



MAYOR AND CITY COUNCIL

REGULAR MEETING Monday, April 17, 2017 – 6:00 PM

AGENDA

1. **CALL TO ORDER**
 2. **PRAYER AND PLEDGE**
 3. **ITEMS PRESENTED BY THE MAYOR AND CITY COUNCIL**
 - A. Proclamation Recognizing April 28, 2017 as Arbor Day
 - B. Standing Committee Report
 1. Transportation Committee
 4. **CONSENT AGENDA**
 - A. Approval of Minutes
 1. Work Session dated March 28, 2017
 2. Regular Session #6 dated April 3, 2017
 - B. Private Event Approval Request for ESA 2017 Summer Surf Series - Multiple Dates
 - C. Private Event Approval Request for Showell Elementary 1st Grade Boardwalk Walk - May 12, 2017
 - D. Private Event Approval Request for Longboard Weekend - June 10-11, 2017
 - E. Private Event Approval Request for Out of the Darkness Walk - September 23, 2017
 - F. Request to Approve Transfer of Taxi Medallion #125
 - G. Request to Serve Beer and Wine at Fiesta Park Wedding Reception on June 10, 2017
 - H. Request to Approve Beverage Franchise Bid Award Recommendation
 5. **MISCELLENEOUS REPORTS AND PRESENTATIONS**
 - A. Private Event Approval Request for We Build You Play Beach Volleyball Series - Multiple Dates
 - B. Deepwater Wind Offshore Wind Farm Proposal presented by CEO Jeff Grybowski and VP of Permitting and Environmental Affairs Aileen Kenney
 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. Second Reading - Ordinance 2017-05 to Amend Chapter 34 Entitled Fire Prevention and Protection (specific to automatic heat detectors and hallway pressurization for existing structures)
-

- B. Second Reading - Ordinance 2017-06 to Amend Chapter 90 Entitled Traffic and Vehicles (increases vehicle tow rates)
- C. Second Reading - Ordinance 2017-07 Authorizing Conveyance of a Perpetual Easement to State Highway Administration (in connection with the Community Safety and Enhancement Project)

9. COMMENTS FROM THE PUBLIC

- A. Any person who may wish to speak on a matter scheduled for discussion on the Work Session Agenda may be heard during Comments from the Public for a period of three (3) 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 Agenda item 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 April 25, 2017
 - 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 April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Jennifer Morris, Executive Office Associate
 RE: Proclamation Recognizing April 28, 2017 as Arbor Day
 DATE: April 11, 2017

ISSUE(S): Arbor Day

SUMMARY: This proclamation designates April 28, 2017, as Arbor Day.
Ocean City's Beautification Committee organizes an Arbor Day
 Celebration each year at Northside Park that includes the Ocean
 City Elementary School children and local citizens.

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



1st Class Resort and Tourist Destination

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Donna Greenwood, Beautification Committee

ATTACHMENT(S): 1. Arbor Day 2017

DESIGNATING APRIL 28, 2017 AS ARBOR DAY

In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees;

WHEREAS, This holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska;

WHEREAS, Arbor Day is now observed throughout the nation and the world;

WHEREAS, Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife;

WHEREAS, Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products;

WHEREAS, Trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community;

WHEREAS, Trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Richard W. Meehan, Mayor of the Town of Ocean City, Maryland, do hereby proclaim April 28, 2017 as ARBOR DAY in the Town of Ocean City, Maryland, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the Town of Ocean City, Maryland to be affixed this 17th day of April in the year of Our Lord, two thousand and seventeen.

RICHARD W. MEEHAN
Mayor



TOWN OF
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Agenda Item # 3.B


Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Diana Chavis, City Clerk
 RE: Standing Committee Report
 DATE: April 12, 2017

ISSUE(S): Committee Report

SUMMARY: 1. Transportation Committee – April 11, 2017

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. Transportation Committee Minutes

**TRANSPORTATION COMMITTEE
OPEN SESSION
MEETING MINUTES
APRIL 11, 2017**

1. Call to Order: The meeting was called to order at 9:00 am in the Public Works Administration Conference Room. Present were Councilmember Dennis Dare, Council Member Tony DeLuca, Council President Lloyd Martin, Mayor Rick Meehan, City Manager Doug Miller, Hal Adkins, Mark Rickards, and Bethany Hooper

2. General Update and "Follow Up's"
 - Review of ridership – Mark Rickards informed the Committee that we are currently running on Spring schedule. Councilmember DeLuca asked how year to date figures compare to last year for ridership. Mark responded that we are slightly down year to date by approximately 6%
 - Councilmember DeLuca asked what we can do to increase ridership, Mark said better/ more marketing and increasing headway slightly in the winter months to 30 minutes intervals. Mayor Meehan asked if this increase would affect the budget, Mark stated that it would not; that we would move funds to cover the expense.
 - Update on driver recruitment, Mark stated that we currently have 163 drivers and that are target goal was 165; currently only vacancies are supervisory and we are now hiring to backfill to maintain target number.
 - Mayor Meehan asked about Tram Driver recruitment – Mark stated that we need a few more Tram drivers with CDL's. The Tram division has a lot of returning employees. Councilmember DeLuca asked what the target number is for Tram drivers, Mark responded that the target is 24 Tram drivers.

3. Update on Boardwalk Tram Replacements Discussions
 - Mayor Meehan stated that it is important to have a decision on the type of Tram (gas, electric, diesel, etc.) to be purchased due to the upcoming design of the storage facility at 2nd Street.
 - Hal informed the Committee that at his request, Mark Rickard has formed a Committee to evaluate Tram replacement options. This Committee has had two meetings to date regarding this topic and has been evaluating the costs and feasibility of available options.
 - Hal stated that there are basically two firms that sell Trams. The Committee is leaving no stone unturned looking options to purchase new and replace inclusive of gas, diesel, electric, CNG, etc. The Committee is also going to evaluate the cost of refurbishing the existing Trams, as well as other options such as refurbishing coaches, obtain new power units, etc. There are three firms that have been found who in the United States that can refurbish the Trams one is in California, one is in Indiana and the other is in Florida.
 - Per Mark the Committee is still evaluating options and is not ready to bring a suggestion to the Committee at this time. Should be ready to submit a viable option in 60 days.
 - The costs for electric units is \$4.5 million and Hal informed the Committee that Wayne Pryor was looking into any types of grants that may be available to assist in purchase costs; have nothing in writing yet but verbally Wayne stated none were available at this time.
 - Hal stressed to the Committee that the timeline he has on the 2nd Street Building; which will house the Trams, is approximately 90 days to design. The RFP has been received, there were 5 submissions and a selection Committee has prepared their evaluation matrix. The RFP should be awarded, possibly tomorrow. Will need to know power source for Trams to design building; will need to know if a tank will need to be installed at site for fueling purposes or if we will need to incorporate charging stations into the site design. This specific decision will be needed by +/- June 15th.

- Councilmember DeLuca feels the biggest question is the need to replace the Trams; has Catrice evaluated them and have they met her life expectancy criteria? Hal stated that he wasn't sure of Catrice's stance; but that Ron Eckman, the Fleet Manager has looked, inspected and evaluated the Trams. Mark stated that the Trams are 13 years old and that their life expectancy is 7 years. He stated that through inspection Ron had found a lot of rust on the chassis and underneath the bodies and that some of the electrical wiring needs replacement. Mark also expressed the concern for the availability of parts for the current units.
- Hal stated that whether we start replacing the Trams now or do it a year from now; he does not want to see us wait too long and be affected by a major mechanical failure during the season that would affect the revenue from the units.
- Councilmember DeLuca asked if we had looked into cost to refurbish. Hal stated that we are currently compiling costs associated with refurbishing; and also added that if we chose to refurbish we would have to send a couple units out at a time to be done; as Winterfest uses 6 of the 8 Trams during the winter.
- Mayor Meehan asked about using Jeeps, like the one we currently have as power units. Mark stated that one concern with the use of the Jeep is the visibility when driving in the pedestrians on Boardwalk. Hal also pointed out that the Jeeps are not ADA compliant for passengers (the trailing coaches are not ADA accessible).
- Mayor Meehan stated that all options available need to be looked at evaluated by Committee and brought forth to the Transportation Committee.
- Councilmember DeLuca asked if we refurbish the existing units; what would their estimated life expectancy then be. Hal stated that if we refurbished the existing units; it would be basically a frame off restoration; and the units would be close to new again. Mark estimated that with the complete refurbish we could get approximately 6 years of use if used year round and approximately 12 years of use; utilizing them seasonally. Councilmember DeLuca requested the costs to refurbish be provided.
- Mayor Meehan asked if we had considered raising the fare to ride the Tram? Mark stated that Jennie had brought up a fare increase in one of the Tram Committee meetings. The current fare is \$3; an increase in fare could help subsidize costs or replacement or refurbishing Trams.
- Mayor Meehan asked City Manager, Doug Miller to work with Jennie to provide projected revenue figures for a fare increase (\$4 and \$5). Hal stated to the Committee that he knew that Jennie had a spreadsheet created that had historical revenue information on it as well as effect/fare elasticity.
- Mayor Meehan stated that with the credit card machines on the Trams making payment to ride easier; he did not feel a fare increase would affect ridership.
- Hal asked Mark if a CNG model of Tram currently exists; Mark said that it does; however it is just an engine no passenger capacity.
- Councilmember Dare stated that the Tram is an amusement ride and that he felt evaluating all options for replacement including refurbishing should be evaluated. When evaluating also analyze payback. If the units are already rusted and have wiring issues maybe too late to refurbish.
- Mayor Meehan requested that a report from the Tram Committee be brought back to the Transportation Committee with all of the available options for consideration; their cost factor inclusive of all costs associated with option; cost payback, life expectancy and any expected revenue increase due to option of raising fares.
- Councilmember Martin stated that he is in favor of increasing the fares; he said that they increased the fare to ride the Tram at Winterfest and it did not hurt the ridership numbers.
- Councilmember DeLuca requested that Jennie provide projected revenue figure for increasing revenue to \$4 as well as an increase to \$5.
- Councilmember Martin said that we need to look at the costs and the payback. He suggested possibly sending one unit out to be refurbished and see if costs and payback warrant refurbishing remaining units; or other options should be considered.

- Hal stated that most important was that in 60 days he needs to know a decision on fuel to power Trams for design of 2nd Street Building. If we want to have Trams for next season; we need to have a decision by September to order new one or send out to refurbish.
- Mayor Meehan stated that the directive is to look at all options available for replacement and refurbishing all or portions of existing Trams. Bring back cost factors, payback, life expectancy and any expected revenue increases.
- Mark stated that the Committee would get together this month and would have options to present to Transportation Committee with all costs factors requested.
- Hal asked that the Mayor and City Council please leave the \$200,000 in the budget for Trams; whether we purchase new or refurbish; the funding will be needed.

