Review and Permit Metrics									
Today's Date	Turnaround Times (Business Days M-F)						Permits Reviewed		
	Permit Category	Benchmark	M-T-D (AVG)	Y-T-D (AVG)	Y-T-D MIN	Y-T-D MAX	Permit Category	M-T-D	Y-T-D
07/29/2016	Fire Protection Systems	14	53	68	0	50	Fire Protection Systems	9	74
	Small Permit (<\$100K)	5	0.6	1.7	0	15	Small Permit (<\$100K)	19	215
Current Month	Medium Permit (\$100K-\$1M)	11	0.6	2.9	0	22	Medium Permit (\$100K-\$1M)	5	28
7	Large Permit (>\$1M)	15	11.0	7.8	0	21	Large Permit (>\$1M)	2	6
	TOTAL PERMITS		2.4	3.0	0	50	TOTAL PERMITS	35	323

	Plan Reviewed Received	Permits Received	Special Events	Inspections	Complaints/Referral/Deficiency
JULY	34	75	7	216	24

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Human Resources

- 10 supervisors completed the Supervisory Certification Program.
- Online training delivery platform and course content is under development;
- Learning Management System implementation underway;
- Processed recruitment advertisements and applications for multiple position openings;
- Health Insurance census for ACA reporting continues on a monthly basis;
- ACA audit requested by IRS on 1095C's for 2015; review and report completed and filed;
- Provided retirement counseling, benefits/pension calculations for 10 employees;
- ICMA Representative and Financial Planner met with employees on 8.1.2016; provided education and counseling;
- Monthly reports for Cigna, TASC and State of MD ongoing;
- Processed 10 FMLA cases;
- HR internal audit on pension/group life beneficiary files.

Information Technology

- New firewall pre-implementation and site survey scheduled for August 19th;
- Wireless radio replacements for Beach Patrol, Fire II, Skate Park and Recreation scheduled for August 17th;
- Working on topology maps and connectivity plans for the decommission of the 15th street and south water towers;
- PSB cabling infrastructure and cutover nearing completion;
- Fiber installations and upgrades in motion for the telephony project at various town locations;
- New 300mb Internet feed design and implementation plan in motion;
- Site switch upgrade replacements in progress;
- Newly assigned project manager in place for the telephony project;
- PSB datacenter hardware moves and cabinet upgrades in progress;
- Reviewing RFP proposals for the new copier fleet deployment;
- Attend Weekly Comcast Conference calls for Telephony Project;
- Submitted monthly Jolt (job openings and labor turnover report for Dept of Labor) Data for HR;
- Manage Daily Workorders;
- Work with onsite Document Scanning Vendor;
- Preparing for Sungard DR testing during Coop event in Sept;
- Evaluated and Reported on 311 App.

Planning & Community Development/Building/Geographical Information Systems**Building/Inspections**

- Plan and Permit Reviews – Building permit applications have remained steady, up 5% over the 5 year average for the month, with 111 permits issued in July and a construction value of \$7,365,641 (\$6.5M Royalton Hotel permit). Building permit review of Park Place Hotel addition;

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- PRESS Citations (2015) and R-1 Rental License Inspections – Rental properties are continuing to be scheduled for inspection and determination of maximum occupancy for all properties when a complaint/referral is received or based on regular field inspection;
- New construction inspections continue at major hotel construction sites, and multiple home renovation/construction sites including: Residence Inn construction in final stages with target completion by September 2016, pool deck and waterfront plans amended; Fairfield Inn at 25th Street under construction; Crystal Beach Hotel expansion under construction; Royalton Hotel foundation pilings under construction;
- Ongoing field inspections for code compliance regarding accessory sheds, property maintenance, overcrowding, and signage;
- Flood Insurance Rate Map information provided to property owners. FEMA outreach to local insurance companies proposed to assist with flood risk rating and current year premiums, public open house scheduled for August 16th from 3 to 5 pm at City Hall for flood insurance questions;

Board of Port Wardens ongoing permit review for floating docks, bulkhead and pier improvements. Enforcement action regarding violations on bulkhead repair. Next meeting August 11, 2016.

