



MAYOR AND CITY COUNCIL

REGULAR MEETING Monday, November 21, 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. Coastal Resources Legislative Committee Green Team
 4. **CONSENT AGENDA**
 - A. Approval of Minutes
 1. Work Session dated November 1, 2016
 2. Regular Session #21 dated November 7, 2016
 - B. Private Event Approval Request for the Keep Punching Plunge - December 31, 2016
 5. **MISCELLENEOUS REPORTS AND PRESENTATIONS**
 - A. Private Event Approval Request for Mother's Day Memorial/Celebration 3 Mile Fun Run/Walk - May 14, 2017
 - B. Independent Auditor Opinion of the FY2016 Comprehensive Annual Financial Report presented by Graylin Smith of SB & Company, LLC
 - C. FY2016 Comprehensive Annual Financial Report and Report to Citizens presented by Finance Administrator
 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. Resolution to Reimburse Expenditures to be Incurred with Respect to Phase 3 Expansion of Convention Center
 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 November 29, 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 November 21, 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: November 17, 2016

ISSUE(S): Committee Reports

SUMMARY:

1. Police Commission – November 14
2. Tourism Commission – November 14
3. Recreation and Parks Committee – November 15
4. Green Team – November 9

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
4. Green Team Minutes

POLICE COMMISSION MEETING MINUTES
OPEN SESSION
November 14, 2016

PRESENT: Mayor Richard Meehan, Budget Manager, Jennie Knapp (acting on behalf of City Manager Douglas Miller), Council President Lloyd Martin, Council Member Dennis Dare, Council Member Wayne Hartman, City Solicitor Guy Ayres, Public Works Director Hal Adkins, Emergency Services Director, Joseph Theobald, City Engineer Terry McGean, Water Supervisor Bud Iman, Chief Ross Buzzuro, Captain Kevin Kirstein, Captain Michael Colbert

1. Call to Order at 9:00 AM
2. Minutes of the October 12, 2016 Police Commission meeting were unanimously approved.
3. Chief Buzzuro presented the October Activity Report which showed a decrease in Officer Initiated Calls for Service and an increase in Citizen Initiated Calls for Service with a combined decrease of 9.6%. Chief Buzzuro reviewed the Top 25 Calls for Service, and noted that there were less calls for disorderly than last year and that collisions were up approximately 40% most likely attributed to the motor events. Overall October went pretty well in relation to last year. Lastly, we continue to see a decrease overall in crime stats.
4. Chief Buzzuro provided his CEW (Taser) Report for the month of October. There were two total CEW incidents during the month, both resulted in deployment of the CEW. Both were attributable to alcohol. The first incident the suspect resisted arrest on an alcohol violation. The second incident was during a call for malicious destruction on a Municipal City bus when the suspect pushed the officer in the chest and tried to run while then continuing to strike the officer, they were able to gain control of the suspect. Both CEW deployments resulted in no injuries.
5. Police Commission hearings for 2017 were reviewed and Chief Buzzuro brought up that on September 11, 2017 there may be activities going on and that the meeting should be pushed to the following Wednesday. A unanimous vote for a preliminarily change to move the meeting to September 13, 2017.
6. Mayor Meehan asked Guy Ayes about the taxi/Uber related issues from the previous meetings, the City Solicitor said his contact with PSC was unsuccessful. His question to the PSC surrounded exemptions for companies performing background checks, which include fingerprinting. So far, he hasn't confirmed if an exemption was granted. Lyft and Riser have applied for exemption from background checks. He doesn't know if they have received an exemption.

Meeting Adjourned 9:14 AM

The next meeting of the Police Commission will be held on Monday, December 12, 2016 at 9:00 AM at the Public Safety Building, 6501 Coastal Highway, Ocean City, MD 21842.



Ocean City, Maryland
Police Commission

2017 MEETING SCHEDULE

Monday, January 9, 2017
Monday, February 13, 2017
Monday, March 13, 2017
Monday, April 10, 2017
Monday, May 8, 2017
Monday, June 12, 2017
Monday, July 10, 2017
Monday, August 14, 2017
Wednesday, September 13, 2017
Wednesday, October 11, 2017
Monday, November 13, 2017
Monday, December 11, 2017

Attachment: Police Commission (2056 : Standing Committee Reports)



Tourism Commission Meeting Minutes
November 14, 2016

The following individuals were in attendance:

Commission Members – Tourism Commission Chair and Council Secretary Mary Knight; Mayor Rick Meehan; Councilman Dennis Dare; Councilman Matt James; Councilman John Gehrig; Glenn Irwin, OCDC; and Michael James, Economic Development Committee/MD Tourism Board. Staff members present were Donna Abbott, Tourism Director; Larry Noccolino, Convention Center Director; Jennie Knapp, City Manager’s Office; and Lisa Osman, Tourism Department. Also present were Melanie Pursel, Chamber of Commerce; Susan Jones, OC HMRA; Andy Malis, MGH; 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 September 12, 2016 meeting.

Short Term Rental Update

Susan Jones reported the Maryland Lodging Association is currently drafting legislation. Senator Astle has drafted his and it is somewhat similar to last year’s. HMRA is waiting, as an association, to see what the Maryland Hotel Lodging comes up with before we take next steps. Mary Knight stated that the City Manager is working on a process to have in place so that we can start checking for rental licenses if we visit websites such as VRBO or Airbnb.

2016 Zip Code Collection Report

Donna Abbott reported that we collected zip codes in the summer of 2016, as we did in 2015, in certain locations throughout town and from one vacation rental company. Andy Malis presented information on the comparison between 2015 and 2016. Melanie will forward the vacation guide zip codes that the Chamber has collected over the past few years to Donna.

Updates from Departments & Organizations:

Chamber of Commerce

Melanie Pursel reported that the Chamber will be hosting an all-day event tomorrow, in which community support groups from around the country will be here in Ocean City to share and learn about how they can support the Summer Work Travel Program in their communities. The Seasonal Workforce Committee has become a model for the whole nation and internationally with the J1 Summer Work Travel Program. The Department of State is the organizer of this event and they have selected Ocean City to be the host. On Wednesday, the Chamber is hosting a follow up meeting on the new overtime rules, which will be held at the Grand Hotel. The United Christmas Spirit Campaign will be held on December 3, where the Young Professionals take children shopping at Walmart.

They will be taking approximately 60 children shopping that day. Friday, December 2, is the Chamber's Holiday After Hours at the Hilton. Melanie was excited to announce that the Chamber won the Best Destination Guide and the Advocacy Award for the whole group of Marylanders for a Longer Summer. The Chamber is also in the final stages of the 2017 Vacation Guide.

Economic Development Committee

Michael James reported that they are partnering with Worcester County Economic Development for an Economic Summit to be held on Wednesday, December 14, at 9 a.m. in the Performing Arts Center.

HMRA

Susan reported that HMRA will have a dinner meeting this Thursday at the Carousel, with Liz Fitzsimmons, State Tourism Director, as the guest speaker. Their Legionella conference was successful with over 100 attendees. Susan is in full trade show mode with 406 booths to sell. The new trade show website will launch on December 1. The Restaurant Week website will launch in the spring.

Ocean City Development Corporation

Glenn Irwin reported that the Annual OCDC Golf Tournament in October went very well. This year's proceeds went to Believe in Tomorrow. The second annual Shore Craft Beer Fest at Sunset Park held on October 29 was well attended. The Downtown Cleanup event that was held on November 12 went well. The Light Up Downtown event will be held this Saturday near the Life-Saving Station Museum from 2 to 6 p.m. OCDC received the Impact Award for Community Development Network.

Department of Tourism

Donna reported that the Department of Tourism stepped up the fall campaign to help promote fall events to help keep the momentum going. We ramped up the fall digital campaign and had a 103 percent increase in page views on the fall landing page on ococean.com this year over last year. The Winterfest campaign is beginning now. MGH was in town last month and did a live Facebook video of the sunrise and sunset. We had phenomenal numbers on our Facebook page because of the live video. Donna also reported that she has been asked by the State Office of Tourism Development to sit on the review panel for the State Tourism ad agency review, which will be coming up soon. Donna offered a suggestion to the current CVB membership renewal process. This year is the third year of a three-year membership increase from \$300 to \$350. Donna proposed a membership renewal incentive, where the current fee of \$300 would be maintained if you renew your membership by January 31, 2017. After that date, the membership fee would be \$350. This may help cut down on the amount of time that staff is spending on mailing out invoices, reminders and emails regarding renewals. Mayor Meehan made a motion to recommend the membership incentive to the Mayor and Council, Councilman Gehrig seconded the motion. The vote was unanimous. The CVB currently has 310 members.

Convention Center

Larry reported that he, Terry McGean, the city manager, and representatives from the Maryland Stadium Authority will appear before the Mayor and City Council tomorrow seeking approval for the Convention Center's Phase 3 project. Tickets are selling well for the Celtic Yuletide show on December 3 in Performing Arts Center. The Nutcracker will be performing in the PAC on December 8. The Mayor's Open House will be held in the PAC on New Year's Day. The Big Daddy Weave band (a Christian band) that was held on November 11 was very impressed with the facility. The tour manager loved the venue and said they are ready to come back and make this a yearly concert. The band performed at the Hippodrome in Baltimore the night before to an audience of 992. Ocean City had an audience of 928 here in the PAC.

Frank Miller was unable to attend due to Winterfest preparations. Donna reported for him that he'd like to thank Susan and the HMRA for their participation in the Octoberfest. The inflatables were a great hit and we hope they continue to support next year.

Mayor Meehan made a motion to go into closed session to discuss a contractual matter, Councilman Gehrig seconded. The vote was unanimous.

The date for the next Tourism Commission meeting is Monday, December 12, at 3 p.m., in Room 214 at the Convention Center.

Recreation and Parks Committee Meeting Minutes

November 15, 2016

Northside Park Recreation Complex

1. Call to Order: The meeting was called to order at 4:10 p.m. at Northside Park. Present were Councilman Dennis Dare, Councilman Wayne Hartman, Councilman Lloyd Martin, City Manager Doug Miller, Susan Petito, Gary Collier, and Lisa Mitchell. Guests included Greg Ellis. Norma Simmons was also in attendance.

2. Private Event Review:

Lisa Mitchell gave the following update -

- Mother's Day Memorial/Celebration 3 Mile Fun Run/Walk. This is a new event requested for May 14, 2017 by OC Tri Running Sports to be held at Northside Park. The event is a memorial event for all that have lost their mothers and to honor all mothers on this day. Committee agreed to move to Mayor and City Council. All approved unanimously.

Susan Petito gave updates on the following items:

3. Revenue And User Fees Policy Final Version: A final draft of the Revenue and User Fee Policy was sent to the committee for review prior to the meeting. After additional review and discussion, the Committee requested one revision then voted unanimously to move the policy to Mayor and Council for approval consideration.
4. Strategic Plan: Community Meetings Report: Four Community Parks meetings were held to collect information from the residents on what they'd like to see in the Town parks. After discussion, Councilman Martin requested that all data from the public feedback, staff feedback and parks survey be put together in one package for committee review and be submitted with recommendations from Recreation and Parks staff on which ideas may be feasible. After discussion, the Committee requested that Susan compile the data and work with Councilman Dare to set up a separate meeting with the Committee members to begin reviewing the data.
5. Sports Marketing: Susan requested Committee direction on the degree of expectation of Recreation and Parks in the support of sports marketing. Though there was support for Recreational activities to be the priority for events at Northside Park, after discussion, it was determined that each new event should be looked at on a case by case basis. For events with merit that are requesting dates with lack of apparent availability, guidance should be requested from City Manager Doug Miller. Recreation and Parks will continue to work positively with Tourism to provide the best opportunities for the Town. Susan complimented Donna Abbott's efforts in trying to find events that are a good fit for the area.