4. Synopsis and Action Items

- Bus ridership year to date is down approximately 6%. Mark feels that with additional advertising and marketing; and an increase in headway during the Winter months to 30 minutes, ridership will come up.
- Recruitment efforts –we currently have 163 drivers on payroll, the goal is 165 drivers. We are now hiring to backfill to maintain target goal.
- Tram Division has a lot of returning employees. Target goal for Tram drivers is 24.
- Continued discussions on Boardwalk Trams; Hal stated that for the design efforts at 2nd Street; he will need to know in 60 days what type of fuel source the Trams will be utilizing; so that he will know whether he needs to place a fuel storage tank or electric charging stations.
- Hal informed that Committee that at his request, Mark has formed a Tram Committee; this Committee is evaluating various options and costs.
- The directive to the Tram Committee from this meeting is to come back with cost factors, payback, life expectancy and any revenue increases with each option to be considered for replacing the Trams. This is inclusive of purchasing new, refurbishing existing, etc.
- Hal also requested that the \$200,000 currently requested in the FY' 18 budget for Trams be kept in the budget; whether we purchase new and it is a payment or we refurbish the existing Trams; the funding will be needed.

5. Adjourn – Council President Martin motioned to adjourn the open session at 9:38 am; Councilman DeLuca seconded the motion, vote was unanimous. Adjourned to closed session to discuss legal issues. The next Transportation Committee Meeting will be Tuesday, May 9, 2017 at 9 am in the Public Works Administration Conference Room.



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The White Marlin Capital of the World


Agenda Item # 4.A
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Approval of Minutes
DATE: April 12, 2017

ISSUE(S): Request to Approve Minutes

SUMMARY: 1. Work Session dated March 28, 2017
2. Regular Session #6 dated April 3, 2017

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 April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: ESA Summer Surf Series
DATE: April 12, 2017

ISSUE(S): Jeff Phillips for the Eastern Surfing Association requests Council approve the ESA 2017 Summer Surf Series. The event series dates are as follows: June 3 at 30th St. beach; June 24 at 46th St. beach; August 19-20 at 35th St. beach; and September 30th at 46th St. beach. All events are held from 7:30 am-5:00 pm.

SUMMARY: This is an amateur surf competition for youth through adults.

The applicant requests vehicular access to the beach, use of **portable 8'x8' tents on the beach, closure of one** (1) city block of ocean to swimmers with beach access remaining open, use of a PA system, and permission to place port-o-lets at street ends when an event location does not have direct logistical support from local businesses. The applicant also requests use of the **Town's judges' stand for the September 30th event only**. Public works can provide.

The Office of the Fire Marshal stipulates if any tents used are **10'x10' or larger, the applicant must obtain a permit from their office**. Also, if the PA system is powered by a generator, there is no storage of gasoline nor filling of the generator on the beach.

Ocean City Beach Patrol (OCBP) believes the following considerations will foster communication and a well-informed public while also providing a safe event:

1. No interference with normal patrolling of the beach for safety. The event must set-up, at minimum, 30-feet east of the dune line, and the applicant must keep this area open.
2. Surf Beach Facilitators will be dedicated to this event, but the applicant must also help maintain a 50-yard separation between swimmers and surfers. The ocean must be clearly marked with buoys, as well as have clearly visible beach boundaries.
3. An event contact must be on-site, easily accessible and not a participant of the competition.
4. In the event of lightning, or any other reason OCBP should clear the beach, all event participants, spectators and **volunteers must clear the beach as well, until OCBP states it's safe to return**.
5. Skim boarding is not allowed.
6. Competitors must follow surfing ordinances.

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7. Upon approval, the applicant must notify the proper beach stand operators of the events, including a second time within a week of the event.
8. If an event is cancelled, or upon completion of the event for the day, the ocean shall reopen to the public.
9. Any vehicle on the beach must exit by 8:00 am and not return until after 7:00 pm.

FISCAL IMPACT: The applicant shall pay the Town \$412.50 in private event fees and \$150 in equipment and labor fees, for a total of \$562.50.

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: Jeff Phillips, Eastern Surfing Association

ATTACHMENT(S):

1. June 2017 Calendar
2. August 2017 Calendar
3. September 2017 Calendar
4. ROI Calculation Sheet
5. Application and Event Layout
6. Application Addendum

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PE – PIS Dodge Ball	2 PE – PIS Tennis	3 PE – Raven’s Parade PE – Beach Havoc Sports Fest PE – ESA - TENTATIVE
4 PE – PIS Karaoke PE – Beach Havoc Sports Fest	5	6 PE – PIS Beach Volleyball & Karaoke	7 PE – PIS 3 on 3 Basketball	8 PE – PIS Dodge Ball PE – Movie Night	9 PE – Sun Run PE – PIS Tennis	10 PE – Longboard Challenge PE – Sand Duels
11 PE – Longboard Challenge PE – Sand Duels PE – PIS Karaoke	12	13 PE – PIS Beach Volleyball & Karaoke	14 PE – PIS 3 on 3 Basketball	15 PE – PIS Dodge Ball	16 PE – PIS Tennis	17 PE – Air Show
18 SIP PE – Air Show PE – Fatherhood Beer Fest - TENTATIVE	19	20 PE – Firemen’s Pipe & Drum	21 PE – Firemen’s Parade & 5K	22	23	24 Art’s Alive PE – Beach 5 PE – ESA - TENTATIVE
25 Art’s Alive PE – Beach 5	26	27	28	29 PE – ESPL Beach Volleyball Series - TENTATIVE	30	

Attachment: June 2017 Calendar (2263 : ESA Summer Surf Series)

AUGUST 2017

CALENDAR MONTH	AUGUST
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
		PE - Jesus at Beach	PE - Jesus at Beach			PE - Beach 5 II
6	7	8	9	10	11	12
SIP						
13	14	15	16	17	18	19
SIP PE - Plein Air - TENTATIVE			PE - MACo 5K - TENTATIVE			PE - ESA - TENTATIVE
20	21	22	23	24	25	26
SIP PE - ESA - TENTATIVE						
27	28	29	30	31	1	2
SIP						
3	4	Notes				

Attachment: August 2017 Calendar (2263 : ESA Summer Surf Series)

2017 SEPTEMBER

CALENDAR YEAR / MONTH

SUNDAY
FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04 Labor Day	05	06	07	08	09
10 <i>PE - Power Boat Race - TENTATIVE</i>	11 <i>PE - 9/11 Parade of Brothers</i>	12	13	14 <i>PE - Bikefest</i>	15 <i>PE - Bikefest</i>	16 <i>PE - Bikefest</i>
17 <i>PE - Bikefest</i>	18	19	20	21 <i>Sunfest PE - Kite Fest</i>	22 <i>Sunfest PE - Kite Fest</i>	23 <i>Sunfest PE - Kite Fest PE - Treasure hunt PE - Out of the Darkness Walk - TENTATIVE</i>
24 <i>Sunfest PE - Kite Fest Treasure hunt</i>	25 <i>PE -</i>	26	27	28	29 <i>PE - Winefest</i>	30 <i>PE - Winefest ESA - TENTATIVE</i> <i>PE -</i>
01	02	03	04	05	06	07

Attachment: September 2017 Calendar (2263 : ESA Summer Surf Series)

Town of Ocean City, Maryland

Mayor & City Council Review

Event: ESA Summer Surf Series
 Location: Various beach locations in Town

Private Event at a Glance

Revised 01/26/16

EVENT DATES

<input type="checkbox"/>	NEW EVENT	Setup:	Friday, June 02, 2017
<input type="checkbox"/>	FOR-PROFIT	Start:	Saturday, June 03, 2017
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Wednesday, June 07, 2017
<input checked="" type="checkbox"/>	COUNTY	Out by:	Wednesday, June 07, 2017

EXECUTIVE SUMMARY

Amateur surf competition for youth and adults.

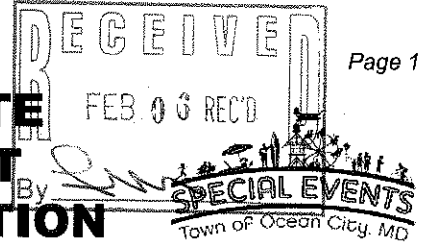
TIME OF YEAR	ESTIMATED BASICS		ACTUAL EST. COSTS			PROJ. SPENDING & TAX RECEIPTS	
January	Ttl Attend:	600	DPW	\$	250	Est. Ttl. Spending	TOC Tax
February	Participants	100	OCPD	\$	-	Lodging:	\$ 25,705 \$ 1,157
March	Spectators	500	EMS	\$	-	F&B:	\$ 12,175 \$ 61
April	Vendors	-	TRANS	\$	-	Amuse:	\$ 6,641 \$ 133
May	Room Nights	135	OCBP	\$	845	Ttl:	\$ 44,521 \$ 1,350
<input checked="" type="checkbox"/> June			Ttl \$ 1,095			DEPT. OPINION SUMMARY	
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee	30%	Risk to Town
August	App Fee	\$ 100	YES	75%	\$ 25	62%	Timeframe Value
September	Space Usage	\$ 1,250	YES	75%	\$ 313	33%	Uptown Impact
October	Conc/Fran	\$ 75	N/A	N/A	\$ 75	50%	Downtown Impact
November	Parking	\$ -	N/A	N/A	\$ -	68%	Production Quality
December	Equip/Labor	\$ 150	EA	0%	\$ 150	22%	Traffic Generation
<input checked="" type="checkbox"/> Event Assist	Other	\$ -	N/A	N/A	\$ -	73%	Value to Populous
	TOTAL	\$ 1,575	\$ 405	\$ -	\$ 563	74%	Target Mkt Value
Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	NO	75%	Event Promotion
Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	NO	59%	Sustainability
ROI INDICATORS REVIEW		60.86%					
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXX			27%	TOC Assets Use
	25%	40%	55%	70%	85%	71%	Positive Impact
FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?		NO			
						62%	Worth Investing In

Attachment: ROI Calculation Sheet (2263 : ESA Summer Surf Series)



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

**PRIVATE
 EVENT
 APPLICATION**



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

1. CONTACT INFORMATION

EVENT NAME: ESA 2017 Summer Surf Series

Applicant Organization: Eastern Surfing Association Contact Name: Jeff Phillips
 Organization Address: 12316 W. Torquay Rd. Contact Address: 12316 W. Torquay Rd.
Ocean City, Md Ocean City, Md
 Organization Phone: 410 430-9149 Contact Ofc. Phone: _____
 Organization Website: _____ Contact Cell Phone: 410 430-9149
 NEW EVENT **FOR-PROFIT** **501(c)(3)** Contact Email: delmarva@surfesa.org

2. EVENT DATES

Event Dates:
 Start: _____ End: _____
 Setup Dates:
 Start: _____ End: _____
 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: 100
 % Overnight: 50
 Avg. # of Guests: 4
Exhibitors/Vendors - Total: _____
 % Overnight: N/A
 % Travelling alone: _____
Spectators - Total: 50
 % Overnight: 50
 Avg # in party: 4

Of the Overnight guests indicated, what
 % Lodge in OC? 50
 % Use condos ? 50 % Camp? _____

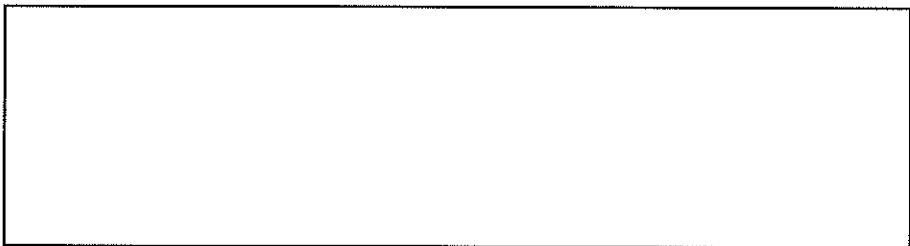
3. EVENT LOCATION

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

May 6: 46th St. beach; June 3: 30th St. beach; August 19th: 46th St. beach; September 30th: 46th St. beach

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.