Planning/Zoning

- Planning Commission – Next meeting on August 16th. Review of Residence Inn façade improvements, extension of K-Coast site plan approval and revision to 45th Street Village site plan approval;
- Board of Zoning Appeals - Next meeting on August 25th. Application for 4 parking space waiver at proposed Homewood Suites (102 rooms) on 34th Street scheduled for September 8th;
- Comprehensive Plan Update – Planning and Zoning Commission review of chapter by chapter revisions completed, workshop meetings on draft changes over the summer with PZC, final draft in September with notice to MDP for State review, public hearing in November and adoption by end of 2016. Review of redline text updates scheduled for August 16th at 5:30;
- Outreach – B. Smith assisted Town of Bethany Beach with night time light measurements and presented OC ordinance regulations. Attended OCDC board meeting - received request to coordinate a comprehensive inventory and inspection of temporary parking lots in the Downtown area.

Geographic Information Systems

- Public information requests for individual site maps, land use and address information;
- Laser fiche scanning project, file/document retention reporting;
- Floodplain Letter of Map Revision for oceanfront VE zone – support Engineering Department application;
- 2016 R-1 rental property online map updates;
- Map analysis for CRS resubmission and Comprehensive Plan update;
- Support for inter department map products.

Police**Criminal Investigative Division**

- Major Crimes Detectives arrested a 31 year old male for sexual solicitation of a 14 year old female. The male previously dated the 14 year olds mother and was aiding the child in her attempt to run away from the Baltimore area;

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- Major Crimes Detectives investigated an internal theft and fraud case involving a local restaurant. An employee was stealing customer credit card numbers and using them illegally. We are reviewing the suspect's daily receipts in hopes of identifying additional victims. The suspect has been identified and charges are forthcoming;
- While investigating a robbery Detectives uncovered evidence of multiple burglaries committed by the suspects in several jurisdictions including out of state. Also located was a prohibited person (Felon) in possession of a regulated firearm (Uzi style rifle). Detectives are coordinating with Homeland Security Investigations to take this case federally due to the suspect's extensive criminal history;
- Vice/Narcotics Unit Detectives have been investigating numerous tips and citizen complaints that they did not have time to investigate in June due to the emphasis on the Boardwalk and street level enforcement;
- Narcotic's Detectives investigated three drug overdoses in July, one of which was fatal. The investigations are ongoing;
- Narcotics, with the assistance of SEU, investigated a drug and prostitution operation that resulted in 5 arrests;
- SEU and Narcotics located and arrested a subject for being a minor in possession of a controlled firearm. While investigating a drug violation on a traffic stop detectives located a loaded rifle magazine in the passenger compartment of the vehicle and an AR15 in the trunk;
- The Special Enforcement Unit (SEU) received information from the Montgomery County Police Department (MCPD) that a felon wanted for 1st degree burglary since 2015 was in Ocean City. The information included the name of a condominium where they believed the suspect was staying. MCPD also advised the suspect knew he was wanted and would likely resist any attempts to detain or arrest him. SEU set up covert surveillance on the condo and the suspect's vehicle. This eventually led to the suspect's location at the condo pool deck. He was taken into custody without incident;
- A SEU detective was checking recent warrants when he observed an active Violation of Probation warrant that had just been issued for a local repeat offender. Detectives quickly located the suspect's place of employment and took her into custody without incident;
- SEU Detectives deployed in two man cars in tactical uniform to assist with College Beach Week. They responded to three separate incidents on the Boardwalk involving large disorderly crowds including the disturbance at 9th street making several arrests;
- The Criminal Intelligence Unit (CIU) Processed 287 pieces of information / Authored/Disseminated (51) officer safety/situational awareness/wanted/intelligence bulletins;
- CIU conducted outreach training to Town of Ocean City Community Emergency Response Team (CERT). CIU Detectives briefed the CERT members on Terrorist Warning Indicators and viewed the FBI produced active shooter video "The Coming Storm";
- CIU created and disseminated a "Special Event Snapshot" for the 43rd Annual White Marlin Open (Terrorism Warning Indicators);
- The Intel Unit continuously monitored social media for College Beach Week threats/protests/rallies in Ocean City and vetted the information for credibility;
- For the month of July, The Forensic Services Unit (FSU) has taken in over 440 pieces of evidence (This includes digital);
- FSU obtained a positive match from the Automated Fingerprint Identification System (AFIS) on a burglary suspect greatly enhancing the prospect of a conviction;