6. Updates:

Golf Irrigation Project Update:

Leibold has begun to mobilize equipment and materials. Installation expected to begin Friday, November 18th, with a completion date of April 1st 2017, weather permitting.

HEAL Cities: Worksite Wellness:

The Department has implemented several work site wellness programs including weekly healthy recipes and health tips to staff, the Just Walk Program, Lunch and Learn sessions, Exercise expos and Pottery and Pasta (healthy cooking) Night.

Healthy Vending:

A new vending machine was purchased with funds received through a grant from the Worcester County Health Department and a donation from the OC Recreation Boosters. A Go! Slow! Whoa! Strategy for labeling the machine was created to help customers understand if their food choice is healthy.

Parking Lot Signage:

The following verbiage for signage for Northside Park was reviewed by the Ocean City Police Department and they stated it was acceptable. Signage will not eliminate the need to call the police if enforcement is needed. After discussion, Councilman Hartman requested the word vehicles be added to the 2nd line of the sign after “unauthorized”. Susan will send verbiage, (see below) to City Manager Doug Miller for final review and approval.

“Public Parking for Northside Park Users/Lesseees Only.
Unauthorized Vehicles, Trailers, Campers, Buses, Commercial Vehicles, and/or Overnight Vehicles will be Towed at the Owner’s Expense. No Loitering Permitted in Parking Lots.”

7. Other Business:

Boardwalk Vending: There was discussion about the Coke vending machines on the boardwalk being emptied and unplugged in October when there was still a lot of business on the Boardwalk. Susan spoke to Coke about this and they agreed to leave the machines operational through the end of the month in the future. It was requested that, in the next Beverage Franchise contract, a requirement be included to mandate the machines stay functional through the end of October. It was agreed that once machines were emptied they should be immediately removed from the boardwalk so as to not give the impression the Town is “closing down.” After some spirited discussion, it was suggested that Susan move forward with the creation of the Beverage RFP and bring the draft back to the Committee for a continued discussion on vendor operational periods.

Meeting Schedule: Committee decided to push the 2017 meeting dates schedule to a future meeting.

Dugouts on 3rd Street: Councilman Hartman expressed a concern about the use and safety of the downtown 3rd Street park dugouts. The question arose whether they could be removed as they are no longer in use. Susan confirmed that they have no purpose and are in poor condition. After discussion, Councilman Hartman made a motion to ask Public Works to remove the two dugouts and the back stop which presents a safety hazard as it

hinders vision to drivers and move forward to Mayor and Council. A section of the dugout will require reconstruction to house the irrigation pump currently inside. In addition, it was determined that the gap in the fence line resulting from the demolition should be filled with snow fencing or another low cost option. Councilman Martin seconded the motion and committee agreed unanimously.

Meeting moved to closed session at 5:23 p.m.

Meeting moved from closed session at 5:46 p.m.

8. Adjournment: The meeting was adjourned at 5:50 p.m. The next meeting is scheduled for December 13th at 3:30 p.m. at Northside Park.

P: Susan/Rec & Parks Committee Meeting Minutes Closed Session 11-15-2016

Green Team Meeting Minutes November 9, 2016

Attendees:

Tony Deluca, Council liaison
Bill Neville, Planning Director
Sandi Smith, Maryland Coastal Bays
Effie Cox, Ocean City Surf Club
Wyatt Harrison, Ocean City Surf Club
Gail Blazer, Town of Ocean City
Bethany Hooper, Press
Katie Tabeling, Press

Meeting Opened 3:00

Sustainable Maryland Report - Gail

Sustainable Maryland Report was distributed to attendees. This report was the final tabulation of the points awarded for each program for which we applied. This document is on our web site for review. We are now considered Sustainable Maryland Certified Community. The Green Team was instrumental in obtaining this award. But this is not the end... we need to start to think about how to make our Sustainable Ocean City programs and projects sustainable in itself. We need to think how to create sub committees within the Green Team to be the champions for each program and project. We need to institutionalize our efforts in order continue programs in the event of employee turnover so when we have recertification it will be a smooth effort. Request goes out to all Green Team to see which program they want to support or Champion. The Green Team is an open door committee and open

Adopt-Your -Beach and Dune Patrol Coordination - Effie and Gail

Effie and Gail were requested to coordinate the efforts between the Dune Patrol and the Adopt Beach. It is recommended that Adopt-Your-Beach program have a dune captain and assistant be assigned to dune. Limiting it to two people. We prefer to limit the foot traffic in the dune. The Adopt-Your-Beach Group will contact Gail to have them included in the Dune Patrol spreadsheet and program.

Adopt-Your-Street Update of outline and time line - Sandi

Sandi was contacted to give the group a program outline and time line. The program was started at the wrong time of the year. So only have a few streets assigned. We have 8 streets adopted. One is St Louis which the drug court is handing. But the plan is to start early in

March to advertise along with a cooperative purchase program with restaurants that would include them adopting their street. This will be ahead of the spring clean up in April. Adopt your street uses the City Dumpsters and their own dumpster when near their property. Signage is an issue. We need to discuss what signage would be acceptable. Adopting streets and beach would get more participation if signs could be included. Wyatt believes that the number of signs is all negative with a lot of "DON'T" But positive messages should be included. Need to think about signage at the next cycle of sign replacement. Gail suggested curb emblems.

The cooperative purchase program will be started in March about environmental friendly product to buy in bulk for a better value and getting a group of restaurants purchasing to make it a better value. This will be a voluntary program

MD Green Registry efforts - Gail

The Town has joined the Maryland Green Registry. However, we need to market it and try and get other businesses to join. Gail passed out a draft press release to the committee for comments and to request them to do some outreach to the restaurants and businesses they are associated with. Gail has a plan to contact the Chamber to discuss how they could help market and outreach to their members.

Bike Routes Status - Tony

Tony gave us a brief summary. Sinepuxent Ave is being done this spring. They will be changing the stop signs this winter. This will be 16 block off Coastal Highway. The mid-town route still has two impediments. These need the input from the City Solicitor. Easements issues are still being addressed.

It was brought up that the Route 50 Bridge needs to be addressed. It is a safety issue with people riding on the street and dealing with fishermen and trash cans. What is being done to address this? Wyatt asked about the possibility of a catwalk. Tony will bring it up at the next transportation committee meeting and will report back to us as things progress.

Community Gardens update - Gail

Tyler Dark had his committee meeting here a few weeks ago, His vision of the community gardens is a much broader endeavor. He may be directing his efforts to an area outside of Ocean City. The Green Team will still be a resource for him but he needs to tell us what he needs from us. We still however need to look into pursuing community gardens on a smaller scale here in town. The Recreation and Parks Division is currently creating a Master Plan to decide what the future of the Parks should be. I attended the meeting to plant the seed that there is an interest with the Green Team and other citizens to have a community garden. We

should discuss with them an area they would be willing to donate to the effort and set up a few plots as a pilot project. Gail will follow up on this. The Health Department has grant and other money available to help fund this project. We need to develop a business plan.

Emergency Clean up Protocol follow up - Gail

Gail called Bob Rhode to see if the Hazard Mitigation Plan had anything that would address the biological hazard. Currently the new update for Hazard Mitigation doesn't address but Bob said there is petroleum clean up protocol that we may use as a boiler plate. I.e. Changing names and agencies Sandi said she also has the information and some previous events we can use to create our outline. We will work together to draft a policy/protocol

Back Flow preventers - Gail

Gail reported that the contractor was hired to install the valves and they should be in before the end of the year. Tony questions the funding. This was transferred

New Item:

Bill discussed the hazard mitigation plan. The plan has to be updated the plan every 5 years. We got a grant to update to the standard federal format. Bill will be presenting to the council his comment and recommendation next week.

The Plan has a list of suggest projects that mitigate hazards and may be available for funding. There were 5 project that were recommended for hazard reduction which could include a phase 2 for the back flow preventers along with the street end retrofits with alternative surface.

Second issue he wanted to discuss and present to the Committee and Tony's benefit is a part of the plan that addresses sea level rise. We have an existing plan in the current hazard mitigation plan, we have a plan that Terry drafted a few years ago that never went through the council but was the current operating procedures and the plan that was included it the current draft update plan. What is in the current draft is very complicated and negative sounding and not based on local conditions. Quoting statistics from the Chesapeake Bay should not be used for our plan. Thus Bill will be rewriting it to simplify and combine the three documents. July is the project deadline. We are processing the plan to get it up to MEMA for public hearing in January. Bill request that we put this item on the next Green Team agenda or send out to the committee for comment for action items consideration.

Comments

Wyatt requested that we consider install plastic bag dispensers along the boardwalk. Gail will be discussing this with public works.

The issue of the showers not being turned off was discussed and wanted to forward to public Works for their opinion on what can be done to keep the showers from being left on. Will discuss with Public Works.

A question was asked how the antique and classic car weekends impact the environment. Is there a way to determine if there is an issue and if so what could be a solution. Gail will be discussing this with Mary Yates of the Town Creek Foundation at Washington College.

Next meeting January

January 11, 2017 3:30 in the Executive Conference Room



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.A

Council Meeting November 21, 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: November 16, 2016

ISSUE(S): Request to Approve Minutes

SUMMARY: A. Work Session dated November 1, 2016
 B. Regular Session #21 dated November 7, 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 November 21, 2016


TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: Keep Punching
DATE: November 16, 2016

ISSUE(S): Matt Kurowski for the Keep Punching Foundation requests Council approve the event, Keep Punching Plunge. It is scheduled to be held on Saturday, December 31, 2016 from 10:00am-12:00 noon on the beach at 81st Street.

SUMMARY: Participants and spectators gather on the beach, listen to speeches, and then plunge into the ocean. This is done to raise money for brain cancer awareness, treatment and research. The Foundation was founded by the Fisher Family while Daron Fisher was battling brain cancer. Daron was a copywriter who worked on the "Rodney" campaign as well as other Ocean City marketing projects.

The applicant requests EMS and Ocean City Beach Patrol (OCBP) support. OCBP will attend this event. OCBP also suggests the Ocean City Fire Department Dive team consider attending this event for added safety. EMS will also provide an on-duty EMS crew from 10:00-11:00 am, with the understanding that this unit will still be available to support any incoming 911 calls for support.