6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: 7:00a Exh/Ven Arrival: _____ Participant Arrival: 7:30a
 Staff Depart: 7:00p Exh/Ven Depart: _____ Participant Depart: 5:00p

7. PARKING NEEDS

Provide an estimate for parking usage as related to attendees (%).
 Hotel-based Parking: _____ Public Parking: 25 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.

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

8. EVENT PLANNING

Has this event ever been produced previously?
 If Yes, Elsewhere In Ocean City
 How many years has this event been produced? 31
 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? NO
 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? 50
 Using existing Town tourist base? 50

9. TOWN APPROVALS / PERMITTING

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

10. EVENT SUMMARY

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

The event is a self sustaining long-running series of surfing competitions for amateur athletes. Umbrella organization is member of NGB for amateur surfing in the United States. Events provide amateur athletes with an avenue to international and Olympic competition. Organization running the event (Eastern Surfing Association) is a 501c (3) non-profit.

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.

Cooperation with the OCBP is requested for summer events. Provision of a surfing beach facilitator is requested.

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

Attachment: Application and Event Layout (2263 : ESA Summer Surf Series)

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

12. EVENT FUNDING SOURCES

- Funding through private investor(s) 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 who receive funding as result.

14. EVENT MARKETING

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

Event will be promoted through distribution of print materials and on a Facebook page. Additional promotion will be proved by event sponsors through social media.

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.

Primary targeted event sponsors are local retailers of sporting goods (surfboards, etc.). Secondary targeted event sponsors are local retail and food vendors. Additionally national sponsors within the surfing industry are sought when possible.

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 and Event Layout (2263 : ESA Summer Surf Series)

17. GUIDELINES AND OBLIGATIONS

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

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

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

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

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

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

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

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

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

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

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

- BEACH ACCESS:** Vehicle access to and from the beach must be clearly identified on your application.
- BEAUTY CONTESTS:** Beauty contests will not be permitted on the beach.
- CHANGES IN APPLICATION:** Any request for change from the submitted Private Event Application **MUST** be made in writing. Appropriate approvals must, again, be obtained. The fee for this service is \$50.00.
- CITY SERVICES:** Each applicant should plan on providing all the necessary cleanup, set-up, etc. without the assistance of City Services. If town services are requested, they must be clearly indicated within the Private Event Application for evaluation. Please note, if an application requests to borrow major end-items (mechanical equipment) from the Town of Ocean City, a \$250.00 damage/repair bond must be obtained for each item.
- CONCESSIONS:** No food or beverage concessions will be permitted on the beach or along the boardwalk, although such sales may be considered at other sites. Beverage sales at other sites must maintain compliance with the sponsorship restrictions noted below. **ONLY** event related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws. An additional fee of \$75 will be assessed for ANY granted concession privilege. **SPONSORSHIPS:** All sponsors must be identified on the application. The Town of Ocean City maintains an exclusive agreement with the Coca-Cola Refreshments that prohibits the promotion, sale and distribution of any competing beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled water on City property. Private Event Applicants requesting use of City Property must comply with this agreement. Ocean City will not allow advertising that is:
- Violence in any form
 - False, misleading or deceiving statements
 - Sexually explicit or obscene materials
 - Tobacco or tobacco products
 - Tattoos
 - Casino gambling including games of chance and skill
 - Alcohol
 - Other potentially objectionable marketing or advertising which may be established from time to time by the Town.
- BANNERS:** The Town of Ocean City has limited banner display space at Town entrances. Applicants interested in banner advertisement must complete a Banner Application form, available through the Private Events Coordinator. Approved banners must be delivered to the Maintenance Division of Public Works, a minimum of fourteen (14) days prior to approved installation date. Wind cuts or slices must be cut in solid banners.
- DIAGRAM OF EVENT LAYOUT:** A detailed diagram of the event layout/set-up and location of any and all facilities is required with your application. The application will be considered incomplete without the diagram.
- 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 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.

Jeff Phillips

APPLICANT NAME

APPLICANT SIGNATURE

SIGNATURE DATE

Eastern Surfing Association

COMPANY/ORGANIZATION

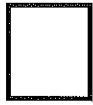
ESA 2017 Summer Surf Series

PRIVATE EVENT NAME

Attachment: Application and Event Layout (2263 : ESA Summer Surf Series)

North ←

Ocean



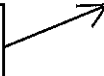
lifeguard stand
at street end



lifeguard stand
at street end



Up to three 8'x8' pop up
tents for administration



generator

Attachment: Application and Event Layout (2263 : ESA Summer Surf Series)

**REQUEST FOR AN ADDENDUM
TO A PRIVATE EVENT
Town Of Ocean City, Maryland**

NON-REFUNDABLE FEE: \$50.00

RETURN ADDENDUM TO: Private Events Coordinator
Town of Ocean City, Recreation & Parks
200 125th Street, Ocean City, Maryland 21842
LMitchell@OceanCityMD.gov

This is a request for a change to either a Private Event Application that has already been submitted to the Private Events Coordinator, or for an already approved private event. No guarantee is made or implied by the acceptance of the request and fee. Also, changes will not be considered within 30-days prior to the event.

This request must be completed and forwarded to the Private Events Coordinator for City Council consideration.

1. TITLE OF EVENT: Delmarva ESA 2017 Summer Surf Series
2. APPROVED BY COUNCIL? No IF SO, DATE APPROVED: _____
3. SUMMARY OF EVENT: Amateur surfing competitions held during 2017 Summer Season at various locations in O.C.
4. REQUESTED CHANGES TO EVENT: ① cancel may 6 event
② add June 24 event - 46th St.
③ Extend Aug 19 to two day event 8/19-8/20 and change location 35th.
④ add reviewing stand to Sept 30 event.
5. APPLICANT'S NAME AND ORGANIZATION REPRESENTING: _____
Kathy Phillips, DMV ESA
6. MAILING ADDRESS: 12316 W. TORQUAY RD OC MD 21842
7. WORK PHONE: _____ CELL PHONE: 443-235-2014
8. E-MAIL: delmarva@surfesa.org

APPLICANT'S SIGNATURE: Kathy Phillips DATE 4/5/2017

Created October 15, 2012
Updated December 9, 2014

Attachment: Application Addendum (2263 : ESA Summer Surf Series)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.C
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: 1st Grade Boardwalk Walk
DATE: April 10, 2017

ISSUE(S): Alyson Brabitz for Showell Elementary requests Council approve the Showell Elementary Boardwalk Walk. It is to take place from 10:00 am-1:30 pm on Friday, May 12, 2017 with a rain date of Tuesday, May 16, 2017.


SUMMARY: The 1st grade students from Showell Elementary School walk the length of the Boardwalk from the Inlet Lot to 27th Streets. After the walk, students eat their lunch on the beach at 27th St. and participate in an Ocean City Beach Patrol (OCBP) presentation.

The applicant requests busses be permitted into the Inlet Lot to unload the students and chaperones, then park at 27th St. between the Boardwalk and Baltimore Ave., so event participants may easily retrieve their lunches and safely load for departure **upon the event's completion.**

If approved, the Department of Public Works (DPW) shall post the ocean block of 27th St. **"No Parking" for the day of the event,** from 10:00 am-1:30 pm.

OCBP feels this is a great event, and it helps them fulfill their mission of education.

FISCAL IMPACT: Worcester County Public Schools are exempt from paying 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: Alyson Brabitz, Showell Elementary

ATTACHMENT(S):
1. May 2017 Calendar
2. ROI Calculation Sheet
3. Application and Supporting Documents

~ May 2017 ~						
◀ Apr 2017						Jun 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Springfest	5 Springfest	6 Springfest PE – KofC Procession PE – ESPL Beach Volleyball Series - TENTATIVE
7 Springfest PE – ESPL Beach Volleyball Series - TENTATIVE	8	9	10	11	12 PE – Showell 1 st Grade Boardwalk Walk - TENTATIVE	13 PE – Crab Soup Cook-off PE – Fight the Bite 5K PE – Ride for the Feast
14 PE – Mother’s Day Winecation PE – ESPL Beach Volleyball Series - TENTATIVE	15	16 PE – Showell 1 st Grade Boardwalk Walk Rain Date - TENTATIVE	17	18 PE – Cruisin’ OC	19 PE – Cruisin’ OC	20 PE – Cruisin’ OC PE – ESPL Beach Volleyball Series - TENTATIVE
21 PE – Cruisin’ OC PE – ESPL Beach Volleyball Series - TENTATIVE	22	23	24	25	26	27 PE – ESPL Beach Volleyball Series
28 PE – ESPL Beach Volleyball Series	29 MEMORIAL DAY PE – ESPL Beach Volleyball Series	30	31	Notes:		

Attachment: May 2017 Calendar (2262 : 1st Grade Boardwalk Walk)

Town of Ocean City, Maryland
Mayor & City Council Review

Event: Showell Elem. 1st Grade boardwalk Walk
Location: Boardwalk and 27th St. Beach

Private Event at a Glance

Revised 01/26/16

EVENT DATES

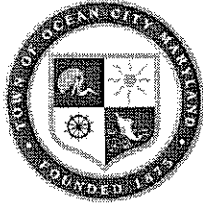
<input type="checkbox"/>	NEW EVENT	Setup:	Friday, May 12, 2017
<input type="checkbox"/>	FOR-PROFIT	Start:	Friday, May 12, 2017
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Friday, May 12, 2017
<input checked="" type="checkbox"/>	COUNTY	Out by:	Friday, May 12, 2017

EXECUTIVE SUMMARY

Showell Elementary's 1st grade students walk the length of the Boardwalk from the Inlet to 27th St. At 27th St. they eat a bagged lunch on the beach and listen to a presentation by the OCBP.