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- The Forensic Services Unit (FSU) obtained a DNA return through the FBI Combined DNA Index System (CODIS) from an armed robbery that occurred in 2010. The suspect had been arrested and convicted in 2010. This recent CODIS hit now links the suspect to an unsolved robbery in Crisfield, MD; and,
- All CID personnel not working in a covert capacity supported Ocean City's celebration of "National Night Out" by attending several neighborhood events.

Patrol Division

- Realigning manpower due to attrition;
- Planning for winter deployment; and,
- Securing lodging for allied officers for upcoming events.

Support Services**Arrest and Detention**

- 24 hours service associated with general public request and processing of arrests and court committals;
- 344 arrests were process by this section;

Professional Standards

- Continued consulting on legal matters pertaining to day to day operation of the department and personnel matters;
- Coordination of complaints against police personnel with shift commanders;

Records Management

- Continued day to day requests from public, States Attorney and police staff.

Human Resources

- Video production of the marketing and branding campaign;
- Coordination of the first police officer/PSA test cycle for 2017;
- Background investigations on applicants for a full-time records position;

Fiscal

- Grant reporting;
- Daily procurement of supplies and equipment associated with the operation; and
- Payroll obligations.

Public Works**Administration**

- 1st Street Elevated Water Storage Tank – The painting crew has completed exterior and interior sand blasting. Exterior has been zinc coated and received the intermediate epoxy paint coating. Interior of the tank zinc coating will be completed on 8/9/16. The painter has laid out the exterior stripes which will require two coats of urethane. The interior will be ready to begin epoxy paint coating on 8/9/16 which requires two coats. The painter plans to work inside and outside as the temperatures and humidity permit;
- Demolition specifications are being developed for a soon to be announced bid for the demolition of the Worcester and 15th Street Water Towers upon completion of the 1st Street Tank;
- 4th Secondary Clarifier and Drying Bed – The Contractor has placed the foundation concrete for the Flow Distribution Chambers and is now forming the walls. Installation of the 8"; 14"; and 24" sludge piping is being installed prior to the placement of the clarifier base slab. Scum Pit concrete work is in progress. WAS Vault concrete work has been completed. Grading around the piles for the clarifier base slab is in progress and

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that concrete work is scheduled to begin the week of 8/15/16. All of the clarifier walls have been precast and are ready for delivery. Clarifier mechanism is scheduled to ship the month of September;

- Transportation Campus Plan: With the recent unanimous support of the MCC, the project is moving forward to full 100% design. Staff recently met w/ the MTA officials to go over the WRA Scope of Services for D & E, to discuss the Federal and State Construction Funding, and to discuss the assignment of Land Values to the overall project from a Local Match perspective. All went well. The MTA is currently addressing funding of their portion of the design fee and expect to offer an answer by 8/18. The Town will be meeting w/ the Secretary of Transportation during MACO (8/19) to further reinforce the importance of the project and need for construction funding allocations. The Town will need to issue a Resolution in the coming weeks to allow for reimbursement to the General Fund from Bond Proceeds that would be received in the fall of 2017. This Resolution will be in the range of \$2 million (and will cover supplement design fees and the anticipated cash flow in the early fall of 2017 for construction activities) and is being discussed w/ the Finance Director at this time;
- Rehabilitation of Pipeline Infrastructure and Ancillary Assemblies (Sewer Lining) – Schedules for Parts B and C are being finalized for implementation this fall & winter;
- Gorman Avenue Water Treatment Plant Site (Campus Plan) Improvements – In the planning stage. Intention is to complete site improvements in the winter of 2016. The next step is presentation on the conceptual plan to the Caine Woods Board of Directors;
- Public Safety Building Exterior Treatments & Northside Park Roofing– Bids were received on 8/9/16 and are being evaluated for award;
- Airport Water & Sewer Main Pipeline Project is complete;
- 100th Street Chlorine Booster Upgrade & 15th Street GAC Filter Media Replacement Project is out for bids. Bid opening is scheduled for September 13, 2016;
- Citywide Contract Budget- Revise and publish FY'17 budgetary allocation for systems maintained under citywide contract;
- Elevator & Escalator Systems- Executed change order #2 to add Beach Patrol unit to contract inventory;
- Fire Alarm Systems- Troubleshoot alarms. Coordinate repairs. Reconcile invoices. Drafting change order #2.
- Fire Sprinkler Systems- Coordinate inspections and repairs. Review and distribute inspection reports. Reconcile invoices;
- Emergency Generator Systems- Coordinate emergency repairs to Purchasing generator;
- HVAC Systems- Coordinate inspections and repairs. Reconcile invoices. Draft and publish change order #5;
- Water Tank Cell Sites- Coordinate proposed mods and/or leases with respect to 1st, 64th and 136th street tanks. Also working on relocation of the A T & T lite site (currently located just north of the 41st Street Water Tower) to the 44th Street Water Plant site.