FISCAL IMPACT: If approved, the applicant shall pay the Town \$250.00 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
Butch Arbin, Beach Patrol Captain

COORDINATED WITH: Matt Kurowski, Keep Punching

ATTACHMENT(S): 1. December 2016 Calendar
2. ROI Calculation Sheet
3. Application

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Winterfest of Lights	2 Winterfest of Lights	3 Winterfest of Lights PE – OC Christmas Parade
4 Winterfest of Lights PE – Jingle Bell Run - TENTATIVE	5 Winterfest of Lights	6 Winterfest of Lights	7 Winterfest of Lights	8 Winterfest of Lights	9 Winterfest of Lights	10 Winterfest of Lights
11 Winterfest of Lights	12 Winterfest of Lights	13 Winterfest of Lights	14 Winterfest of Lights	15 Winterfest of Lights	16 Winterfest of Lights	17 Winterfest of Lights
18 Winterfest of Lights	19 Winterfest of Lights	20 Winterfest of Lights	21 Winterfest of Lights	22 Winterfest of Lights	23 Winterfest of Lights	24 Winterfest of Lights
25 Winterfest of Lights	26 Winterfest of Lights	27 Winterfest of Lights	28 Winterfest of Lights	29 Winterfest of Lights	30 Winterfest of Lights	31 Winterfest of Lights PE – Keep Punching Plunge - TENTATIVE

Attachment: December 2016 Calendar (2062 : Keep Punching)

2016

Town of Ocean City, Maryland
Mayor & City Council Review

Event: Keep Punching Plunge
Location: Beach at 81st Street

Private Event at a Glance

Revised 01/26/16

		EVENT DATES	
<input type="checkbox"/>	NEW EVENT	Setup:	Saturday, December 31, 2016
<input type="checkbox"/>	FOR-PROFIT	Start:	Saturday, December 31, 2016
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Saturday, December 31, 2016
<input type="checkbox"/>	COUNTY	Out by:	Saturday, December 31, 2016

EXECUTIVE SUMMARY

Ocean plunge to raise money for brain cancer awareness, treatment and research.

TIME OF YEAR	ESTIMATED BASICS			ACTUAL EST. COSTS			PROJ. SPENDING & TAX RECEIPTS		
January	Ttl Attend:	70		DPW	\$ -		Est. Ttl. Spending	TOC Tax	
February	Participants	20		OCPD	\$ -		Lodging:	\$ 2,656 \$ 119	
March	Spectators	50		EMS	\$ -		F&B:	\$ 2,506 \$ 13	
April	Vendors	-		TRANS	\$ -		Amuse:	\$ 1,072 \$ 21	
May	Room Nights	47		OTHER	\$ -		Ttl:	\$ 6,234 \$ 153	
June				Ttl	\$ -		DEPT. OPINION SUMMARY		
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee		27%	Risk to Town	
August	App Fee	\$ 100	NO	0%	\$ 100		78%	Timeframe Value	
September	Space Usage	\$ 150	NO	0%	\$ 150		43%	Uptown Impact	
October	Conc/Fran	\$ -	N/A	N/A	\$ -		41%	Downtown Impact	
November	Parking	\$ -	N/A	N/A	\$ -	Request	66%	Production Quality	
X December	Equip/Labor	\$ -	NO	0%	\$ -	N	25%	Traffic Generation	
	Other	\$ -	N/A	N/A	\$ -		69%	Value to Populous	
Event Assist	TOTAL	\$ 250	\$ 31	\$ 31	\$ 250		68%	Target Mkt Value	
							72%	Event Promotion	
Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	YES		52%	Sustainability	
Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	YES		54%	Long-Term Benefit	
ROI INDICATORS REVIEW		61.10%					43%	Desirability	
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXX				22%	TOC Assets Use	
	25%	40%	55%	70%	85%		72%	Positive Impact	
FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?	NO				50%	Worth Investing In	

Attachment: ROI Calculation Sheet (2062 : Keep Punching)



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

PRIVATE
EVENT
APPLICATION



This document must be completed to request permission from Ocean City's Mayor and City Council to host a Private Event, as defined in Section 600-4 of the Town's Policy and Procedure Manual, incorporating one or more of the following conditions: the event is hosted on public property, event utilizes Town equipment and/or labor, event requires support from Town authorities to manage direct or indirect elements of event. Completion of the Private Event Application (Application) shall not be construed as permission to host event. Application processing requires a minimum of 90 days notice and may take up to 120 days to receive formal approval. The Town's Private Event Coordinator shall act as the Town's Point-of-Contact with Applicant. Applicant shall pro-actively communicate with and fulfill the requests of the Private Event Coordinator. No guarantee of availability or use is made or implied by the acceptance of the application and associated application fee. If permission to host event is granted by the Mayor and City Council, applicant shall work with the Town's Private Event Coordinator toward the receipt of a Town of Ocean City Private Event Permit. Application is subject to change.

PRIVATE EVENT FEES:

Private Event Fees include the following:

- Application Fee - \$100.00
Late Submission Fee - \$100.00
Public Property Usage Fee - (applied per venue/per block/per day)
March 16-October 31: \$250
November 1 - March 15: \$150
Setup and Tear-down days may be subject to applied fees
Concession Fee - \$75.00 (upon approval)
Change Fee - \$50.00

NOTE: Additional fees may be implemented based on use of Town equipment and labor, inclusion of facilities with established use fees, additional permit requirements or post-event expenses.

RETURN APPLICATION TO:

Private Events Coordinator
Town of Ocean City
Special Events Dept.
200 - 125th Street
Ocean City, MD 21842

APPLICATION PROCEDURE

Review the Private Event Application carefully to achieve smooth advancement through process. Fully complete the application form, and return it with the \$100.00 processing fee to: Private Events Coordinator, Town of Ocean City, Recreation & Parks, 200 125th Street, Ocean City, Maryland 21842. If Application is submitted electronically, applicant shall contact Private Event Coordinator to arrange payment method prior to Application acceptance. Applications received in non-compliance will be returned.

A separate application should be filed for each event scheduled at a different location (e.g. event "series" at separate locations may not be identified on one (1) application). Events that will be held on separate dates/weekends, but are the same event, at the same location, and at the same time may be filed on one application with all dates noted. One (1) copy of each application shall be submitted at least 90-days prior to the requested event, but no earlier than one (1) year before the requested date of the event. If an application is submitted less than 90-days prior to the proposed start date, a late submission fee of \$100.00 will be assessed for both Non-Profit organizations and For-Profit promoters. A new application must be submitted annually for recurring events.

Applications are reviewed by all city departments, After department and Recreation and Parks Committee review, applicants or their representative(s) are REQUIRED to appear before the Mayor and Council at a regularly scheduled meeting, date to be determined, to present the event request. Approval will be granted, denied, or modified by the Mayor and City Council. Planning/coordination meetings may be required with appropriate City Staff.

Applicants who are requesting the use of City Park property should contact the Recreation and Parks Department at (410) 250-0125 for reservation approval prior to submitting a private event application.

Any misrepresentation 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 the permit. Applicant's attention is directed to Section 17. All questions on the application must be fully answered. "Same as last year" or similar comments are not acceptable responses. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. You may attach additional pages/files as necessary when submitting.

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 on internal calculations and factors. 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.

KEEP THIS PAGE FOR YOUR RECORDS

Refer to Town Policy and Procedure Manual, PPM 600-4 for additional information

Revision: 101415

Attachment: Application (2062 : Keep Punching)



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 e-mail 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: Keep Punching Plunge

Applicant Organization: Keep Punching Contact Name: Matt Kurowski
 Organization Address: P.O Box 5359, Baltimore, MD Contact Address: 705 Shea Lane, Harrisburg PA 17112
 Organization Phone: _____ Contact Ofc. Phone: 443-322-6696
 Organization Website: keep punching.org Contact Cell Phone: 443-322-6696
 NEW EVENT **FOR-PROFIT** **501(c)(3)** Contact E-mail: mattadman@yahoo.com

2. EVENT DATES

Event Dates:
Start: 12/31/16 End: 12/31/16
 Setup Dates:
Start: 12/31/16 End: 12/31/16
 Strike Dates:
Start: 12/31/16 End: 12/31/16

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

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.

Our event will take place on the beach at 81st Street. We use a small area where we gather on the beach, before "plunging" into the ocean (short run into the shallow water).

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.

We use minimal equipment. Everyone brings their own towels and bags. We gather in a small area on the sand before plunging.

5 ATTENDANCE BREAKDOWN

Provide estimates for the following attendance categories included in event:

Participants - Total: 20
 % Overnight: 50
 Avg. # of Guests: _____
 Exhibitors/Vendors - Total: 0
 % Overnight: _____
 % Travelling alone: _____
 Spectators - Total: 20
 % Overnight: 50
 Avg # in party: _____

Of the Overnight guests indicated, what
 % use condos? 5 Camp? _____
 Stay local? 95 At a home? _____

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: 12/31 Exh/Ven Arrival: 12/31 Participant Arrival: 12/31
 Staff Depart: 12/31 Exh/Ven Depart: 12/31 Participant Depart: 12/31

7. PARKING NEEDS

Provide an estimate for parking usage as related to attendees (%).
 Hotel-based Parking: _____ Public Parking: 100 Town Lot: _____ With Bus Svc: _____

Attachment: Application (2062 : Keep Punching)

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.

This document is designed to be completed electronically and returned via e-mail 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 [x] In Ocean City
How many years has this event been produced? 2
Is there an event budget in place? [] Yes [x] No
Will this event be self-sustaining? [x] Yes [] No
Will there be event sponsors? [] Yes [x] No
What is the long-term event agenda? [] Held Once [] Short-Term Annual [x] Long-Term Annual
How complex are the logistics? [] Complex [] Moderate [x] Simple
Do you plan to advertise Ocean City's attractions?
Will your event generate its own attendance from [x] Outside Town [x] Region [x] State
Will your event rely primarily on the existing tourist base in Town for attendance? [] Yes [x] No
What is the projected % mix of event target market brought into Town by event? 100
Using existing Town tourist base? 0

9. TOWN APPROVALS / PERMITTING

Requesting vehicle beach access? [] Yes [x] No
Requesting OCPD support? [] Yes [x] No
Requesting EMS/Fire support? [x] Yes [] No
Requesting special parking needs? [] Yes [x] No
Requesting alternate "rain" date(s)? [] Yes [x] No
Request to sell items within event area? [] Yes [x] No
Request to sample items in event area? [] Yes [x] No
Request to serve/distribute alcohol? [] Yes [x] No
Event includes air-inflated structure(s)? [] Yes [x] No
Event includes tents/temp. structures? [] Yes [x] No
Event includes raffle/awards/prizes? [] Yes [x] No
Event requires closure of street lane(s) [] Yes [x] No
Event requires closure of public space? [] Yes [x] No
Event will require Town trash removal? [] Yes [x] No
Event brings in portable restrooms? [] Yes [x] No
Event includes flame/pyro/explosives? [] Yes [x] No
Event has Distinguished Visitors on site? [] Yes [x] No
Event includes special provisions? [] Yes [x] 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.

Our event is a simple-logistics fundraiser for an important cause. This will be the third year where we've gathered on the beach to remember those that have passed from brain cancer, and then take a quick "plunge" into the ocean. We raise money in advance via online donations. Historically we have raised about \$7000 a year from this event.

The event benefits "Keep Punching." Keep Punching is a non-profit committed to raising funds for brain cancer awareness, treatment and research. The foundation was founded by the Fisher Family while Daron Fisher was battling brain cancer. Daron was a copywriter who worked on the "Rodney" campaign as well as other Ocean City marketing projects.

We gather on the beach for a short time, laugh and catch up with family and friends. We say a few words, then we run into the water and back out again. Once out, we dry off and pack up. It's a quick event, but it means a lot to us.

We request EMS/Beach Patrol support again as in past years. We have always appreciated having those folks on hand for our event.

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.

Other than the request for beach patrol and EMS, we have no town assistance required.

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

Attachment: Application (2062 : Keep Punching)

This document is designed to be completed electronically and returned via e-mail 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) Yes No
- Funding through vendor space sales Yes No
- Funding through sponsorships Yes No
- Funding through registration fees Yes No
- Funding through gated entrance fees Yes No
- Funding through ticket sales Yes No
- Funding through VIP access options Yes No
- Funding through advertising packages Yes No
- Funding through donation(s) Yes No
- Funding through grant(s) Yes No
- Funding through retail sales Yes No
- Funding through lottery/raffle chances Yes No
- Funding through corporate loan(s) Yes No
- Funding through private loan(s) Yes No
- Funding through capital investment Yes No
- Funding through government allocation Yes No
- Funding through alcohol sales Yes 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 and how funds are allocated.