TIME OF YEAR	ESTIMATED BASICS			ACTUAL EST. COSTS			PROJ. SPENDING & TAX RECEIPTS		
January	Ttl Attend:	155		DPW	\$ -		Est. Ttl. Spending	TOC Tax	
February	Participants	130		OCPD	\$ -		Lodging:	\$ -	\$ -
March	Spectators	25		EMS	\$ -		F&B:	\$ 2,170	\$ 11
April	Vendors	-		TRANS	\$ -		Amuse:	\$ 1,302	\$ 26
X May	Room Nights	-		OTHER	\$ -		Ttl:	\$ 3,472	\$ 37
June				Ttl	\$ -		DEPT. OPINION SUMMARY		
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee		29%	Risk to Town	
August	App Fee	\$ -	YES	75%	\$ -		65%	Timeframe Value	
September	Space Usage	\$ -	YES	75%	\$ -		19%	Uptown Impact	
October	Conc/Fran	\$ -	N/A	N/A	\$ -		53%	Downtown Impact	
November	Parking	\$ -	N/A	N/A	\$ -	Request	64%	Production Quality	
December	Equip/Labor	\$ -	YES	0%	\$ -	N	21%	Traffic Generation	
	Other	\$ -	N/A	N/A	\$ -		61%	Value to Populous	
Event Assist	TOTAL	\$ -	\$ 7	\$ 7	\$ -		45%	Target Mkt Value	
	Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	NO	45%	Event Promotion	
	Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	NO	48%	Sustainability	
ROI INDICATORS REVIEW			50.10%				41%	Long-Term Benefit	
XXXXXXXXXXXX			XXXXXXXXXXXX				63%	Desirability	
25%			40%				21%	TOC Assets Use	
55%			70%				64%	Positive Impact	
85%							48%	Worth Investing In	
FUNDING REQUEST? NO		\$ -	CALCULATION JUSTIFIED?		NO				

Attachment: ROI Calculation Sheet (2262 : 1st Grade Boardwalk Walk)



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

PRIVATE
EVENT
APPLICATION



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

1. CONTACT INFORMATION

EVENT NAME: Showell Elementary 1st Grade Boardwalk

Applicant Organization: Showell Elementary Contact Name: Arlyson Brabitz
Organization Address: 11318 Showell School Rd Berlin, MD 21811 Contact Address: 29 Greenwood Ln. Berlin, MD 21811
Organization Phone: 410-632-5350 Contact Ofc. Phone: 410-632-5350
Organization Website: Contact Cell Phone: 717-870-6934
NEW EVENT FOR-PROFIT 501(c)(3) Contact Email: ajbrabitz@mail.wor.k12.md.us

2. EVENT DATES

Event Dates: Start: 5/12/17 End: 5/12/17
Setup Dates: Rain date! Start: N/A End: 5/16/17
Strike Dates: Start: N/A 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: ~130
% Overnight: Students
Avg. # of Guests:
Exhibitors/Vendors - Total:
% Overnight:
% Travelling alone:
Spectators - Total: 20-25
% Overnight:
Avg. # in party: adults

Of the Overnight guests indicated, what % Lodge in OC? % Use condos? % Camp?

3. EVENT LOCATION

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

Extreme "right lane" of the boardwalk for the walk from inlet to 27th street. Use of beach area at 27th street for bag lunch and OCBP presentation.

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.

N/A

6. ARRIVAL/DEPARTURE PLAN DATES

Fri May 12, 2017 Rain date 5 17
Staff Arrival: 10-1:30 Exh/Ven Arrival: 10-1:30 Participant Arrival: 10-1:30
Staff Depart: 10-1:30 Exh/Ven Depart: 10-1:30 Participant Depart: 10-1:30

7. PARKING NEEDS

Provide an estimate for parking usage as related to attendees (%).
Hotel-based Parking: Public Parking: Town Lot: With Bus Svc:
*Parking for busses @ 27 to get lunches and return to school

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.

Attachment: Application and Supporting Documents (2262 : 1st Grade Boardwalk Walk)

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

8. EVENT PLANNING

- Has this event ever been produced previously?
If Yes, Elsewhere In Ocean City
- How many years has this event been produced? 2 yrs
- 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? NO
- Will your event generate its own attendance from
 Outside Town Region State N/A
- Will your event rely primarily on the existing tourist base in Town for attendance? N/A Yes No
- What is the projected % mix of event target market brought into Town by event?
Using existing Town tourist base? N/A

9. TOWN APPROVALS / PERMITTING

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

10. EVENT SUMMARY

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

The 1st grade Students of SES will walk the length of the boardwalk. We will begin at inlet and finish at 27. On the beach at 27 we will eat a bagged lunch and listen to presentation by OCBP.

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 would like permission for our busses to enter Inlet lot to unload children. Also, Request parking for busses at 27. Close to boardwalk so that we can get our coolers and lunches off the busses and be able to safely load the children back when we depart.

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

Attachment: Application and Supporting Documents (2262 : 1st Grade Boardwalk Walk)

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

12. EVENT FUNDING SOURCES

- Funding through private investor(s) 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.

N/A

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 who receive funding as result.

N/A

14. EVENT MARKETING

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

N/A

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.

N/A

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

Attachment: Application and Supporting Documents (2262 : 1st Grade Boardwalk Walk)

17. GUIDELINES AND OBLIGATIONS

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

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

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

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

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

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

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

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

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

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

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

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

**APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".
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.

Alyson Brabitz
APPLICANT NAME

3/2/17
SIGNATURE DATE

Alyson Brabitz
APPLICANT SIGNATURE

Showell Elementary
COMPANY/ORGANIZATION
Showell Boardwalk Walk
PRIVATE EVENT NAME

Attachment: Application and Supporting Documents (2262 : 1st Grade Boardwalk Walk)



Maryland Association of Boards of Education

Group Insurance Pool

621 Ridgely Avenue • Suite 300 • Annapolis, Maryland 21401-1087 • (410) 841-5414 • Fax (410) 841-5424

July 1, 2016

Subject: **EVIDENCE OF SELF-INSURANCE**

To Whom It May Concern:

This letter serves as evidence that the **Worcester County** Board of Education is a Member of the Maryland Association of Boards of Education Group Insurance Pool (the "Pool"), which provides general liability self-insurance.

The liability of Boards of Education in Maryland is limited by the sovereign immunity laws of the state; should such immunity be abrogated, however, the Pool would provide general liability coverage of \$1,000,000 per accident combined single limit for bodily injury and property damage.

Coverage is effective July 1, 2016 through June 30, 2017.

The Pool is a self-insurance mechanism, authorized under Maryland law, by which Boards of Education pool together to provide casualty self-insurance coverage.

Sincerely,

Steven P. James
for the

MARYLAND ASSOCIATION OF BOARDS OF EDUCATION,
as Pool Administrator

SPJ/mb

Attachment: Application and Supporting Documents (2262 : 1st Grade Boardwalk Walk)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.D
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: Longboard Challenge
DATE: April 11, 2017

ISSUE(S): The OC Surf Club received approval at the May 2, 2016 Council Meeting to hold their event, Longboard Weekend on June 10-11, 2017 on the beach between 36th and 38th Streets from 8:00 am-4:00 pm, so long as they submit an application for staff review and pay all appropriate fees.

SUMMARY: This is an annual longboard competition team surf contest with music, beach games and a live radio remote. There is also an individual longboard competition.

The applicant requests use of two (2) judges' stands, extra trashcans, and the east end of 37th Street closed to traffic. If approved, Public Works will provide.

The applicant wishes to place tents on the beach. If any tent is **larger than 10'x10'**, the applicant must obtain a permit from the Office of the Fire Marshal. The applicant also requests that the leash ordinance be waived and surf beach facilitators are dedicated to the event. Lastly, the applicant requests to sell event related items at the event, utilize a vehicle on the beach, provide a portable restroom on the street end of 37th St. and use a PA system.

Any vehicle on the beach must exit by 8:00 am and not return **until after 7:00 pm. PA system use must comply with the Town's** sound ordinance and, if using a generator to supply electric, the generator must be fueled and gas stored off the beach.

Ocean City Beach Patrol (OCBP) states it is imperative the event not interfere with normal patrolling of the beach for safety. The event must set-up, at minimum, 30-feet east of the dune line and the applicant must keep this area open. OCBP will attempt to have surf beach facilitators dedicated to this event. However, the applicant must also take responsibility to maintain the separation between swimmers and surfers, which is 50-yards. To aide in this, the applicant must clearly mark the ocean with buoys, as well as provide clearly visible beach boundaries.

No skim boarding is allowed. The applicant must notify the beach stand operator of the event, and notify a second time within a week of the event. An event contact must be on-site, easily accessible and not a participant in the competition. And,

Agenda Item # 4.DCouncil Meeting April 17, 2017

in the event of lightning, or any other reason OCBP should clear the beach, all event participants, spectators and volunteers shall clear the beach **as well, until OCBP states it's again safe to be on the beach.**

FISCAL IMPACT: The applicant shall pay the Town \$225 in private event fees and \$642 in asset and support fees for a total of \$867.

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: Wyatt Harrison, Ocean City Surf Club

ATTACHMENT(S):
1. June 2017 Calendar
2. ROI Calculation Sheel
3. Application

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PE – PIS Dodge Ball	2 PE – PIS Tennis	3 PE – Raven’s Parade PE – Beach Havoc Sports Fest PE – ESA - TENTATIVE
4 PE – PIS Karaoke PE – Beach Havoc Sports Fest	5	6 PE – PIS Beach Volleyball & Karaoke	7 PE – PIS 3 on 3 Basketball	8 PE – PIS Dodge Ball PE – Movie Night	9 PE – Sun Run PE – PIS Tennis	10 PE – Longboard Challenge PE – Sand Duels
11 PE – Longboard Challenge PE – Sand Duels PE – PIS Karaoke	12	13 PE – PIS Beach Volleyball & Karaoke	14 PE – PIS 3 on 3 Basketball	15 PE – PIS Dodge Ball	16 PE – PIS Tennis	17 PE – Air Show
18 SIP PE – Air Show PE – Fatherhood Beer Fest - TENTATIVE	19	20 PE – Firemen’s Pipe & Drum	21 PE – Firemen’s Parade & 5K	22	23	24 Art’s Alive PE – Beach 5 PE – ESA - TENTATIVE
25 Art’s Alive PE – Beach 5	26	27	28	29 PE – ESPL Beach Volleyball Series - TENTATIVE	30	

Attachment: June 2017 Calendar (2264 : Longboard Challenge)

Town of Ocean City, Maryland

Mayor & City Council Review

Event: **Longboard Challenge**

Location: **Beach between 36th-38th Sts.**

Private Event at a Glance

Revised 01/26/16

EVENT DATES

<input type="checkbox"/>	NEW EVENT	Setup:	Friday, June 09, 2017
<input type="checkbox"/>	FOR-PROFIT	Start:	Saturday, June 10, 2017
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Sunday, June 11, 2017
<input checked="" type="checkbox"/>	COUNTY	Out by:	Monday, June 12, 2017

EXECUTIVE SUMMARY

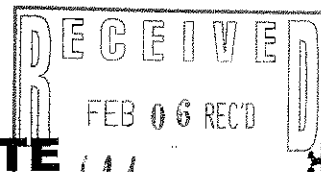
Family-friendly surf contest for amateur and pro levels.