Airport

- Pavement Management Plan; PMP Scope complete Grant pending;
- Independent Fee Estimate for EA complete and under review by FAA;
- EA NTP This Week;
- Wrapping up Utility Project "loose ends".

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Construction

- Working ongoing paving list;
- Working on storm water catch basin/piping repair list;
- Continue Beach crossing maintenance, cleaning and rebuilding;
- Fire Hydrant painting project through-out town continues;
- Carpenter's performing boardwalk repairs;
- Carpenters working on Seagate maintenance;
- Electrician's work orders for PSB, Fire Stations and NSP;
- Completing planning for fall street improvement activities.

Maintenance

- All good rolling along, happy its August;
- WMO event this week at 15th street, ongoing adjustment when as needed;
- Staffing issues with P.T. employees and will be losing J-1 students end of the month;
- Welcome back 2 FT employees back, and glad to have them again;
- IPL super busy last weekend, including 20-25 large busses dropping off passengers for the day;
- Misc. equipment issues to maintain boardwalk cleanup in the morning, mini-brooms are down;
- Continuing weed spraying, Moore Co at 120th and going south.

Service Center

- Mechanics are busy keeping city fleet operational;
- Summer hours for the Fleet Garage ends after Labor Day.

Solid Waste

- Solid Waste still on trash collection schedule through October 11, 2016.

Transportation

- July Bus ridership for Coastal Highway Buses and Park and Ride was 598,154 with 1,971 deployments down about 5.9% from July 2015 however the number of riders per deployment was up slightly from 283 to 303. A few more rainy days in 2016 and the 4th falling on a Monday may attribute to the slight decline in ridership. Bus revenue continues strong and consistent in line with the nearly 600,000 bus riders;
- Tram ridership and revenue also continues strong with almost an exact revenue match of being 99.3% on actual budget. The tram carried 136,710 riders bringing in \$358,556 in revenue despite a few rainy days and a reduction in riders in the PM Service on the 23rd due to an unplanned Boardwalk service interruption;
- Mid-month in July the new Transit Manager Mark Rickards took over for the Interim Transit Manager Wayne Pryor and immediately began getting a up close look at operations with visits to all the facilities, riding buses on peak Saturdays and observing the Tram operation. Initial findings show the strength of Ocean City Transit being the drivers and support staff, the very friendly customer service Tram staff and a very strong system of frequent service up and down the Coastal Highway with attractive and dependable buses such as the new articulated buses and the new 40 foot buses from El Dorado;
- Recent renovations to the facilities at 144th street, Rt. 50 Park and Ride, South Division Street and the Tram Stations were presented to Town Council and the Transportation

Committee. The improvements assure that the Town is taking excellent care of its transit investments;

- The new manager met with Shore Transit at Tri-County Council and toured the facility. There is hope for increased planning and cooperative service between Shore Transit and OC Transit for both the Route 50 Corridor and the Route 90 Corridor;
- Many thanks to Wayne Pryor for his service to the Transit Division of Public Works during his 13-month tenure. All reports from drivers and staff is that Wayne reestablished morale and got the organization moving forward for the new fiscal year in fine shape!