Keep Punching.

14. EVENT MARKETING

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

The event will be promoted via the event website and Facebook page.

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.

No event sponsors.

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

Attachment: Application (2062 : Keep Punching)

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.

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 beach access, quantity and type of vehicle(s) 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.
- FEEES:** 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".
Failure to complete all sections shall deem the application as incomplete.**

- 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.

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.

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.

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.

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

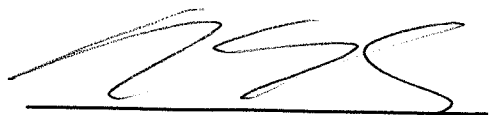
Applicant, by checking each of the guidelines herein, accepts all responsibilities thereto. All information provided is correct and complete. The applicant agrees to maintain a complete record of the event through the Town of Ocean City's Private Event Coordinator including all required submission of 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.

Matt Kurowski

APPLICANT NAME



APPLICANT SIGNATURE

10/11/16

SIGNATURE DATE

Keep Punching

COMPANY/ORGANIZATION
Keep Punching Plunge

PRIVATE EVENT NAME

Attachment: Application (2062 : Keep Punching)



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 5.A

Council Meeting November 21, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: Mother's Day Memorial
DATE: November 15, 2016

ISSUE(S): Chris Klebe for OC Tri-Running Sports requests Council approve the inaugural event, Mother's Day Memorial/Celebration 3 Mile Fun Run/Walk. This event is to take place on Sunday, May 14, 2017 from 8:30-10:00 am at Northside Park and within the Montego Bay community.

SUMMARY: Sponsored by The Abbey Burger Bistro, this event is a 3-mile fun run/walk with a portion of the proceeds benefitting a non-profit group for mothers who died from cancer.


The race begins in Northside Park, continues behind the Montego Bay Shopping Plaza and through the Montego Bay community, then turns around and returns to the park.

The applicant requests Ocean City Police Department (OCPD) presence, which OCPD can staff from shift.

The applicant also requests use of 20 traffic cones. Public Works can provide, but the applicant must pick up and return.

FISCAL IMPACT: The applicant shall pay the Town \$350.00 in Private Event Fees and \$40.00 in Asset & Support Fees, for a total of \$390.00.

RECOMMENDATION: Approve event as presented.

 1st Class Resort and Tourist Destination

ALTERNATIVES: No staff alternatives suggested.

RESPONSIBLE STAFF: Lisa Mitchell, Special Events Coordinator
Elton Harmon, OCPD Lieutenant

COORDINATED WITH: Chris Klebe, OC Tri-Running Sports

ATTACHMENT(S):

1. May 2017 Calendar
2. ROI Calculation Sheet
3. Application
4. Application Addendum
5. Race Course Map

~ May 2017 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Springfest	5 Springfest	6 Springfest PE – KofC Procession
7 Springfest	8	9	10	11	12	13 PE – Crab Soup Cook-off PE – Fight the Bite 5K PE – Ride for the Feast
14 PE – Mother's Day Memorial - TENTATIVE	15	16	17	18 PE – Cruisin' OC	19 PE – Cruisin' OC	20 PE – Cruisin' OC
21 PE – Cruisin' OC	22	23	24	25	26	27
28	29	30	31	Notes:		

Attachment: May 2017 Calendar (2040 : Mother's Day Memorial)

Town of Ocean City, Maryland
Mayor & City Council Review

Event: Mother's Day Memorial
Location: Northside Park and Montego Bay

Private Event at a Glance

EXECUTIVE SUMMARY

Revised 01/26/16

3-mile fun run/walk

EVENT DATES	
X NEW EVENT	Setup: Sunday, May 14, 2017
X FOR-PROFIT	Start: Sunday, May 14, 2017
NON-PROFIT	End: Sunday, May 14, 2017
X COUNTY	Out by: Sunday, May 14, 2017

TIME OF YEAR	ESTIMATED BASICS	ACTUAL EST. COSTS	PROJ. SPENDING & TAX RECEIPTS
January	Ttl Attend: 200	DPW \$ -	Est. Ttl. Spending TOC Tax
February	Participants 200	OCPD \$ 1,000	Lodging: \$ - \$ -
March	Spectators -	EMS \$ -	F&B: \$ 2,800 \$ 14
April	Vendors -	TRANS \$ -	Amuse: \$ 1,680 \$ 34
X May	Room Nights -	OTHER \$ -	Ttl: \$ 4,480 \$ 48
June		Ttl \$ 1,000	

	FEES	Straight	Discount?	Disc. Value	Ext. Fee	
August	App Fee	\$ 100	NO	0%	\$ 100	
September	Space Usage	\$ 250	NO	0%	\$ 250	
October	Conc/Fran	\$ -	N/A	N/A	\$ -	
November	Parking	\$ -	N/A	N/A	\$ -	Request
December	Equip/Labor	\$ 40	NO	0%	\$ 40	N
	Other	\$ -	N/A	N/A	\$ -	
Event Assist	TOTAL	\$ 390	\$ 10	\$ -	\$ 390	

DEPT. OPINION SUMMARY	
25%	Risk to Town
58%	Timeframe Value
57%	Uptown Impact
37%	Downtown Impact
58%	Production Quality
36%	Traffic Generation
62%	Value to Populous
64%	Target Mkt Value
63%	Event Promotion
49%	Sustainability
53%	Long-Term Benefit
56%	Desirability
32%	TOC Assets Use
69%	Positive Impact
41%	Worth Investing In

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

ROI INDICATORS REVIEW	47.82%
XXXXXXXXXXXX	XXXXXXXXXX
25%	40%
55%	70%
85%	

FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?	NO
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Attachment: ROI Calculation Sheet (2040 : Mother's Day Memorial)



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 e-mail 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: Mothers Day Memorial/Celebration 3 mile fun run/walk

Applicant Organization: <u>OC TRIRUNNING SPORTS</u>	Contact Name: <u>Chris Klebe</u>
Organization Address: <u>12280 Dixie Drive Bishopville.</u>	Contact Address: <u>12280 Dixie Dr</u>
<u>MD 21813</u>	<u>Bishopville MD 21813</u>
Organization Phone: <u>443-497-4324</u>	Contact Ofc. Phone: <u>443-497-4324</u>
Organization Website: <u>www.octrirunning.com</u>	Contact Cell Phone: _____
<input checked="" type="checkbox"/> NEW EVENT	Contact E-mail: <u>dom1414@aol.com</u>
<input type="checkbox"/> FOR-PROFIT	
<input type="checkbox"/> 501(c)(3)	

2. EVENT DATES

Event Dates:
 Start: 5/14/17 End: 5/14/17

Setup Dates:
 Start: 5/14/17 End: 5/14/17

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: 200 +

% Overnight: _____

Avg. # of Guests: _____

Exhibitors/Vendors - Total: n/a

% Overnight: _____

% Travelling alone: _____

Spectators - Total: N/A

% Overnight: _____

Avg # in party: _____

Of the Overnight guests indicated, what

% use condos? _____ Camp? _____

Stay local? _____ At a home? _____

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.

We are requesting to use if available the run/walk path around North side park. We would only need to use the path for a portion of the event. The event is a memorial event for those who have lost their mothers and to honor all mothers on this day.

Headquarters will be at The Abbey Burger Bistro.

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.

Please see attached course map.

The run will be a 8:30 am Start .

Packet pick-up and registration will be held at The Abbey Burger Sunday May 14/2017 from 7 :30 am to 8:15 am.

We are requesting to use Northside Park for the Start and Finish area for the

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: 5/14/17 Exh/Ven Arrival: _____ Participant Arrival: 5/13/17

Staff Depart: 5/14/17 Exh/Ven Depart: _____ Participant Depart: 5/14/17

7. PARKING NEEDS

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

Hotel-based Parking: _____ 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: 101415

Attachment: Application (2040 : Mother's Day Memorial)

This document is designed to be completed electronically and returned via e-mail 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? _____
 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? _____
 Using existing Town tourist base? _____

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 flame/pyro/explosives? Yes No
 Event has Distinguished Visitors on site? 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.

The Abbey Burger Bistro

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.

We are requesting 5 OCPD officers for traffic control.
 20 Traffic Cones

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

Attachment: Application (2040 : Mother's Day Memorial)

This document is designed to be completed electronically and returned via e-mail 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) Yes No
- Funding through vendor space sales Yes No
- Funding through sponsorships Yes No
- Funding through registration fees Yes No
- Funding through gated entrance fees Yes No
- Funding through ticket sales Yes No
- Funding through VIP access options Yes No
- Funding through advertising packages Yes No
- Funding through donation(s) Yes No
- Funding through grant(s) Yes No
- Funding through retail sales Yes No
- Funding through lottery/raffle chances Yes No
- Funding through corporate loan(s) Yes No
- Funding through private loan(s) Yes No
- Funding through capital investment Yes No
- Funding through government allocation Yes No
- Funding through alcohol sales Yes No

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.

The Abbey Burger Bistro

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

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 and how funds are allocated.

a Portion of the proceeds will be donated to a non profit group for mothers lost from cancer.

14. EVENT MARKETING

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

TV, Radio, social media and email blast.

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.

Yes this is a new event.

OC Trirunning Sports has produced the following events for the past 12 years

- 1) Ocean City MD Half Marathon 13 years
- 2) SeaSide 10 mile run 7 years
- 3) St Paddy's Day 5k 7 years
- 4) Winterfest of Lights Run 5 years
- 5) Ocean Games Swim OC 3 years
- 6) Assateague Island Sprint triathlon. 4 years

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

Attachment: Application (2040 : Mother's Day Memorial)

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.

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 beach access, quantity and type of vehicle(s) 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".
Failure to complete all sections shall deem the application as incomplete.**

- 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

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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.

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.

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.

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.

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

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.

Chris Klebe
APPLICANT NAME

 7-25-10
SIGNATURE DATE


APPLICANT SIGNATURE

OC TRIRUNNING SPORTS
COMPANY/ORGANIZATION
Mothers Day Memorial/Celebration 3 mile fun run/walk
PRIVATE EVENT NAME

Attachment: Application (2040 : Mother's Day Memorial)

Mother's Day #4

Please see attached course map.

The run will be a 8:30 am Start .

Packet pick-up and registration will be held at The Abbey Burger Sunday May 14/2017 from 7 :30 am to 8:15 am.

We are requesting to use Northside Park for the Start and Finish area for the event. The run will take the runners through Montego Bay development and back through the park for the finish. All mothers will receive a flower when crossing the finish line. The post race awards and party will be held at The Abbey Burger for drinks and food to celebrate Mothers Day.

built in Yes, get Chrome now No, not interested





TOWN OF OCEAN CITY

The White Marlin Capital of the World


Agenda Item # 5.B
Council Meeting November 21, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Martha Bennett, Finance Administrator
RE: Presentation of the Auditor's Opinion of the Comprehensive Annual Financial Report (CAFR)
DATE: November 17, 2016

ISSUE(S): Report from independent auditors of SB & Company, LLC by Graylin Smith, CPA for the 2016 fiscal year.