TIME OF YEAR	ESTIMATED BASICS			ACTUAL EST. COSTS			PROJ. SPENDING & TAX RECEIPTS		
January	Ttl Attend:	955		DPW	\$ 1,198		Est. Ttl. Spending	TOC Tax	
February	Participants	200		OCPD	\$ -		Lodging:	\$ 77,915 \$ 3,506	
March	Spectators	750		EMS	\$ -		F&B:	\$ 21,408 \$ 107	
April	Vendors	5		TRANS	\$ -		Amuse:	\$ 10,800 \$ 216	
May	Room Nights	494		OCBP	\$ 507		Ttl:	\$ 110,123 \$ 3,829	
<input checked="" type="checkbox"/> June				Ttl \$ 1,705			DEPT. OPINION SUMMARY		
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee		28%	Risk to Town	
August	App Fee	\$ 100	YES	75%	\$ 25		68%	Timeframe Value	
September	Space Usage	\$ 500	YES	75%	\$ 125		26%	Uptown Impact	
October	Conc/Fran	\$ 75	N/A	N/A	\$ 75		50%	Downtown Impact	
November	Parking	\$ -	N/A	N/A	\$ -	Request	69%	Production Quality	
December	Equip/Labor	\$ 642	EA	0%	\$ 642	N	22%	Traffic Generation	
<input checked="" type="checkbox"/> Event Assist	Other	\$ -	N/A	N/A	\$ -		73%	Value to Populous	
	TOTAL	\$ 1,317	\$ 1,149	\$ 86	\$ 867		75%	Target Mkt Value	
	Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	NO	75%	Event Promotion	
	Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	YES	52%	Sustainability	
ROI INDICATORS REVIEW		64.43%							
XXXXXXXXXXXX		XXXXXXXXXXXX			XXXXXXXXXXXX				
25%		40%			55%				
70%		85%							
FUNDING REQUEST? NO		\$ -			CALCULATION JUSTIFIED?		NO		
							38%	TOC Assets Use	
							73%	Positive Impact	
							60%	Worth Investing In	

Attachment: ROI Calculation Sheet (2264 : Longboard Challenge)



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



PRIVATE EVENT APPLICATION



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

1. CONTACT INFORMATION

EVENT NAME: Longboard Weekend

Applicant Organization: Ocean City Surf Club Contact Name: Wyatt Harrison
 Organization Address: 12636 Sunset Avenue H6 Contact Address: 12636 Sunset Avenue H6
Ocean City, MD 21842 Ocean City, MD 21842
 Organization Phone: (410) 726-5871 Contact Ofc. Phone: _____
 Organization Website: ocsurfclub.org Contact Cell Phone: _____
 NEW EVENT FOR-PROFIT 501(c)(3) Contact Email: wyatt@plakthat.com

2. EVENT DATES

Event Dates:
 Start: 06/10 End: 06/11
 Setup Dates:
 Start: 06/09 End: 06/12
 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: 50
 Avg. # of Guests: 2
 Exhibitors/Vendors - Total: 5
 % Overnight: 0
 % Travelling alone: 0
 Spectators - Total: 300
 % Overnight: 50
 Avg # in party: 2

Of the Overnight guests indicated, what
 % Lodge in OC? 20
 % Use condos? 20 % Camp? 60

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.

37th Street, on the beach in front of Castle in the Sand Hotel. We are looking for (2) bandstands for the judges of the event, spaced evenly to the south of the dune crossover at 37th street. North end of the event will be in line with the dune crossover.

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.

DPW shall provide additional trashcans, two (2) judges' stands, chairs and tables. Shall meet with the event organizer to confirm placement of one (1) judges' stand. This meeting shall be coordinated no later than Friday, June 2, 2017.

2. DPW shall block 37th Street east of Washington Ave. to the beach from Friday, June 10, 2016 through Sunday, June 12, 2016.

3. OCBP shall attempt to have personnel dedicated to this event.

4. Shall suspend the beach law during the event for event participants only.

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: 06/09 Exh/Ven Arrival: _____ Participant Arrival: 06/10
 Staff Depart: 06/11 Exh/Ven Depart: _____ Participant Depart: 06/11

7. PARKING NEEDS

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

Hotel-based Parking: 30 Public Parking: 60 Town Lot: 10 With Bus Svc: 0

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 email or fax. Please follow the embedded directions and use the existing form fields. Critically think through your details. Electronic signatures are accepted at the discretion of Private Event Coordinator.

8. EVENT PLANNING

Has this event ever been produced previously?
 If Yes, Elsewhere In Ocean City

How many years has this event been produced? 16

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? 80

Using existing Town tourist base? 20

9. TOWN APPROVALS / PERMITTING

Requesting vehicle beach access? Yes No

Requesting OCPD Support? Yes No

Requesting EMS/Fire support? Yes No

Requesting special parking needs? Yes No

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

Request to sell items within event area? Yes No

Request to sample items in event area? Yes No

Request to serve/distribute alcohol? Yes No

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

Event includes tents/temp. structures? Yes No

Event includes raffle/awards/prizes? Yes No

Event requires closure of street lane(s) Yes No

Event requires closure of public space? Yes No

Event will require Town trash removal? Yes No

Event brings in portable restrooms? Yes No

Event includes pyro/fireworks/bonfire? Yes No

Event has more than one trailer? Yes No

Event includes special provisions? Yes No

10. EVENT SUMMARY

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

This is an annual longboard (9-feet and longer) team surf contest with music, beach games and a live radio remote. There will also be an individual longboard competition.

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.

Please see above for DPW requests. Thank you!

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

Attachment: Application (2264 : Longboard Challenge)

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

12. EVENT FUNDING SOURCES

- Funding through private investor(s) 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 who receive funding as result.

All profits from the event go into the Ocean City Surf Club general fund.

14. EVENT MARKETING

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

Word of mouth, posters at local surf shops / restaurants, Facebook, email marketing.

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.

TBD. Castle in the Sand Hotel, along with many other local businesses support our Longboard Weekend every year.

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 (2264 : Longboard Challenge)

17. GUIDELINES AND OBLIGATIONS

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

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

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

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

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

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

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

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

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

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

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

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

**APPLICANT TO CHECK EACH SECTION AS "READ AND UNDERSTOOD BY APPLICANT".
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 Towu and agrees to pay all fees and costs assigned to the perinit. 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.

Wyatt Harrison
APPLICANT NAME

Wyatts-iMac.local Digitally signed by Wyatts-iMac.local
Date: 2017.02.06 13:25:52 -05'00'
SIGNATURE DATE

Wyatts-iMac.local Digitally signed by Wyatts-iMac.local
Date: 2017.02.06 13:25:38 -05'00'
APPLICANT SIGNATURE

Ocean City Surf Club
COMPANY/ORGANIZATION
Longboard Weekend
PRIVATE EVENT NAME

Attachment: Application (2264 : Longboard Challenge)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.E
Council Meeting April 17, 2017


TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: Out of the Darkness Walk
DATE: April 10, 2017

ISSUE(S): Ronald Pilling, for the Jesse Klump Memorial Fund, requests Council approve the Out of the Darkness Walk. It is to take place on Saturday, September 23, 2017 from 9:00 am-12:00 noon on the Caroline Street Stage, and the Boardwalk from 10th St. to the Inlet.

SUMMARY: The Out of the Darkness Walk raises money for the American Foundation for Suicide Prevention. Part of the money received comes back to Worcester County in the form of mental health first aid, suicide prevention and grief counseling programs. Registration and the opening ceremony take place on the Caroline Street Stage. The walk begins on the Boardwalk at Caroline Street and moves north to 10th Street, where participants turn around and continue south to the Inlet, then return to Caroline Street.

The applicant requests use of the Caroline Street Stage from 7:00 am until 2:00 pm. Also, the applicant requests permission to provide mental health care-related information.

FISCAL IMPACT: The applicant shall pay \$87.50 in private event fees and \$75 in asset and support fees, for a total of \$162.50.

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

ALTERNATIVES: No staff alternatives suggested.

RESPONSIBLE STAFF: Lisa Mitchell, Special Events Coordinator

COORDINATED WITH: Ronald Pilling, Jesse Klump Memorial Fund

ATTACHMENT(S):
1. September 2017 Calendar
2. ROI Calculation Sheet
3. Application and Supporting Documents

2017 SEPTEMBER

CALENDAR YEAR / MONTH

SUNDAY
FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	01	02
03	04 Labor Day	05	06	07	08	09
10 <i>PE - Power Boat Race - TENTATIVE</i>	11 <i>PE - 9/11 Parade of Brothers</i>	12	13	14 <i>PE - Bikefest</i>	15 <i>PE - Bikefest</i>	16 <i>PE - Bikefest</i>
17 <i>PE - Bikefest</i>	18	19	20	21 <i>Sunfest PE - Kite Fest</i>	22 <i>Sunfest PE - Kite Fest</i>	23 <i>Sunfest PE - Kite Fest PE - Treasure hunt PE - Out of the Darkness Walk - TENTATIVE</i>
24 <i>Sunfest PE - Kite Fest Treasure hunt</i>	25 <i>PE -</i>	26	27	28	29 <i>PE - Winefest</i>	30 <i>PE - Winefest ESA - TENTATIVE</i> <i>PE -</i>
01	02	03	04	05	06	07

Attachment: September 2017 Calendar (2261 : Out of the Darkness Walk)

Town of Ocean City, Maryland

Mayor & City Council Review

Event: **Out of the Darkness Walk**

Location: **Boardwalk**

Private Event at a Glance

Revised 01/26/16

EVENT DATES

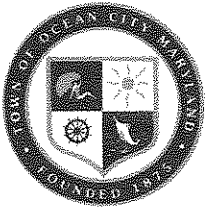
<input type="checkbox"/>	NEW EVENT	Setup:	Saturday, September 23, 2017
<input type="checkbox"/>	FOR-PROFIT	Start:	Saturday, September 23, 2017
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Saturday, September 23, 2017
<input checked="" type="checkbox"/>	COUNTY	Out by:	Saturday, September 23, 2017

EXECUTIVE SUMMARY

Walk to raise money for the American Foundation for Suicide Prevention.