Wastewater

- Summer operations continue, additional staff on midnight shift to operate the Bio-solids process;
- Concrete repairs to the North secondary clarifier will be done in the fall;
- All additional tankage on line for the summer season;
- Received the full technical report of the outfall pipe inspection. Reviewing to determine what repairs are needed. Overall plant operations are normal;
- Awaiting renewal of our NPDES permit. An MDE inspection was conducted the first week of August, expect the report by August 17;
- Putting together purchase requisition for replacement grit pumps and conveyor to be installed this winter.

Water

- TThm Quarterly sample to be taken August 9th;
- Tower at 65th street has been power washed;
- Tower and clarifiers at Gorman Avenue power washing in progress.

Recreation and Parks

Recreation Administration

- Attended, participated and/or administered meetings: Recreation and Parks Committee meeting, EOC meeting, Maryland Recreation and Parks Association Summer Meeting, Mayor and Council meeting;
- Continued to work with Engineering on Northside Park Community Room Floor replacement needs – Bid documents out and are due August 11;
- Assisted in preparation of 2016 Community Parks and Playground grant – application submitted;
- Attended pre-bid meeting for Eagle's Landing Irrigation project; followed up with County on MOU payment – payment received and deposited; bid opening at County resulted in five bids remanded to staff. Hope to award bid on September 6;
- Continued to address dumpster placement concerns from NSP neighbors;
- Recommended park hours for Sunset Park with assistance from OCPD;
- Set up meetings with Finance Director, Budget Manager, City Engineer and Public Works Director to discuss various projects including Golf Course revenue, capital improvements, non-resident fees, boardwalk playground, dog playground, beach play structures, NSP repairs, etc.;
- Sent out sponsor solicitation requests for Swing For Youth event;
- Assisted Beach Patrol and Ocean City Art League with Coca-Cola projects/payments/requests;
- Addressed delays in Dolphin Plaza project.

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Parks

- Inspected all playgrounds and completed written reports, performed general maintenance at all sites, and prepared athletic fields for soccer, lax and flag football camps as well as Men's and Co-Rec Leagues;
- Continued investigating private tree and shrub violations;
- Coordinated the sea grass removal at 197 S. Ocean Drive;
- Repaired irrigation leaks on Fenwick plat medians;
- Performed weekly maintenance on Beach Volleyball nets;
- Worked on FY 2018 Community Parks and Playground Grant for pickle ball;
- Installed new NSP Pathway Map support;
- Supported rentals at Fiesta Park for the Democratic Club Picnic, National Night Out and the Delmarva Irish Club and NSP picnic pavilion;
- Continued to maintain Gator bags on all newly planted trees;
- Installed river rock on newly renovated storm water retention area at NSP;
- Ground stumps for trees that had to be removed from sites;
- Pressure washed and applied sealer to foot bridges in Fiesta Park;
- Received, unpacked and stored refurbished Winterfest displays;
- Sent out RFQ for 3rd St. Tennis Court refurbishing to be completed by September 30, received quotes and input purchase order;
- Provided all day field maintenance for USSSA World Series softball tournament for 4 days;
- Coordinated replacement of defective tail section of Wally the Whale with manufacturer's representative.

Recreation Programs

- Summer camps have been in full swing, over 2800 children in attendance to date. Camp Horizon ends August 12 with a sold out Field Trip week. Specialized activity camps end August 18;
- The Ocean City Tennis Center hosted the Ocean City Century Tournament with 32 participants on August 6 and the final of the High School Grand Prix Series Tournaments on August 7;
- National Recreation and Parks Month wrapped up July 31 with events held in neighborhood parks on Saturdays throughout the month, over 100 children participated in these free events;
- Planning is well underway for the Ocean Bowl Skatepark 40th Anniversary Celebration scheduled for Friday, August 19 from 12 to 7 p.m.;
- OCRP received a \$2000 mini grant from the Worcester County Health Department for worksite wellness and healthy vending initiatives;
- Adult sports leagues are wrapping up with championships for softball and soccer leagues;
- Drop – in numbers remain strong for pickleball, basketball, yoga, dance and aerobics classes;
- Fall/Winter Splash Activity Guide will be on the shelves August 15;
- Northside Park hosted private basketball tournament rentals every weekend from July 9 – July 31 over 130 teams in attendance;