SUMMARY: Report by Graylin Smith, CPA, and Chris Lehman, Partners of S B & Company, on the audit of financial statements for fiscal year ended June 30, 2016, and regulatory requirements and accounting standards for local government audits.

FISCAL IMPACT: None

RECOMMENDATION: None
 Financially Sound Town Government

ALTERNATIVES: None

RESPONSIBLE STAFF: Martha Bennett, Finance Administrator

COORDINATED WITH: Not Applicable

ATTACHMENT(S): 1. Town of Ocean City - Opinion - YE06-30-16_Final(signed) (2)



SB & COMPANY, LLC
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REPORT OF INDEPENDENT PUBLIC ACCOUNTANTS

The Honorable Mayor
And Town Council of the Town of Ocean City, Maryland

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Ocean City, Maryland (the Town) as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, of the Town of Ocean City, Maryland, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedules of changes in pension fund net pension liability and related ratios, the schedule of funding progress – OPEB Trust Fund, and schedules of employer contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The accompanying introductory section, combining and individual fund statements and schedules and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.



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The accompanying combining and individual fund statements and schedules are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying combining and individual fund statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Hunt Valley, Maryland
September 30, 2016

SB & Company, LLC



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 5.C
Council Meeting November 21, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Martha Bennett, Finance Administrator
RE: FY2016 Comprehensive Annual Financial Report & Report to Citizens
DATE: October 28, 2016

ISSUE(S): FY2016 Comprehensive Annual Financial Report (CAFR) and Report to Citizens.

SUMMARY: Presentation of the CAFR for year ended June 30, 2016, as prepared by the Finance Department.
The CAFR is also available on the Finance website: www.oceancitymd.gov/oc/departments/finance/. The Report to Citizens is a summary of the CAFR that is mailed to Ocean City property owners.

FISCAL IMPACT: The general fund had a gain of \$1,423,777. The enterprise funds recorded a gain of \$2,922,283. However, internal service funds had a loss of \$1,259,788 due to an increase in Risk Management claims. On a government-wide basis, which includes changes in liabilities, the Town increased its net position \$2,141,210. Major capital projects for FY2016 included the 1st Street water tower, Fire Department Headquarters, and wastewater clarifier.

RECOMMENDATION: Not applicable
 Financially Sound Town Government

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Martha Bennett, Finance Administrator

COORDINATED WITH: Not Applicable

ATTACHMENT(S): None



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.A

Council Meeting November 21, 2016

TO: The Honorable Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Resolution - Reimburse expenditures
DATE: November 17, 2016

ISSUE(S): Resolution to reimburse expenditures to be incurred with respect to Phase 3 convention center expansion.

SUMMARY: At the November 15, 2016, Work Session, Council approved recommendation to:

Request State funding for 60% of convention center expansion project costs through the Maryland Stadium Authority and request the Authority begin the RFP process for design services; Prepare a resolution to allow reimbursement for design and pre-construction services up to \$1,000,000 from a future bond issue to allow the project to continue to move forward.

Total project \$34 million - \$20.4 million funded by State; \$13.6 million funded through food tax revenue.

In case bonds are not issued prior to construction, this resolution covers the full bond amount of \$13.6 plus \$200,000 for potential issuance costs.

FISCAL IMPACT: \$13,800,000 to be reimbursed via bond proceeds.

RECOMMENDATION: Adopt resolution.
 1st Class Resort and Tourist Destination

ALTERNATIVES: None suggested.

RESPONSIBLE STAFF: Terry McGean, City Engineer
 Larry Noccolino, Convention Center Director

COORDINATED WITH: City Solicitor Guy Ayres; Maryland Stadium Authority

ATTACHMENT(S): 1. RES2016ReimburseExpenditures

RESOLUTION 2016-__

A RESOLUTION DECLARING THE OFFICIAL INTENT OF THE MAYOR AND CITY COUNCIL OF OCEAN CITY TO REIMBURSE EXPENDITURES TO BE INCURRED WITH RESPECT TO PHASE 3 EXPANSION OF CONVENTION CENTER WITH THE PROCEEDS OF DEBT TO BE ISSUED BY THE MAYOR AND CITY COUNCIL OF OCEAN CITY, MARYLAND

WHEREAS, to facilitate an efficient borrowing program, the Mayor and City Council of Ocean City, Maryland (the "City") intends to expend money on certain projects or programs prior to the issuance of debt by the City for such purposes; and

WHEREAS, the City intends to reimburse such expenditures from the proceeds of debt to be issued by the City; and

WHEREAS, to comply with applicable provisions of the Internal Revenue Code of 1986, as amended, and Section 1.150-2 of the Income Tax Regulations, it is necessary, in order to assure that such expenditures can be reimbursed from the proceeds of tax-exempt debt, that the City declare its official intent to make such reimbursement of expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Ocean City that, as evidenced by this Resolution, the City intends to expend money on the design and construction of Phase 3 Expansion of the Convention Center prior to the issuance of bonds or other debt obligations and to reimburse such expenditures from the proceeds of such bonds or other debt obligations. With respect to such projects, the City reasonably expects to issue debt obligations in an aggregate amount not to exceed Thirteen Million Eight Hundred Thousand Dollars (\$13,800,000.00).

RESOLVED this 21st day of November, 2016.

ATTEST:

MAYOR AND CITY COUNCIL OF OCEAN CITY

Diana Chavis, Clerk

Richard W. Meehan, Mayor

Lloyd Martin, President

Mary Knight, Secretary

Approved as to form:

Guy R. Ayres III, City Solicitor

Attachment: RES2016ReimburseExpenditures (2064 : Resolution - Reimburse expenditures)



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 9.A

Council Meeting November 21, 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: November 16, 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 November 21, 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: November 17, 2016

ISSUE(S): City Manager Comments

SUMMARY: A. Review of tentative Work Session agenda for November 29.
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. 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: November 21, 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

City Manager:

- Met with Public Works regarding various items;
- Met with TEAM Productions;
- Attended meetings about Inlet parking lot metering;
- Met with Human Resource Director regarding employee health insurance;
- Participated in IAFF discussions;
- Attended OCVFC Board meeting;
- Led Executive Team Meetings with Tourism & Visitor Services, Public Safety, Municipal Support Services, Community Support Functions and facilitated the General Staff Meeting;
- Monitored Election operations;
- Attended Transportation, Tourism, Police and Recreation and Parks Commission Meetings.

Budget Analyst:

- FY 18 Energy allocation;
- FY 18 Vehicle fuel/parts and labor allocation;
- Updated FY 18 IT allocation file;
- Updated property list in FY 18 Risk Management allocation file;
- Updated financial analysis of boardwalk Tram revenue and expenses;
- Worked with Wayne Evans to evaluate current part-time pay table and recommend changes for FY 18 budget;
- Review of additional staffing requests for FY 18.

Grants:

- The Maryland Department of Transportation recently awarded the Town a Bikeway Program grant for \$57,560 to establish a designated bicycle route on Sinepuxant Avenue from 130th Street to 146th Street. Funding will be used for improvements to include bicycle route signage, pavement markings and the

Department Activity Report

November 21, 2016 Regular Session Page 2

installation of thermoplastic crosswalks areas at key intersections. Timeline for completion is Summer 2017;

- Continue to guide and assist the Fire Marshal's Office and the Police Department on their execution of the FY 2015 and FY 2016 Homeland Security grants. Procurement process is underway for the purchase of a bomb suit for the Fire Marshal's Office, while the OCPD is currently investigating technology improvements including surveillance camera supplements;
- Progress continues with the outfall check valve installation project being funded by FEMA's Hazard Mitigation grant program. After the recent completion of the bidding process, Hi-Tide Marine plans to begin the installation of 14 Tideflex in-line check valves in late November. All check valves will be installed on the bayside outfall pipes from the Inlet to 4th Street. The valves are designed to help reduce flooding of Downtown streets that often occur during extremely high tides;
- Attended the Ocean City Local Emergency Planning Committee (LEPC) meeting. Group was advised on the progress of the City's Hazard Mitigation Plan revision as well as the approved action items for the implementation of the FY 2017 Hazardous Preparedness Grant;
- Successfully completed the required Harassment Prevention online training developed by the Human Resources Department.

Internal Auditor:

- Information Technology phones have been converted to Comcast. Continue to work with departments to prepare for conversion;
- Participating with committee in reviewing inlet parking options.

City Clerk

- October 13, 2016 – November 15, 2016:
 - New Passports: 58; Renewals: 39
 - Public Information Requests: 3
 - Senior Citizen Bus Passes: 53
 - Caine Keys Permits: 0
- 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;
- Coordinating effort for additional indoor ATM at Convention Center;
- Met with Rehoboth Beach city secretary and commissioner to demonstrate Council Chamber video equipment;

Department Activity Report

November 21, 2016 Regular Session Page 3

- Provided numerous administrative support functions to Board of Supervisors of Elections;
- Coordinated receipt of municipal registered voter data with state voting systems director and project manager;
- Installed data onto poll books with webmaster's assistance;
- Posted and advertised south end beach equipment rental franchise notice of live auction and bid requirement packet.
- Working on FY18 department budget.

Convention Center

- Design and Integration was here to finalize the sound system in September & October, all good; D&E returned to perform training for staff;
- Continue to meet with several show promoters to discuss events in the PAC for 2016 & 2017;
- Met with a lighting contractor in October for ideas to enhance the theatrical lights in the PAC; met with an additional lighting contractor for same;
- Continue to monitor overtime and expenses with the Operations Manager, Operations Superintendent and Finance Coordinator bi-weekly;
- 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);
- In the process of renovating all exterior signage, will be complete by end of November; speaking with the same contractor regarding the water feature sign;
- Met with City Engineer, Box Office manager and Maintenance Manager to discuss the marquis's at the convention center and at the tennis center; in the process of pricing out new signs for both as they are ten years old and no longer covered in or service contract;
- October events included CEO Coin Show, Cruisin', MD State Education ASSN., Health Facilities of MD, Home and Condo Show and more, all went well;
- Tourism Executive Committee met with CM in October and November, very productive.

Emergency Services

Emergency Management Division:

- Continued working on the Ocean City Comprehensive Recovery Plan;
- Completion of the draft Hazard Mitigation Plan working with Planning and Community Development Department and S&S Consultant Services;
- Began the required review and updates of the Ocean City Comprehensive Emergency Operations Plan with meetings on Emergency Support Functions 9

Department Activity Report

November 21, 2016 Regular Session Page 4

(Search and Rescue Operations) and 10 (Hazardous Materials Response). This will be an ongoing process for the next several months;

- Began the budget preparation for the 2017-2018 budget for Emergency Management;
- Working on the completion of the required paperwork for reimbursement for Winter Storm Jonas with Maryland Emergency Management and FEMA. Over \$150,000.00 has already been received from FEMA for reimbursement;
- Completed all required monthly/quarterly reports to Maryland Emergency Management Agency;
- Emergency Management Part-time Planning Specialist continued working on projects with damage assessments, completion of After-Action report from Tropical Storm Hermine, Water Facilities operations and Hazardous Materials Operations for the Fire Department during this operational period and began the planning process for new projects;
- Began working with Special Events on the Concept of Operations Plans for Winterfest of Lights, O.C. Christmas Parade and New Year's Celebration;
- Attended all required meetings that were scheduled during this operational period;
- OC-CERT and Emergency Services assisted Sussex County, DE Emergency Services with a major planned three day event in Bridgeville, DE;
- Conducted an Incident Command System Level 300 Training program with Worcester County Emergency Services with personnel from Ocean City completing the program;
- Continued with the Community Emergency Response Team Basic training class for the public. 15 citizens attending;
- Participated in monthly State of Maryland Communications Exercise with OC-CERT RACES Radio group. Began an amateur radio technician class with Sussex County teaching at OC Beach Patrol HQ for additional volunteer personnel to become qualified for OC-CERT RACES;
- Had nine (9) after hour call back responses for spills/related emergencies during this operational period for Emergency Management, three being mutual aid call outs assisting Worcester County Emergency Services.