TIME OF YEAR	ESTIMATED BASICS			ACTUAL EST. COSTS			PROJ. SPENDING & TAX RECEIPTS		
January	Ttl Attend:	1,312		DPW	\$ -		Est. Ttl. Spending	TOC Tax	
February	Participants	300		OCPD	\$ -		Lodging:	\$ 6,449	\$ 290
March	Spectators	1,000		EMS	\$ -		F&B:	\$ 19,486	\$ 97
April	Vendors	12		TRANS	\$ -		Amuse:	\$ 11,339	\$ 227
May	Room Nights	31		OTHER	\$ -		Ttl:	\$ 37,274	\$ 614
June				Ttl	\$ -		DEPT. OPINION SUMMARY		
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee		25%	Risk to Town	
August	App Fee	\$ 100	YES	75%	\$ 25		57%	Timeframe Value	
<input checked="" type="checkbox"/> September	Space Usage	\$ 250	YES	75%	\$ 63		21%	Uptown Impact	
October	Conc/Fran	\$ -	N/A	N/A	\$ -		60%	Downtown Impact	
November	Parking	\$ -	N/A	N/A	\$ -	Request	63%	Production Quality	
December	Equip/Labor	\$ 75	EA	0%	\$ 75	N	24%	Traffic Generation	
<input checked="" type="checkbox"/> Event Assist	Other	\$ -	N/A	N/A	\$ -		66%	Value to Populous	
	TOTAL	\$ 425	\$ 184	\$ 259	\$ 163		59%	Target Mkt Value	
Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	YES		57%	Event Promotion	
Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	NO		49%	Sustainability	
ROI INDICATORS REVIEW		55.58%					48%	Desirability	
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXX				24%	TOC Assets Use	
	25%	40%	55%	70%	85%		64%	Positive Impact	
FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?	NO				40%	Worth Investing In	

Attachment: ROI Calculation Sheet (2261 : Out of the Darkness Walk)



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

RECEIVED
 FEB 06 2017

**PRIVATE
 EVENT
 APPLICATION**



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

1. CONTACT INFORMATION

EVENT NAME: OUT OF THE DARKNESS WALK 2017

Applicant Organization: JESSE KLUMP MEM. FUND

Contact Name: RONALD PILLINGS

Organization Address: 10737 PINEY ISLAND DR.
 BISHOPVILLE MD 21813

Contact Address: SAME

Organization Phone: 443-982-2716

Contact Ofc. Phone: 443-982-2716

Organization Website: choose to live maryland.org

Contact Cell Phone: 443-365-1365

NEW EVENT FOR-PROFIT 501(c)(3)

Contact Email: were member @ jesseklumpddk

2. EVENT DATES

Event Dates:
 Start: 9/23/17 End: 9/23/17

Setup Dates:
 Start: 9/23/17 End: 9/23/17

Strike Dates:
 Start: 9/23/17 End: 9/23/17

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: 300

% Overnight: 50

Avg. # of Guests: _____

Exhibitors/Vendors - Total: 12

% Overnight: 0

% Travelling alone: _____

Spectators - Total: 1000 +

% Overnight: _____

Avg # in party: _____

Of the Overnight guests indicated, what

% Lodge in OC? 50

% Use condos? 50 % Camp? _____

3. EVENT LOCATION

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

THE WALK WILL PROCEED SOLELY FROM CAROLINE STREET, ON THE BOARD WALK, NORTH TO 10TH STREET, WILL TURN AROUND, WALK TO THE INLET, AND RETURN TO CAROLINE STREET

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.

THE FOCAL POINT WILL BE THE BANDSHELL AT CAROLINE STREET. REGISTRATION AND THE OPENING CEREMONY WILL BE IN THE BANDSHELL.

6. ARRIVAL/DEPARTURE PLAN DATES

Staff Arrival: 7:00 A.M. Exh/Ven Arrival: 7:00 Participant Arrival: 9:00

Staff Depart: 2:00 P.M. Exh/Ven Depart: 2:00 Participant Depart: NOON

7. PARKING NEEDS

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

Hotel-based Parking: _____ Public Parking: 75 Town Lot: 25 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.

Attachment: Application and Supporting Documents (2261 : Out of the Darkness Walk)

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8. EVENT PLANNING

Has this event ever been produced previously?
 If Yes, Elsewhere In Ocean City

How many years has this event been produced? 6

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? 100%

Using existing Town tourist base? _____

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 OUT OF THE DARKNESS WALK RAISES PLEDGE MONEY FOR THE AMERICAN FOUNDATION FOR SUICIDE PREVENTION, PART OF WHICH RETURNS TO WORCESTER COUNTY TO MOUNT MENTAL HEALTH FIRST AID, SUICIDE PREVENTION AND GRIEF COUNSELING PROGRAMS. WALKERS ARE TYPICALLY PEOPLE WHO HAVE LOST LOVED ONES TO SUICIDE. SENATOR JIM MATHIAS WILL OFFER OPENING REMARKS. VENDORS WILL BE DISTRIBUTING MENTAL HEALTHCARE RELATED INFORMATION.

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

9. TOWN APPROVALS / PERMITTING

Requesting vehicle beach access? Yes No

Requesting OCPD Support? Yes No

Requesting EMS/Fire support? Yes No

Requesting special parking needs? Yes No

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

Request to sell items within event area? Yes No

Request to sample items in event area? Yes No

Request to serve/distribute alcohol? Yes No

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

Event includes tents/temp. structures? Yes No

Event includes raffle/awards/prizes? Yes No

Event requires closure of street lane(s) Yes No

Event requires closure of public space? Yes No

Event will require Town trash removal? Yes No

Event brings in portable restrooms? Yes No

Event includes pyro/fireworks/bonfire? Yes No

Event has more than one trailer? Yes No

Event includes special provisions? Yes No

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.

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

Attachment: Application and Supporting Documents (2261 : Out of the Darkness Walk)

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

12. EVENT FUNDING SOURCES

- Funding through private investor(s) 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.

JESSE KLUMP MEMORIAL FUND
 LIFE CRISIS CENTER
 ATLANTIC GENERAL HOSPITAL
 WORCESTER YOUTH & FAMILY COUNSELING
 GO-GETTERS
 AMERICAN FDN. FOR SUICIDE PREVENTION

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 who receive funding as result.

THE AMERICAN FOUNDATION FOR
 SUICIDE PREVENTION
 WORCESTER CT. HEALTH DEPARTMENT
 JESSE KLUMP MEMORIAL FUND

14. EVENT MARKETING

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

WEBSITES
 SOCIAL MEDIA
 PRESS RELEASES
 POSTERS AND FLYERS

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 and Supporting Documents (2261 : Out of the Darkness Walk)

17. GUIDELINES AND OBLIGATIONS

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

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

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

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

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

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

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

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

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

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

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

BEACH ACCESS: Vehicle access to and from the beach must be clearly identified on your application.

BEAUTY CONTESTS: Beauty contests will not be permitted on the beach.

CHANGES IN APPLICATION: Any request for change from the submitted Private Event Application **MUST** be made in writing. Appropriate approvals must, again, be obtained. The fee for this service is \$50.00.

CITY SERVICES: Each applicant should plan on providing all the necessary cleanup, set-up, etc. without the assistance of City Services. If town services are requested, they must be clearly indicated within the Private Event Application for evaluation. Please note, if an application requests to borrow major end-items (mechanical equipment) from the Town of Ocean City, a \$250.00 damage/repair bond must be obtained for each item.

CONCESSIONS: No food or beverage concessions will be permitted on the beach or along the boardwalk, although such sales may be considered at other sites. Beverage sales at other sites must maintain compliance with the sponsorship restrictions noted below. **ONLY** event related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws. An additional fee of \$75 will be assessed for ANY granted concession privilege. **SPONSORSHIPS:** All sponsors must be identified on the application. The Town of Ocean City maintains an exclusive agreement with the Coca-Cola Refreshments that prohibits the promotion, sale and distribution of any competing beverages to include soft drinks, juices, sport drinks, specified energy drinks and bottled water on City property. Private Event Applicants requesting use of City Property must comply with this agreement. Ocean City will not allow advertising that is:

- Violence in any form
- False, misleading or deceiving statements
- Sexually explicit or obscene materials
- Tobacco or tobacco products
- Tattoos
- Casino gambling including games of chance and skill
- Alcohol
- Other potentially objectionable marketing or advertising which may be established from time to time by the Town.

BANNERS: The Town of Ocean City has limited banner display space at Town entrances. Applicants interested in banner advertisement must complete a Banner Application form, available through the Private Events Coordinator. Approved banners must be delivered to the Maintenance Division of Public Works, a minimum of fourteen (14) days prior to approved installation date. Wind cuts or slices must be cut in solid banners.

DIAGRAM OF EVENT LAYOUT: A detailed diagram of the event layout/set-up and location of any and all facilities is required with your application. The application will be considered incomplete without the diagram.

FEES: A Public Property Usage Fee of \$250 applies per venue/per block/per day from March 16 through October 31. A Public Property Usage Fee of \$150 applies per venue/per block/per day from November 1 through March 15. For beach use, this fee is charged per ocean block, per day. Races/runs/walks on the beach do not require a per block charge. Set-up and breakdown days are subject to this fee assessment as well. Additional Town Asset Fees may be assessed depending upon the impact of City services requested. Assessed fees must be paid to the Town of Ocean City no less than seven (7) days prior to the scheduled event. Local Non-Profit Organizations whom maintain primary offices within Worcester County may be eligible for up to a 75% discount in application and space usage fees upon approval of the Mayor and City Council.

INFLATABLES: Inflatable displays may be permitted, but must be pre-approved. A photograph of the intended display and the dimensions must be included before approval can be considered. No liquor or tobacco product displays will be allowed. INFLATABLES must be of a nationally recognized product available for sale at retail establishments. The Mayor and City Council reserve the right to reject any inflatable determined inappropriate.

BEACH STAND OPERATOR NOTIFICATION: All events scheduled on the beach require that any Beach Stand Operator within the requested event venue be notified of the intended activity. A list of operators is available from the City Clerk's office at (410) 289-8824.

MUSIC AND PUBLIC ADDRESS SYSTEMS: Must operate in accordance with the Ocean City Code 30-367 of 65 decibels.

DOWNTOWN EVENTS (BEACH/BOARDWALK): Events that charge participant entry fees (tournaments, festivals, etc.) and/or desire to display sponsorship banners or other promotional information, must maintain a seventy-five (75) foot buffer from the edge of the train lane to the start of the event's set up. All events must comply with the provisions of Chapter 62 of the Ocean City Code.

CAROLINE STREET BOARDWALK STAGE EVENTS: Events that take place on the Caroline Street Boardwalk Stage will be assessed an hourly fee, plus a refundable clean up deposit of \$100 per use. For-profit promoters will be charged \$100 per hour while non-profit organizations will be charged \$25 per hour. Set-up and breakdown times are subject to this fee as well.

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

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

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

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

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

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

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

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

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

drawn and announced prior to the conclusion of the event.

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

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

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

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

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

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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.