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- The USSA Softball Fast Pitch World Series was at Northside Park July 24 – 28. Despite the spotty weather there were a lot of people in the park and concessions operations had very good sales;
- In addition to the world series there were 3 Softball tournaments held at Northside Park during this period;
- Reservations at NSP remained busy with 2 DNR classes, 1 ballroom dance, 6 team practice reservations;
- Sunset Park hosted 1 wedding and 3 OCDC concerts;
- 12 picnic shelter reservations were held throughout neighborhood parks;
- Work will begin in late August on the replacement of the community room floor, the community will be closed from approximately August 18 through September 16.

Golf Operations and Maintenance

- Held the 2nd Junior Golf Camp 7/11-7/14 with 32 kids participating;
- Sent Swing for Youth Golf Open registration materials out for this year's event that will be held October 29, 2016;
- Worked with 1-2-1 Marketing to create a new website for Eagle's Landing;
- Finalized invoices and closed POs from FY2016;
- Evaluated summer golf play which was down in July and created promotions to hopefully generate more play this summer. Promotions included moving Midday and Twilight rates up one hour and sending more frequent emails to Local Rewards Cardholders and Talon Club Members;
- Created online promotions on eagleslandinggolf.com and uploaded specials to the online booking engine for this summer;
- Met with golf shop staff individually to discuss ways to improve golf play in the future. Also discussed ways to bring more golfers in now using tools we already have in place;
- Met with GolfNow.com representative to discuss possible ways Eagle's Landing could work with the major tee time booking website so that we could have a win-win relationship that would benefit both parties;
- Ordered fall merchandise for the golf shop;
- Worked on ideas for 2017 summer golf promotions using what we have learned from this summer;
- Answered phones, booked tee times and provided customer service. The summer months are very busy in the golf shop with every golfer checking in individually and very high phone activity;
- Extreme weather conditions have contributed to deteriorating grass health at the golf course with heat and drought modes combined with several extreme rain events;
- Excessive rains have caused the need for bunker repair, more frequent grass cutting, and have made it very difficult to groom the golf course to Eagle's Landing's normal high standard;
- Continued to provide regular repair and maintenance to current irrigation system;
- Applied fertilizer to greens and tees;
- Continued to work with the county and consultants on irrigation project (bid documents, plans and specifications). Bid was opened on 8/8/16 in Snow Hill and remanded to staff and consultant for review. Bid to be awarded 9/6/16;

Attachment: 2016-08-15 Department Activity Report (1917 : Comments from the City Manager)

Department Activity Report

August 15, 2016 Regular Session

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- Hiring seasonal staff members continues to be a challenge, currently down two staff positions.

Risk Management

- End of year reports done;
- Notification from WCC will be conducting a audit on many of the self insurers and we are one of the winners. We are preparing the auditors reports for submission;
- Christine is completing last required WC report;
- New software for Risk will be kicking off with the new vendor, ClearRisk Wednesday 8/ 17 to begin the changeover procedures.

Special Events

- Summer Events (Concerts on the Beach, Sundaes in the Park and Sunset park Party Nights) are progressing well with strong crowds;
- Sundaes in the Park at Northside Park continues to achieve strong gross revenue figures weekly;
- Sunfest headliner concert sales are moving along at expected pace with the Saturday night concert performance already paid for by ticket sales;
- Continuing to work on proposal for formalizing high-end Marketing Activations in Town as attractions for tourist base. Visiting local businesses this month to near activation locations to gain feedback/approval;
- Sunfest contracts out for signatures;
- Ripley's looking at multiple event sponsorships/ads (Winterfest, Sunfest, Springfest);
- Sunfest Opening Ceremony
 - MARK YOUR CALENDARS! September 22nd – Ride the Tram down to Sunfest! 9:30am departure, breakfast items and beverages on site at 13th Street starting point so arrive early.