Beach Patrol Division:

- Completed "extended coverage" portion of season where we remove all guard stands from the beach while remaining available to respond to beach emergencies;
- Removed, power-washed and painted 120 guard stands;
- Worked with Public Works to develop a long-term solution to storing guard stands in the off-season;

Department Activity Report

November 21, 2016 Regular Session Page 5

- Worked with Public Works to begin planning the Beach Patrol portion of the planned building at 65th Street;
- Staffed State Police and National Guard vehicles with rescue swimmers for Hurricane Matthew deployment;
- Hosted Baltimore City FD Swift Water Rescue Team at new Beach Patrol HQ for Hurricane Matthew deployment;
- Hosted CERT radio training at BP HQ;
- Taught beach safety to 16 fourth grade classes from Wicomico County;
- Staffed "Big Toys" event on the boardwalk with Jet Ski and ATVs;
- Assisted with open water swim, Headquarters Open House and other activities associated with tri-annual Beach Patrol Reunion;
- Began rotating all vehicles, ATVs and watercraft for winterization and annual service;
- Secured off-site test dates for Pre-Employment Physical Skills Tests for 2017 for Salisbury University and York College
- Compiled individual employee evaluation data in preparation for November 5 – 6 Summative evaluation committee;
- Audited Badge access for Beach Patrol Headquarters and removed access from individuals who should not have access;
- Completed IT inventory of Beach Patrol Computers and phones;
- Provided a flow diagram of IP phone system for Beach Patrol.

Electronics Services Division:

- Removed programming and prepared radios for Gov Deals;
- Assisted Worcester County with several county radio system failures during reduced Harris contract support staffing;
- Renewed FCC License for airport;
- Responded and coordinated Gorman Ave Generator Transfer Switch repairs;
- Began new mobile radio installations in Transportation Department;
- Installed mobile radios in new Fire Department Vehicles;
- Attended meetings related to new 911 Phone System & Radio System.

Communications Division:

- Our Quality Assurance/Training Coordinator and one other staff member continue to work with the Wicomico and Somerset Counties Health Department to develop a curriculum for Crisis Intervention Team certification for Public Safety Dispatchers;

Department Activity Report

November 21, 2016 Regular Session Page 6

- Two staff members attended METERS/NCIC Terminal Coordinator update training. This training included a review and update on audit procedures and physical security requirements for the Public Safety Building;
- Two staff members attended the SunGard/OSSI Regional Training Conference in Greensboro, NC;
- On October 22nd we held our second Employment Testing Process for Full-time eligibility and for our 2017 Seasonal positions;
- Participated in instructing the current Citizens Police Academy class;
- On October 20th one of our certified CPR instructors attended the American Heart Association Regional Conference at Shock Trauma in Baltimore Maryland.

Engineering

- Canal Dredging: The contract to dredge the last currently permitted canal between Old Landing Rd and Winter Harbor Dr. has been awarded to Hi-Tide Marine and work will be complete by the spring. Surveys for the next set of canals have been completed and soil evaluations and dredge quantities are being calculated. The Department has also applied for DNR Waterway Improvement grant funds for some larger channel dredge work;
- Fire Headquarters: The project is substantially complete and punch list work is now in progress;
- Boat Ramp: The project is under construction with completion by the end of the year. The channel dredging portion has been completed. The Department is currently working with DNR to establish a procedure for handling the excess grant funds;
- Beach Storm Damage Repair: The Corps has requested funds for a beach replenishment project next year and has started design work, a discussion of possible work during the summer season will be on the November 29 work session;
- Environmental permit reviews are steady and so are the compliance inspections;
- Convention Center Phase 3 conceptual design, cost estimate and funding recommendations were presented to the Council on November 15. Staff will now work with the Maryland Stadium Authority to select an architect;
- Assisting public works with storm drain and street grade design;
- The Energy Performance Contract work is substantially complete and punch list and commissioning work is now in progress, rebates to the City from Delmarva Power for this work originally estimated at \$30,000 are now expected to exceed \$200,000;
- The Grant for Sinepuxent Ave. bike lanes was awarded to the City and staff is now in the process of preparing the necessary paperwork to finalize the grant and begin construction;

Department Activity Report

November 21, 2016 Regular Session Page 7

- The Department of Homeland Security Infrastructure Security Survey and Assessments for City Hall, Public Safety Building and 15th Street Water Treatment Plant were presented to the Police Commission on November 14. Staff is evaluating the results and developing a list of recommendations and budget items;
- FEMA has issued a Letter of Map Revision for the entire area between 93rd and 123rd Streets which moves the high hazard VE zone boundary east to align with the beach replenishment construction line. This removes all buildings in this area from the VE zone. The City's consultant is working on amendment requests on a building by building basis for any structure outside the 93rd to 123rd street area that is within the VE zone;
- Working with City Attorney to resolve the issues of the Distributed Small Cellular Antenna System being proposed for Ocean City;
- Extensive termite damage was discovered under the northwest area of city hall, repair work is in progress;
- Gail Blazer was successful in having Ocean City designated as a Certified Maryland Sustainable Community this will help us with numerous State grant opportunities;
- Assisting other Departments on a number of minor building repair and improvement projects including new flooring at Northside Park Community Center, roofing and interior finish improvements at Eagles Landing Clubhouse and new office and hallway carpet at City Hall;

Finance and Purchasing

- The 2016 Comprehensive Annual Financial Report (CAFR) was presented to the Council with the audit report by SB&Co at the November 21 Council meeting.
- The low bid for financing of the purchase of the Post Office property was awarded to Taylor Bank at 2.70% for 10 years. Closing is scheduled for December 5.
- Fitch Rating agency upgraded the Town's rating from AA- to AA, outlook stable. "The 'AA' rating is based on the Town's solid financial profile which is underscored by a superior degree of inherent budget flexibility in the form of strong revenue and expenditure controls, supplemented by the maintenance of solid reserves which provide a high level of financial resilience that Fitch expects the town to maintain throughout an economic downturn."
- OMB Circular A-133 has been filed with the Bureau of Census.
- Three employees, Finance Administrator Martha Bennett, Assistant Finance Administrator Chuck Bireley, and Revenue Supervisor Sue Adkins attended the Shore Fraud Conference held at SSU on November 18, 2016.
- Purchasing is attending meetings and handling the following:

Department Activity Report

November 21, 2016 Regular Session Page 8

- 18 Solicitations (creation, pre-bid meetings, addendums, openings, and awards) various stages
- Department Budget
- Vehicle Trust Budget
- GovDeals Listings
- Fuel and Inventory Items (re-order, stock, etc.)

Fire/EMS and Fire Marshal

- Continued work on 2017 budget
- PSA Detail – City Hall – 10/4/2016;
- AED replacement needs/location reviewed – 10/6/2016;
- Water rescue gear inspection – 10/10/2016;
- Captain's Meeting – 10/12/2016;
- Hose Testing, Convention Center – 10/13/2016;
- Dive Gear back to Dive Trailer, moved trailer back to Station 3
- Fire Chief/City Manager meeting – 10/16/2016;
- General Staff Meeting/City Manager – 10/20/2016;
- Emergency Support Function Reviews #9 Search & Rescue – 10/26/2016;
- Command Staff meeting – 10/26/2016;
- Worcester County Chief's meeting – 10/26/2016;
- Hose & Pump testing completed for 2016 – 43,175 feet (translates to 8.177 miles...) – 10/27/2016;
- Meeting with City Manager: RE: Open Positions – 10/28/2016;
- Retirement Recognition M&CC Work Session – Lt. Ray Wooten – 11/1/2016;
- OCVFC Board of Directors meeting – Introduction of new City Manager - 11/2/2016;
- Public Safety meeting/City Manager – 11/3/2016;
- VCOS – 11/8 – 12/2016;
- Captain's meeting – 11/9/2016;

Training:

1. Fire Medical In-Service Training: SCBA Recertification; Tactical Emergency Combat Care – All F/T providers – November 2016
2. Shift Drills Completed: CPAP and E-Z IO review; Forcible Entry, RSI Preparation & Scenarios; Dive Rescue-Surface Support Operations; Vehicle Stabilization
3. OCVFC Shift Drills Completed: Airbags, Hose Deployment; Ladders; SCBA Recertification

Department Activity Report

November 21, 2016 Regular Session Page 9

<u>OCTOBER</u>	<u>2016</u>	<u>2015</u>	<i>Change from 2015</i>
EMS	281	244	+37
FIRE	108	112	-4
TOTAL	389	356	+33

Human Resources

- 81 employees have registered for the online harassment prevention training course; 62 people have completed; 15 are in progress; 4 have not yet started;
- Intermediate and Advanced Excel training has taken place; a total of 12 made up both classes. Scheduling Customer Care training, Supervisory training, Excel training and Word training. All done through the LMS;
- Conducted training for police corporals and sergeants on harassment prevention;
- Populated the core tasks data for the Performance Manager System conversion;
- Conducted interviews and selected internal candidate to fill vacancy of HR Specialist position;
- Processed recruitment advertisements and applications for multiple position openings;
- Health Insurance census for ACA reporting continues on a monthly basis;
- ACA 2016 Transitional Reinsurance Program Contribution Fee Filing Submitted. Schedule of payment Jan. 2017;
- Annual Benefits & Health Workshop held on 11.2.2016. AGH provided flu shots to town employees/retirees/families; screenings include blood pressure, vision, BMI, DermaScan;
- Provided retirement counseling, benefits/pension calculations for 8 employees;
- IAFF DROP Program Invite to qualified employees processed;
- Vacant positions filled in HR, Engineering, Public Works;
- ICMA Financial Planner held meetings for two days at Public Works;
- Monthly reports for Cigna, TASC and State of MD ongoing;
- Processed 17 FMLA cases;
- Insurance contracts approved for 2017; Contract implementation and open enrollment processes ongoing. Insurance Rate Notices mailed to home addresses;
- HR internal audit on pension/group life beneficiary files continues;
- Processing high volume of unemployment claims.

Information Technology

Department Activity Report

November 21, 2016 Regular Session Page 10

- New Internet circuit cutover complete.
- Information Technology is now live with Comcast Phones;
- Bid solicitations for the Video Management System (VMS) and Fiber Optic Design Build in progress;
- New Firewall pre-implementation testing still in progress;
- PSB cabling infrastructure nearing completion;
- Site switch upgrade replacements in progress;
- 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 annual IT Budget;
- Attended Comcast Technical Training;
- Staff Attending Security Expo in NYC;
- Working with vendor and staff on the new My Community 311 app.