RONALD W. PILLING
APPLICANT NAME

2/2/17
SIGNATURE DATE

[Handwritten Signature]
APPLICANT SIGNATURE

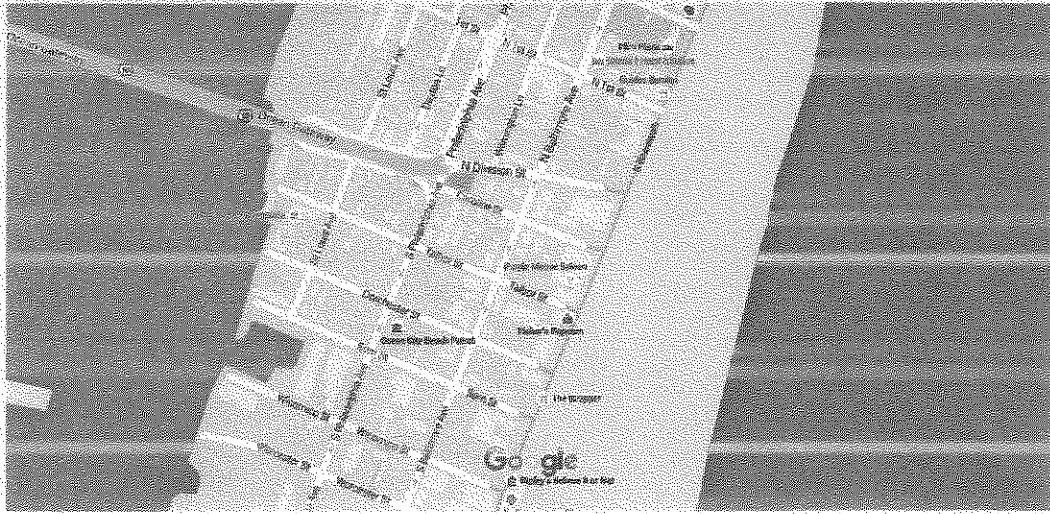
JESSE KLUMP MEMORIAL FUND
COMPANY/ORGANIZATION

OUT OF THE DARKNESS WALK 2017
PRIVATE EVENT NAME

Attachment: Application and Supporting Documents (2261 : Out of the Darkness Walk)

OUT OF THE DARKNESS WALK

September 23, 2017



Walkers will register at the bandshell, on the Boardwalk at Caroline Street. The walk will proceed north on the Boardwalk from Caroline Street to 10th Street, turn and walk to the Inlet, and turn again to return to Caroline Street. Vendors will set up in and around the bandshell, and on the parking area in front of the Worcester County Health Department at 4 Carline Street.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 250 Park Avenue 3rd Floor New York NY 10177	CONTACT NAME: PHONE (A/C, No., Ext): 212-994-7100 FAX (A/C, No.): 212-994-7047 E-MAIL ADDRESS: ADDRESS:														
INSURED AMERFOU-01 American Foundation for Suicide Prevention 120 Wall Street, 29nd Floor New York NY 10005	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: American Insurance Company</td> <td style="text-align: center;">21857</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: American Insurance Company	21857	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER: 1696715903** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> Loc OTHER:			XPX80974881	12/31/2016	12/31/2017	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$0</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$1,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000	MED EXP (Any one person)	\$0	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$1,000,000		\$
EACH OCCURRENCE	\$1,000,000																				
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EACH OCCURRENCE	\$																				
AGGREGATE	\$																				
	\$																				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">PER STATUTE</td> <td style="width: 50%;">OTH-ER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td style="text-align: right;">\$</td><td></td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td style="text-align: right;">\$</td><td></td></tr> </table>		PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$		E.L. DISEASE - EA EMPLOYEE	\$		E.L. DISEASE - POLICY LIMIT	\$			
	PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$																				
E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is included as additional insured as respects negligence arising out of the named insured's operations. Blanket Additional Insured endorsement included in policy.
 AFSP Out of the Darkness Walk

CERTIFICATE HOLDER Town of Ocean City, Maryland Special Events Department 200 - 125th Street Ocean City MD 21842	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Attachment: Application and Supporting Documents (2261 : Out of the Darkness Walk)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.F
Council Meeting April 17, 2017


TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Transfer of Taxi Medallion #125
DATE: April 12, 2017

ISSUE(S): Transfer of Taxi Medallion #125

SUMMARY: Abdalla Yousif of Safari Taxi sold Taxi Medallion #125 to Abuelhassan Balla Abdelmagid in the amount of \$4,000. The 25% transfer fee of \$ 1,000 was paid.

This is an Independent to Independent transfer resulting in a Fleet to Independent ratio of 21.13%.

FISCAL IMPACT: \$1,000.00

RECOMMENDATION: Approve transfer of Medallion #125.
 1st Class Resort and Tourist Destination

ALTERNATIVES: None suggested.

RESPONSIBLE STAFF: Diana Chavis, City Clerk
Michelle Monico, Records Management Supervisor

COORDINATED WITH: Not Applicable

ATTACHMENT(S): 1. Taxi Medallion #125 Bill of Sale

Taxi Medallion Bill of Sale

BE IT KNOWN, that for the sum of \$ 4000.⁰⁰, the full receipt of which is acknowledged, the undersigned ABDALLA YOUSIF (Seller)

hereby sells and transfers all rights and obligations of said medallion to ABUELHASSAN ABDELMAQID (Buyer); provided however, that a fleet holder may transfer to either a fleet holder or independent holder and an independent holder may only transfer to another independent holder to maintain at least a 15 percent holder ratio to independent holders.

Any transfer of a taxicab medallion is subject to the approval of the Mayor and City Council and is subject to the following provisions:

- a. Both the transferor and the transferee shall provide the Mayor and City Council with a sworn affidavit and bill of sale attesting to the transfer price or consideration.
- b. Pay onto the Mayor and City Council a transfer fee equal to the greater of \$500.00 or 25 percent of the transfer price or consideration.
- c. A right of first refusal by the Mayor and City Council of Ocean City to reacquire the usage rights of the medallion from the transferor for the proposed purchase price less the transfer fee.

I/we hereby affirm or attest under the penalty of perjury, that the statements made below are true and correct to the best of my/our knowledge, information and belief.

I hereby affirm or attest that on this 06 day of April, 2017, I did sell Medallion No. 125 for the sum of \$ 4000.⁰⁰ from the seller named above.

Seller's Signature: Abdalla Yousif
 Seller's Printed Name: ABDALLA YOUSIF
 Company Name: SAFARI TAXI (Independent/Fleet)
 Phone # 410-603 6704

I hereby affirm or attest that on this 06 day of April, 2017, I did purchase Medallion No. 125 for the sum of \$ 4000.⁰⁰ from the seller named above.

Buyer's Signature: Abuelhassan Abdelmaqid
 Buyer's Printed Name: ABUELHASSAN ABDELMAQID
 Buyer's Address: 12440 INDEPENDENCE CT
APPEE31 PRINCESS ANNE MD. 21853
 Company Name: SAFARI TAXI (Independent/Fleet)
 Phone # 703 949 8687

Retaining Company Name

NOTARY
[Signature]

Administrative Use Only

Buyer: Independent OWNER

Seller: Independent OWNER

As a result of this sale, the Fleet to Independent Ratio will be 21.13 %

RECEIPT

Town of Ocean City MD
 *** CUSTOMER RECEIPT ***
 Oper: POS Type: DC Drawer: 1
 Date: 4/06/17 01 Receipt no: 103003

Description	Quantity	Amount
TM TAX MEDALLION RESALE	1.00	\$1000.00
ABDELMAGIO, GABUELHASSAN		
CORRECT TENDER		
Tender detail		
CR CREDIT CARD		\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 4/06/17 Time: 12:48:04
 THANK YOU AND HAVE A NICE DAY !
 TOWN OF OCEAN CITY 410-289-0033



Attachment: Taxi Medallion #125 Bill of Sale (2260 : Transfer of Taxi Medallion #125)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.G

Council Meeting April 17, 2017


TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Diana Chavis, City Clerk
 RE: Request to Serve Beer and Wine at Fiesta Park Wedding Reception
 DATE: April 12, 2017

ISSUE(S): Permission to serve beer and wine at Fiesta Park

SUMMARY: Amanda Main is holding her wedding reception at Fiesta Park on Saturday, June 10, 2017, from 5:00-9:00 p.m., and requests permission to serve beer and wine. Beverages will be placed in a cooler. A small speaker will be used to play music from an iPhone. Approximately 60 people will be in attendance. The applicant will assume responsibility for those drinking at the reception and ensure safety of all guests.

Per Sec. 58-73 of Town Code, the Mayor and City Council may permit public possession and consumption of alcoholic beverages for municipal permitted events on public property.

FISCAL IMPACT: Fiesta Park rental fee of \$78.

RECOMMENDATION: Approve request.
 1st Class Resort and Tourist Destination

ALTERNATIVES: Defer to Mayor and Council.

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Facilities Supervisor Tammy Beres; Applicant Amanda Main;

ATTACHMENT(S): 1. Town Code Section 58-73

Sec. 58-73. - Public possession and consumption at municipal sponsored events.

Notwithstanding the provisions of [section 58-71](#) and [58-72](#) of this division, upon allocation, the Mayor and City Council of Ocean City may permit the public possession and consumption of alcoholic beverages at municipal sponsored events and municipal permitted special events on the public property and municipal parking lots subject to such restrictions and conditions which the mayor and city council may impose.

(Code 1972, § 71-6.1; Ord. No. 2010-19, 6-21-2010; Ord. No. 2010-20, 7-6-2010)

Attachment: Town Code Section 58-73 (2277 : Request to Serve Beer and Wine at Fiesta Park Wedding Reception)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 4.H
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Catrice Parsons, Procurement Manager
RE: Beverage Franchise Agreement
DATE: April 12, 2017

ISSUE(S): Bid Award Recommendation for Beverage Franchise Agreement.

SUMMARY: Proposals were recognized and remanded to staff for further review at the March 28, 2017 Mayor & City Council Work Session.

Staff reviewed the proposals and the highest ranking responsive and responsible vendor is Coca Cola Bottling Company.

Staff is requesting Mayor & City Council to award the five (5) year Beverage Franchise Agreement to Coca Cola Bottling Company. The formal agreement will be coordinated with City Solicitor Guy Ayres.

FISCAL IMPACT: \$445,807.50, noting that Commission and Product Donation components are based on sales.

RECOMMENDATION: Award the five year Beverage Franchise Agreement to Coca Cola Bottling Company.

 1st Class Resort and Tourist Destination

ALTERNATIVES: None suggested.

RESPONSIBLE STAFF: Susan Petito, Recreation/Parks Director

COORDINATED WITH: Not Applicable

ATTACHMENT(S):
1. Five Year Beverage Franchise Proposals
2. Evaluation Matrix - Beverage Franchise Agreement-COMBINED

Five Year Franchise Fee Proposals

Financial Contribution Type	Pepsi Cola	Coca Cola
Franchise Fee	\$50,000.00	\$175,000.00
Boosters Product & Promotional Items	\$0.00	\$5,000.00
Boosters Donation	\$25,000.00	\$25,000.00
Christmas Parade	\$10,000.00	\$10,000.00
Winterfest/NYE	\$35,000.00	\$35,000.00
Media/Promotion	\$30,000.00	\$75,000.00
Commission	\$84,600.00	\$102,010.00
Product Donations	\$21,022.50	\$18,797.50
Total Five Year Contribution	\$255,622.50	\$445,807.50

Attachment: Five Year Beverage Franchise Proposals (2279 : Beverage Franchise Agreement)

Evaluation Criteria	Pepsi Cola	Coca Cola
Evaluator #1 - SP	2.3	3.4
Evaluator #2- LN	2.1	3.5
Evaluator #3 -DR	1.8	3.5
Final Score	2.07	3.47



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 5.A
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Frank Miller, Special Events Director
RE: DVA Beach Volleyball Series Addendum
DATE: April 12, 2017

ISSUE(S): On March 6, 2017, Council approved Rich Comly from We Build, You Play Sports to produce the private event, ESPL Beach Volley Tournament. This event was to take place on the beach on Saturday-Monday, May 27-29, 2017 from 3rd-5th Streets and 116th-118th Streets. Since then, Rich Comly has provided an addendum to the approved application.