Applications in process:

1. Seaside 10 3 year
2. Shore Craft Beer Fest
3. NFL 5K
4. Jingle Bell Run
5. Shenanigans 5K
6. Island to Island 1/2
7. Mother's Day Memorial – NEW EVENT
8. OC Boardwalk Music Fest – NEW EVENT

Applications in process, comments late:

1. Corvette 3 year
2. Sawyer/Monahan Wedding
3. Komen

Ready for Council Approval:

1. OPA Power Boat Race
2. 911 Parade of Brothers 3 year

Council Approved:

1. DVA Volleyball at the Carousel
2. Plein Air
3. Surfers Healing
4. St. Mary's Blessing of the Waters
5. OC Sandfest

Department Activity Report

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6. OC Jeep Week
7. OC Bikefest
8. Out of the Darkness Walk
9. Evans/Weir Wedding
10. Endless Summer Cruisin'
11. OCToberfest
12. Making Strides Against Breast Cancer
13. Walk for Recovery
14. Strom Warriors 5K
15. Penguin Swim – 3 year
16. Live Life Like Rob 5K
17. OC Beach Classic
18. Walk MS
19. Fight the Bite 5K

Permitted Events:

1. ESA
2. OC Beach Lights
3. OC Cruzers
4. Holy Savior Blessing of the Waters

Tourism

- TV, cable and radio spots aired in all markets during July along with online ads. This included a new radio spot that began July 18 in all markets encouraging visitors to book their summer vacations now. A total of 63,758,000 radio spots ran in July. The radio campaign continues in August with another spot targeted in markets where schools do not go back in session until after Labor Day;
- Worked with MGH to develop creative promoting fall events;
- Attended opening ceremonies both at Perdue Stadium and the Ocean City Inlet for the USSSA Girls Softball World Series. The three-week event brought in teams from 12 states and Canada, including a new team from Maine. More games were able to be played at Northside Park this year to the benefit of teams staying in Ocean City. The series is under the umbrella of Ocean City's partnership with Wicomico and Worcester counties;
- Working on a committee with the Maryland Tourism Coalition to coordinate a tourism advocacy reception to be held during MACo;
- Coordinating with MGH production of new B-roll to be taped later in August. This will be used in upcoming TV spots and other videos promoting Ocean City;
- Packaged a fall golf giveaway for the Maryland Office of Tourism Development to promote fall golf in Ocean City. The prize will be promoted on OTD's website, social media and radio broadcasts;
- Attended meeting of Mid Atlantic Amateur Athletic Alliance (our sports marketing partnership with Wicomico and Worcester counties) with Terry Hasseltine, Director of the Maryland Office of Sports, to discuss future marketing strategies;
- Attended COOP meeting;
- Prepared and submitted final report for Ocean City's state tourism development grant. Ocean City was awarded \$479,008 in reimbursement for advertisements, the largest grant received of any jurisdiction in the state;
- Coordinated Tourism Commission's July 11 and August 8 meetings;
- Coordinated visit for German travel writer;

Department Activity Report

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- Coordinated PAC eblasts promoting new holiday show Celtic Yuletide and October performance of the Mid Atlantic Symphony Orchestra;
- Participated in taping of Beach & Beyond TV show promoting free summer events;
- Coordinated preparation of tourism strategic plan reports for Tourism Commission;
- Attended the Destination Marketing Association International Conference;
- Submitted photos on request from the Philadelphia Inquirer for an upcoming article on Ocean City;
- Working with MGH on the development of a new landing page on tourism website promoting sports in Ocean City;
- Have had unprecedented fulfillment of requests from family reunion, meeting groups and bus groups for promotional materials for their events;
- Staff visited Worcester County partner Delmarva Discovery Center to learn about and participate in new ideas of promoting the facility to our visitors and group tours;
- Coordinated visit by travel writer from the U.K. working on articles for The Times and Nat Geo Traveller UK.



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 11.A

Council Meeting August 15, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Comments from the Mayor and City Council
DATE: August 11, 2016

ISSUE(S): Mayor and City Council Comments

SUMMARY: Not Applicable

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



Excellent Service through a High Performing Town Organization

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Not Applicable

ATTACHMENT(S): None