Planning & Community Development/Building/Geographical Information Systems

Building/Inspections

- PRESS Housing Committee and R-1 Rental License Inspections – Presentation of season-end report to the Mayor and City Council. Committee will review possible code amendments to enhance enforcement tools, advisory information for license application mailer, and 2017 inspection hold list for rental license renewals at the next meeting in January 2017;
- Site Plan/Building Permit review in process for new hotel construction:
 - ALoft Hotel (120 rooms) – 45th Street bayside;
 - Cambria Hotel (131 rooms) – 1st Street bayside (Croppers Landing);
 - Hyatt Place (105 rooms) – 16th Street oceanfront (former Seascape);
- New construction inspections continue at major hotel construction sites, and multiple home renovation/construction sites including:
 - Residence Inn (142 rooms) construction scheduled to resume November 28th with target completion by Spring 2017, pool deck and waterfront plans amended;

Department Activity Report

November 21, 2016 Regular Session Page 11

- Fairfield Inn (120 rooms) at 25th Street under construction with target completion by Spring 2016;
- Crystal Beach Hotel (63 rooms) expansion under construction with target completion by Summer 2017;
- Royalton Hotel (57 rooms) foundation pilings complete;
- Home 2 Suites (100 rooms) foundation pilings complete, plan revisions complete;
- Seascape Hotel demolition begins in November 2016;
- Park Place (14 room increase) – 208 Baltimore Ave., renovations under way;
- Ongoing field inspections for code compliance regarding home renovations, accessory sheds, property maintenance, overcrowding, and signage;
- Flood Insurance Rate Map information provided to property owners;
- Board of Port Wardens ongoing permit review for bulkhead and pier improvements, access restrictions to public bulkhead areas. Next meeting December 8, 2016;
- Project file scanning of permit documents under way (50% complete);
- Revisions to plumbing code reviewed and approved by City Council which clearly state which activities may be exempt from a permit, and allowing property owners to complete the exempted repair and replacement tasks;

Planning/Zoning/GIS

- Planning Commission – In November the PZC approved a 3 lot division at 725 Bradley, a new 1,162 square foot gazebo north of the Carousel, and an 18 month site plan extension for Buccaneer Cay restaurant at S. Division Street. A proposed conditional use amendment for OC Brewing was tabled for more information regarding a deck expansion and grain silo. Next meeting on December 6th. Review of draft changes to the Comprehensive Plan continues;
- Board of Zoning Appeals - Next meeting on December 8th. Applications for a corner lot setback variance at 89th and Atlantic, and parking exception for 6 bedroom employee housing renovation on 58th Street will be considered;
- Comprehensive Plan Update – Planning and Zoning Commission review of chapter revisions will be continued at a 5:30pm workshop meeting on December 6th, final draft to be forwarded to MDP for State review, community outreach will occur during the 60 day State review, and a public hearing scheduled in March 2017;
- Attendance at OCDC Board Meeting and Retreat, ACE annual meeting, MML planning meeting, Year End Boardwalk Committee meeting;

Department Activity Report

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- Review of final consultant draft of Hazard Mitigation Plan, research and drafting of local sea level rise policy for consideration by the Coastal Resource Policy committee;

Geographic Information Systems

- Public information requests for individual site maps, land use and address information;
- Managing Laser fiche scanning project, file/document retention reporting;
- Map support for public works boardwalk repair contract, park and recreation facilities for open house presentations, engineering inventory of public ownership properties, comprehensive plan zip code analysis of property owners, OCDC board retreat review of 17th to 33rd streets;
- Sandpiper Energy mailing list prepared;

Police

Criminal Investigative Division:

- Major Crimes Detectives solved and cleared an internal theft case involving a local beer and wine store. The theft scheme had been ongoing since August and amounted to roughly \$5,500;
- Major Crimes Detectives secured a Federal Indictment for one of the robbery/burglary suspects arrested this summer. The suspect had a lengthy criminal history and was in possession of several firearms at the time of his arrest, including an Uzi submachine gun;
- Detectives recently secured a conviction for the suspect responsible for the robbery of the 9th Street Market, who was convicted and sentenced to 13 years in the Maryland Department of Corrections;
- Vice/Narcotics Unit Detectives presented at the agencies Citizen Police Academy;
- Narcotic's Detectives conducted multiple follow-ups on tips and complaints of drug activity;
- The Special Enforcement Unit (SEU) have attended the following training: Reid Interview and Interrogation, LINX user training, MAGLOLEN Regional Narcotics Investigator's Conference as well as in-service firearms qualifications;
- SEU Detectives continue directed patrols in residential neighborhoods;
- The Criminal Intelligence Unit (CIU) Processed 149 pieces of information; Authored/Disseminated 35 officer safety/situational awareness/wanted/intelligence bulletins;
- CIU conducted extensive preparations and operations for 2016 H2O Car Show. CIU personnel monitored and analyzed Social Media posts forwarding pertinent information to patrol. One post discovered by CIU lead to charges against an individual for the theft of a City sign;

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- CIU created a “Dangerous Drug Exposure Risks to First Responders” Situational Awareness Alert outlining the increasing danger of exposure to synthetic opioids such as Fentanyl. The Alert was distributed to all sworn members and EMS leadership;
- CIU attended or instructed at numerous trainings for Social Media, Gang Awareness, Ocean City Citizens Police Academy, Pharmaceutical Drug Diversion (NADDI), and CLEIG - Combined Law Enforcement Intelligence Group;
- The Forensic Services Unit (FSU) assisted the Worcester Bureau of investigation with video collection and crime scene processing on two separate incidents;
- FSU Crime Scene Techs received and processed 125 pieces of evidence and collected 12 outside videos;
- FSU obtained a positive DNA match from a firearm tying a prohibited individual directly to the gun. This has resulted in a Federal indictment of the suspect; and
- FSU obtained a latent fingerprint match on an armed robbery suspect greatly bolstering the State’s case.

Patrol Division:

- Finalizing Patrol Budget Request;
- Researching new technologies for Homeland Security grant funds; and
- Meeting with Parking Workgroup to determine recommendation to M&CC for 2017 paid parking plan.

Support Services Division:

Arrest and Detention

- 24 hours service associated with general public requests and processing of arrests and court committals; and
- 88 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; and
- Attended training in Las Vegas on Department computer software used by the Department.

Records Management

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

Human Resources

- Three marketing videos were launched on the www.joinocpd.com recruiting website on October 17th;

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- Research is completed on social media marketing fees for the Department's video project. \$4,000.00 will be used to advertise between mid-November and mid-February;
- Two background investigations have been started on Full-time position in the Arrest and Detention Section (Police Custody Officer-Trainee) for positions that will be vacated in November and December;
- Two full-time police officers were hired effective October 31st bring the full-time compliment to 104 sworn personnel (the Department is authorized 105). Both candidates will begin the academy in January 2017; and
- Applicant testing was conducted on October 22nd and 23rd. 45 applicants participated – 20 for police and 25 for PSA.

Fiscal

- Grant reporting;
- Daily procurement of supplies and equipment associated with the operation;
- Payroll obligations; and
- FY 2018 budget requests from each division have been submitted to fiscal for inclusion in the Department's budget.

Public Works

Administration

- 1st Street Elevated Water Storage Tank – The general contractor is performing site concrete, interior mechanical piping, and electric equipment installation;
- Worcester & 15th Street Water Tank Demolition – The bid date for the Demolition of Worcester and 15th Street Water Towers was November 15, 2016. Submissions are being reviewed at this time;
- 4th Secondary Clarifier – The Contractor is installing 24" influent pipe to the Flow Distribution Chambers. The Precast Concrete Clarifier Walls are set in place; post tensioned; grouted; and leak tested. Weir and Baffle materials have been installed in the new clarifier and preparing the tank for the mechanism. Restoration work on the existing North Secondary Clarifier is in progress with the walls already coated with epoxy. Sandblasting has been started on the Center Clarifier Walls. Power relocation for the Thickener Building is scheduled this week so the RAS Pipe Work can be installed;
- Transportation Campus Project: Design continues with design engineers; architects and key town staff working toward development of the 30% design drawings by December 21st;
- Rehabilitation of Pipeline Infrastructure and Ancillary Assemblies (Sewer Lining) – Cleaning and Camera work has been outlined for all existing AC Pipe is in progress as well as point repairs being performed by the Part A Contract;

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- 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 of the conceptual plan (which will consist of a landscaping concept, sidewalk relocations, partial Permanent Street narrowing of 137th St, and the addition of security measures) to the Mayor and City Council;
- Sandpiper/Chesapeake 10" Gas Bore – Sandpiper Energy's Contractor is on 1st Street and drilling under the bay for the installation of the 10" Steel Gas Line. Sandpiper has performed the installation of a 10" Gas Main in Dayton Lane from 1st to 3rd Streets, and ready to install a short section from Dayton Lane to Philadelphia Avenue. Sandpiper has also installed the underground portion of the Pressure Regulator Station on the 1st Street Water Tank Site;
- Public Safety Building Masonry Restoration – Restoration work on the PSB is proceeding well with over half of the building completed at this time;
- Northside Park Roofing– Contractor has completed the roofing work on this project waiting for the final inspection of the work to be performed by the roofing manufacturer's representative;
- 100th Street Chlorine Booster Upgrade & 15th Street GAC Filter Media Replacement Project –Material procurement is in process on both of these projects. Media replacement at 15th Street should begin within the next two weeks. In order to facilitate that work at 15th Street, a road closure will be required between 14th and 15th Street on St. Louis Avenue;
- Sanitary Sewer Manhole Frame & Cover Replacement – Phase 2 of this project is scheduled to commence on November 28, 2016 encompassing Coastal Highway and Philadelphia Ave from 62nd Street south to 9th Street in both north and south directions. This will position us to complete before the Fall of 2017 when SHA plans to resurface this portion of Coastal Highway;
- Elevator & Escalator Systems- Coordinate inspections and repairs. Reconcile invoices;
- Fire Alarm Systems- Coordinate inspections and repairs. Review and distribute inspection reports. Reconcile invoices;
- Fire Sprinkler Systems- Coordinate inspections and repairs. Review and distribute inspection reports. Reconcile invoices;
- Emergency Generator Systems- Coordinate inspections and repairs. Review and file inspection reports. Reconcile invoices;
- HVAC Systems- Coordinate inspections and repairs. Review and file inspection reports. Reconcile invoices;
- Water Tank Cell Sites- Coordinating relocation of the AT&T lite-site (currently located just north of the 41st Street Water Tower) to the 44th Street Water Plant site. Coordinating execution of new Verizon lease for 1st street water

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tank. Coordinating lease paperwork with respect to decommissioning of Worcester & 15th street sites.

Airport

- All Fall projects under grant;
- Boring and geo-tech underway for "Pavement Management Plan" and "West Ramp Rehab. Design;"
- EA moving forward, onsite surveying complete.

Construction

- Working ongoing paving list (routine repairs);
- Repaired several water leaks;
- Street Rehabilitation Program: completed storm drain replacement on Beachcomber Lane, completed ADA/sidewalk replacements on the Ocean Block from 131st to 140th, started on Captain Quarters relative to storm drainage replacement, and numerous other locations;
- PW – Construction performed Fire Hydrant flushing throughout the town;
- PW- Construction hauling Winter Fest of Lights trailers for NSP;
- Fire Hydrant painting project through-out town continues;
- Carpenter's performing boardwalk repairs;
- Carpenters performing maintenance on Life Saving Museum storage building;
- Carpenters repairing and painting display cases for the Life Saving Museum;
- Electrician's work orders for PSB, Fire Stations and NSP;
- Electrician's wiring the Winterfest of Lights in NSP.

Maintenance

- Staying busy with all daily assignment and all winter projects;
- All paid parking operations done for the season. Last day 10/31/2016;
- All revenue equipment pulled from all locations and are stored at 65th street shop;
- Christmas decorations on the highway, streets, convention center and city hall etc., are installed;
- Snow/sand, silt, fences installed off the boardwalk, beach access ramps and the Inlet lot;
- On-going meeting with all vendors for parking revenue equipment upgrade, change;
- Large Christmas wreath installed at the tram station in The Inlet Lot. (old loc: Worcester Wt. tower);

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- Working on FY18 budget.

Service Center

- Working on DOT Inspections on vehicles requiring them;
- Went over and got ready for Winterfest the Boardwalk Trams;
- Longtime employee Louis Tubbs will be retiring on December 31, 2016 after 43 years of service;
- Working with Human Resources to get this open position advertised and filled.

Solid Waste

- Ocean Pines will be renting our truck 342 for their leaf program starting the end of November until just before Christmas (this has been an annually issue for +/- 6 years);
- Sent out two trash trucks, that were budgeted in the current fiscal year, to be painted;
- Multiple winter projects going on at this time.

Transportation

- Bus ridership for October was 58,779 compared to 52,179 for last year. The increase of 12% was due to good October weather, special event weekends, and some extra deployments at selected times. Revenue for bus was also up in October over last year;
- Election Day was free bus service to the polls with 938 riders taking advantage of the service offered every Election Day. This includes 48 users of the ADA service origin to destination service;
- Winter service schedule began for the Transportation Department November 5 with the reduced hours of 6:20 a.m. to 11:35 p.m. Sunday to Thursday with 40 minute bus intervals and the 24-hour service Friday and Saturday with 30 minute bus intervals;
- One bid was received by the City Manager and accepted by City Council and returned to staff for evaluation on the Ocean City Bus RFP that will provide a 5-year agreement for buses of 32, 35, and 40 foot variety. American Truck and Bus, Inc. was the single respondent;
- Ongoing projects for transportation staff include preparing the FY 18 annual budget, assisting the DPW with the campus plan design inputs and assessing the completed 2016 summer season and going through the usual seasonal reductions in staffing and working with Fleet in completing annual bus inspections, catching up on small repairs and minor body work.

Wastewater

- Winter operations have begun, no additional staff on midnight shift to operate the Bio-solids process;

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- Concrete repairs to the North secondary clarifier walls have been completed. The floor will need extensive repairs. Concrete repair have begun on the Center secondary clarifier, which is now off line;
- Continuing to take equipment off line for the winter season;
- Awaiting renewal of our NPDES permit. Storm Water Management Plan final draft has been completed;
- Awaiting arrival of replacement grit pumps and conveyor to be installed this winter. Hope to complete the work by February 1;
- Winter maintenance projects are ongoing.

Water

- Preparations underway for filter media replacement at 15th street water plant;
- Winterizing all town well sites.

Recreation and Parks

Recreation Administration:

- Attended, participated and/or administered meetings: Recreation and Parks Committee meeting, Department Senior Staff meeting, City Manager's meetings, Swing For Youth organizational and wrap-up meetings, several internal staff meetings, and more;
- Continued efforts on Parks Master Plan. Facilitated four community open-forum parks meetings;
- Continued work on Beverage Franchise RFP;
- Attended MML Parks and Recreation Association meeting in Laurel;
- Met with Coca-Cola representatives on existing contract and sponsorships;
- Met with a representative from Cisco Systems and IT staff regarding potential Wi-Fi installation in Northside Park building;
- Participated in boardwalk playground bid-opening and followed up with staff on recommendation;
- Worked with Tourism Marketing Director on July Basketball Tournament;
- Worked with HR Director on several matters;
- New PT Office Associate III, Karen Shockley, began Oct. 18;
- Facility Supervisor, Tammy Beres, attended Supervisory Management School in Wheeling, West Virginia.

Parks Division:

- Winterfest: Unloaded / tested / repaired Winterfest displays; completed setup of displays on the West Lagoon and Soccer fields as well as 50' tree setup; began set up inside tent and began setting displays on softball fields;

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- Inspected fire extinguishers;
- Program Preparations: Prepped softball fields at NSP for league games and tournaments, lined flag football fields at NSP weekly for youth and adult league games, cut grass and lined 4th Street field weekly for kickball and flag football league games, set up portable soccer walls in East Gym for soccer program;
- Conducted Boardwalk Playground Pre-Bid meeting and attended Bid Opening;
- Planted fall annuals, planted replacement trees, aerated & over-seeded lawn areas at City Hall, Convention Center & 65th Public Safety;
- Continued winterizing irrigation in all areas;
- Relocated Lifesaving Museum planters to Keyser yard for storage;
- Halloween Spookout: Picked up & returned stage and picked up and disposed of decorations for Spookout; assisted with setup / breakdown of East Gym and drove tractor to pull hay wagon during Spookout operations;
- Replaced 4th Street field chain link fence fabric along 3rd Street;
- Sprayed phragmites at Northside Park and removed large invasive shrubs around NSP Lagoon;
- Continued compiling information for the FY18 Parks budget;
- Attended the Parks Development Meetings.

Recreation Programs & Seniors:

- Halloween Spook Party was held for children (and families) on Sunday, October 30. The event was well received with over 500 people in attendance;
- Winter hours began for the Ocean Bowl Skatepark on November 1st. The facility is now closed on Wednesdays and does not open during the week until 2:00 p.m.;
- Outdoor concessions have closed for the season and indoor concessions begin in December;
- Indoor Soccer began on November 5 with over 400 kids currently signed up;
- Employee Wellness programs have continued with a "Lunch and Learn" discussing healthy food preparation on October 17th and another on November 15th to discuss proper posture;
- OC Recreation Boosters' Swing for Youth Golf Tournament was held on Saturday, October 29th with a sold out field of participants;
- Healthy Vending machine is up and running at NSP, the machine was funded through grant money from the Worcester County Health Department and underwriting funds from the OC Recreation Boosters;

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- Three weekends of softball tournaments were held at NSP in October, 6 basketball rentals, 1 picnic shelter rental, 7 condo meeting rentals, and 4 birthday party rentals;
- 2 Sunset Park reservations, 1 wedding and 1 Beerfest;
- Gymnasiums booked for weekends in 2017 starting April 29 through August 27;
- All staff busy working on budgets.

Golf Operations:

- Held the Swing for Youth Golf Open on 10/29/17;
- Met with sales representatives for spring/summer Pro Shop orders;
- Laid off most seasonal staff for the winter months;
- Worked on FY18 Golf Operations budget and Golf Course revenue projections;
- Met with 1-2-1 Marketing to review new Google Ads and SEO results. So far results are very good;
- Prepared for Turkey Trot Open coming this Saturday 11/19/17. The field is full with 128 players;
- Performed end of season maintenance to golf cart fleet.

Golf Maintenance:

- Focused on routine maintenance of golf course and grounds, when possible, through the busy fall season;
- Completed aeration and over-seeding of tees and greens as well as over-seeding of damaged areas in roughs and fairways. Fertilizer application was also done to fairways;
- Performed necessary repair and maintenance of irrigation system;
- Finalizing irrigation system installation planning. November 1 start delayed by the County; Contractor to begin mobilization on 11/14;
- Still cutting lots of grass due to excessive rains and warm temperatures;
- Bunker drainage repair #2, 6, 10,16;
- Working on budget and equipment recommendations for next fiscal year;
- Preparing fall and winter project lists.

Risk Management

- Continue training with the vendor for the new Risk software with a projection to go live in December 2016;
- Attended three Workers Compensation hearings in Cambridge recently. Prevailed well on two of the three and we are raising issues on the third claim;

Department Activity Report

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- Audit by the WCC was conducted on 11/3. All went well and waiting on final report.

Special Events

- Winterfest of Lights setup continues toward November 17th opening;
- 2016 sponsors: Clarion Resorts, Abbey Burger, Candy Kitchen, Trimper's Amusements, Berlin Automotive Group, AM PM Marine, All States Construction;
- **Special Note:** New competing event in Cape Henlopen – Winter Wonderfest - 60 Light displays set up for vehicle drive-through (\$15 in advance/\$20 at gate) Christmas Village at Cape May Lewes Ferry Grounds with stage entertainment Carnival Rides, Ice Skating, Santa's Workshop and "Giving Tree" (Carnival style ticket sales, 2-10 tkts/activity);
- Ocean City Christmas Parade participant registrations steadily coming in;
- Parade sponsors: Carousel Hotels, Berlin Automotive Group, Coca Cola, Food Lion, Green Turtle, Gold Coast Mall Merchants Assn.;
- WBOC News Anchors back as Masters of Ceremony for Parade: Maxine Bentzel and Chris Weimer;
- Christmas Parade State Permit Received;
- New Year's Eve will have Coca Cola as title Sponsor for evening along with Abbey Burger as sponsor;
- New Year's Eve Fireworks soundtrack completed;
- New Year's Eve Fireworks permits in process (Town, State, USCG);
- Springfest entertainment still in play, original requests fell through and new offers are pending;
- Springfest space applications prepped for mailing;
- 50' Christmas Tree listed for sale/auction for post-Winterfest pick-up;
- FY18 Budget draft in process;
- Fireworks contract up for renewal in January;
- Restrooms contract up for renewal in January.

Applications received, need to process:

1. Ocean City Brew Fest;
2. Blessing of the Waters.

Applications in process:

1. 2017 OC Air Show;
2. 2017 OC Boardwalk Concert.

Applications in process, comments late:

Department Activity Report

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1. Beach 5 Sand Soccer II;
2. Sand Duels Beach Soccer.

Ready for Council Approval:

1. Mother's Day Memorial;
2. Keep Punching Plunge.

Council Approved:

1. Light Up Downtown;
2. Jinglebell Run;
3. Shenanigan's 5K;
4. Walk MS;
5. AGH Penguin Swim;
6. Komen 5K;
7. Island to Island ½ Marathon;
8. Moveable Feast;
9. Fight the Bite;
10. Beach 5 Sand Soccer I.

Tourism

- Working with a basketball tournament organizer seeking to hold a tournament in our region;
- Submitted grant request to Maryland Office of Sports on behalf of Beachfest Volleyball Tournament planned for Mother's Day weekend at convention center, Northside Park and other locations in the region;
- Attended meeting of OCDC's Boardwalk committee;
- Executed fall digital advertising campaign to encourage visitors to Ocean City throughout the fall season. The campaign included search engine marketing, Google Display Network and social media. Page views to the fall landing page on the tourism website increased 103 percent vs. 2015;
- Continued execution of fall golf campaign;
- Posted two Facebook live videos of sunrise and sunset in Ocean City on the tourism Facebook page resulting in 91,228 reactions, comments and shares, 389,717 video views and over 1.4 million users reached;
- Attended the annual Maryland Tourism and Travel Summit in Baltimore November 2-4;
- Coordinated advertising campaign for Winterfest;
- Working on FY18 budget;
- Planning for 2017 summer campaign;
- Updating tourism website for 2017;

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- Attended Bus Assoc. of New York Annual meeting and sales appointments with motorcoach company owners, largely from upstate New York where our CVB members acknowledge we do quite well with visiting tours and buses;
- Attended Ontario Motorcoach Assoc. Sales appointments and events with tour and motorcoach company planners. Other Maryland tourism partners attending: State of MD Dept. of Commerce/Tourism; National Aquarium; Frederick County; Hagerstown-Washington County; Visit Baltimore.
- Coordinated Nov. 14 Tourism Commission meeting.

Attachment: Department Activity Report (2059 : Comments from the City Manager)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 11.A


Council Meeting November 21, 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: November 16, 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