SUMMARY: The changes/additions Rick Comly requests Council consider to his ESPL Beach Volley Tournament are as follows:

1. Make an event series.
2. Delete the Monday, May 29, 2017 date.
3. Have the Saturday-Sunday, May 27-28, 2017 event held on the beach between 117th-119th Streets only.
4. Add the dates Saturday-Sunday, May 6-7, 2017, Sunday, May 14, 2017, Saturday-Sunday, May 20-21, 2017 and Thursday, June 29, 2017 for the event series, and hold on the beach between 117th-119th Streets as well as between 4th-5th Streets.

Rec & Parks stated that the 3rd St. Volleyball nets will not be in place for the May 6-7, 2017 event. However, Rich Comly is not requesting their use, so this is not an issue.

The applicant will set-up nets and poles in the sand as well as **chairs, umbrellas and tents**. **If any tents exceed 10'x10'**, the applicant will obtain a permit from the Office of the Fire Marshal.

Public Works stipulates the applicant maintains the cleanliness of the beach, including set-up and breakdown. There are to be no piles of bagged trash or debris on the beach. All refuse must be placed in trash cans/city dumpsters by event staff.

Beach Patrol (OCBP) states the applicant must set-up both event sites only after meeting with the OCBP area supervisor to make any and all necessary adjustments required by OCBP. The applicant must also provide OCBP emergency access lanes through the event site. OCBP mandates any vehicle on the beach must exit by 8:00 am and cannot return until after 7:00 pm. Any vehicle on the Boardwalk must also exit by 8:00 am, but cannot return until the following morning. Lastly, it is imperative the event does not interfere with the normal

Agenda Item # 5.ACouncil Meeting April 17, 2017

patrolling of the beach. Event staff, participants and spectators must adhere to the OCBP's **directives when on the beach**, including set-up and breakdown.

FISCAL IMPACT: The applicant shall pay the Town \$2,150 for the entire event series.

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: Rich Comly, We Build You Play Sports Group

ATTACHMENT(S):
1. May 2017 Calendar
2. June 2017 Calendar
3. ROI Calculation Sheet
4. Application Addendum

~ May 2017 ~						
◀ Apr 2017						Jun 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Springfest	5 Springfest	6 Springfest PE – KofC Procession PE – ESPL Beach Volleyball Series - TENTATIVE
7 Springfest PE – ESPL Beach Volleyball Series - TENTATIVE	8	9	10	11	12 PE – Showell 1 st Grade Boardwalk Walk - TENTATIVE	13 PE – Crab Soup Cook-off PE – Fight the Bite 5K PE – Ride for the Feast
14 PE – Mother’s Day Winecation PE – ESPL Beach Volleyball Series - TENTATIVE	15	16 PE – Showell 1 st Grade Boardwalk Walk Rain Date - TENTATIVE	17	18 PE – Cruisin’ OC	19 PE – Cruisin’ OC	20 PE – Cruisin’ OC PE – ESPL Beach Volleyball Series - TENTATIVE
21 PE – Cruisin’ OC PE – ESPL Beach Volleyball Series - TENTATIVE	22	23	24	25	26	27 PE – ESPL Beach Volleyball Series
28 PE – ESPL Beach Volleyball Series	29 MEMORIAL DAY PE – ESPL Beach Volleyball Series	30	31	Notes:		

Attachment: May 2017 Calendar (2265 : DVA Beach Volleyball Series Addendum)

June 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 PE – PIS Dodge Ball	2 PE – PIS Tennis	3 PE – Raven’s Parade PE – Beach Havoc Sports Fest PE – ESA - TENTATIVE
4 PE – PIS Karaoke PE – Beach Havoc Sports Fest	5	6 PE – PIS Beach Volleyball & Karaoke	7 PE – PIS 3 on 3 Basketball	8 PE – PIS Dodge Ball PE – Movie Night	9 PE – Sun Run PE – PIS Tennis	10 PE – Longboard Challenge PE – Sand Duels
11 PE – Longboard Challenge PE – Sand Duels PE – PIS Karaoke	12	13 PE – PIS Beach Volleyball & Karaoke	14 PE – PIS 3 on 3 Basketball	15 PE – PIS Dodge Ball	16 PE – PIS Tennis	17 PE – Air Show
18 SIP PE – Air Show PE – Fatherhood Beer Fest - TENTATIVE	19	20 PE – Firemen’s Pipe & Drum	21 PE – Firemen’s Parade & 5K	22	23	24 Art’s Alive PE – Beach 5 PE – ESA - TENTATIVE
25 Art’s Alive PE – Beach 5	26	27	28	29 PE – ESPL Beach Volleyball Series - TENTATIVE	30	

Attachment: June 2017 Calendar (2265 : DVA Beach Volleyball Series Addendum)

Town of Ocean City, Maryland
Mayor & City Council Review

Event: **ESPL Beach Volleyball Tournament Series**
Location: **Beach 116th-118th Sts. and 4th-5th Sts.**

Private Event at a Glance

Revised 01/26/16

EXECUTIVE SUMMARY

Junior beach volleyball tournament series

		EVENT DATES	
<input type="checkbox"/>	NEW EVENT	Setup:	Friday, May 26, 2017
<input type="checkbox"/>	FOR-PROFIT	Start:	Saturday, May 27, 2017
<input checked="" type="checkbox"/>	NON-PROFIT	End:	Saturday, June 03, 2017
<input checked="" type="checkbox"/>	COUNTY	Out by:	Saturday, June 03, 2017

TIME OF YEAR	ESTIMATED BASICS		ACTUAL EST. COSTS				PROJ. SPENDING & TAX RECEIPTS		
January	Ttl Attend:	130	DPW	\$ -			Est. Ttl. Spending	TOC Tax	
February	Participants	100	OCPD	\$ -		Lodging:	\$ 38,612	\$ 1,738	
March	Spectators	30	EMS	\$ -		F&B:	\$ 47,228	\$ 236	
April	Vendors	-	TRANS	\$ -		Amuse:	\$ 25,828	\$ 517	
<input checked="" type="checkbox"/> May	Room Nights	408	OTHER	\$ -		Ttl:	\$ 111,669	\$ 2,490	
June			Ttl \$ -			DEPT. OPINION SUMMARY			
July	FEES	Straight	Discount?	Disc. Value	Ext. Fee		30%	Risk to Town	
August	App Fee	\$ 100	YES	75%	\$ 25		53%	Timeframe Value	
September	Space Usage	\$ 5,500	YES	75%	\$ 1,375		59%	Uptown Impact	
October	Conc/Fran	\$ 75	N/A	N/A	\$ 75		45%	Downtown Impact	
November	Parking	\$ -	N/A	N/A	\$ -	Request	70%	Production Quality	
December	Equip/Labor	\$ -	EA	0%	\$ -	N	32%	Traffic Generation	
	Other	\$ -	N/A	N/A	\$ 50		76%	Value to Populous	
<input checked="" type="checkbox"/> Event Assist	TOTAL	\$ 5,675	\$ 747	\$ 747	\$ 1,525		75%	Target Mkt Value	
Track-Record:	YES	Self-Sustaining:	YES	Draws Mkt:	YES		68%	Event Promotion	
Budget Exists:	YES	Ann. Growth:	YES	Multi-State:	NO		50%	Sustainability	
ROI INDICATORS REVIEW		62.83%					67%	Long-Term Benefit	
XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXX				75%	Desirability	
	25%	40%	55%	70%	85%		32%	TOC Assets Use	
FUNDING REQUEST? NO	\$ -	CALCULATION JUSTIFIED?	NO				74%	Positive Impact	
							43%	Worth Investing In	

Attachment: ROI Calculation Sheet (2265 : DVA Beach Volleyball Series Addendum)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 5.B

Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Diana Chavis, City Clerk
 RE: Deepwater Wind
 DATE: April 12, 2017

ISSUE(S): Skipjack Wind Farm

SUMMARY: Deepwater Wind is one of two companies the Maryland Public Service Commission is considering for an offshore wind renewable energy project. This project, named Skipjack Wind Farm, is comprised of 15 turbines located approximately 19–26 miles off the coast of Ocean City.

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Not Applicable



1st Class Resort and Tourist Destination

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Not Applicable

COORDINATED WITH: Clint Plummer, Deepwater Wind

ATTACHMENT(S):
 1. 2017_03_07_Ocean City_Package_v3 Deepwater Wind
 2. Skipjack Wind Farm Fact Sheet



April 7, 2017

Via Electronic Mail and FedEx

The Honorable Richard Meehan, Mayor
 Town of Ocean City, Maryland
 301 N. Baltimore Avenue
 Ocean City, MD, 21842

RE: Skipjack Wind Farm

Dear Mr. Mayor,

Thank you for the opportunity to introduce Deepwater Wind and our proposed Skipjack Wind Farm at your upcoming City Council meeting on April 17. I write to provide you and the members of the City Council, copied here, with information regarding our project in advance of our meeting.

I very much want to hear your concerns and questions about offshore wind. If our project is allowed to proceed, we expect offshore installation to begin in 2022 after a lengthy permitting process, so I hope that this is the beginning of a conversation with the community. This is a new industry for the United States and my job is to provide you with the information you need to make informed decisions for your community. I applaud your leadership in advocating to protect the tourism industry in Ocean City. I concur with you and the City Council that a poorly-designed offshore wind farm can represent visual pollution to pristine coastal communities.

Let me be clear: we designed our project to be indistinguishable from Ocean City. Our project could not be more different from the project that you reviewed last week. From 145th street, the closest point in Ocean City, our nearest wind turbine will be 19.5 miles away. And, from the Ocean City Life Saving Station Beach (South Parking Lot), the nearest turbine will be 26.1 miles away. At these distances, it will be extremely difficult, if not impossible, to see the Skipjack Wind Farm.

We very deliberately designed our project to be far offshore and at a small scale in order to blend it into the far ocean horizon. We want beachgoers to say, "where is that windfarm?" as they struggle to glimpse something over the horizon, not "wow, that's a big windfarm." This will be true at night as well, when the safety lights of the turbines will be pinpoints in the far distance that will be difficult to spot unless one is really looking for them.

We made very specific choices in designing this proposed windfarm specifically with Ocean City in mind. First, we have proposed only 15 turbines (not 120 or more, like our competitor's). Second, we plan to locate these turbines 19.5 miles or further away from the closest point of

Honorable Richard Meehan, Mayor
 Town of Ocean City, Maryland
 Page 2

Ocean City (unlike our competitor's site, which is much closer). Finally, our project is far to the north-east of Ocean City, it does not run parallel to the Ocean City beach.

Our company's name was selected to demonstrate our understanding that, to be successful, offshore wind farms must be located far offshore, in the deep water, where they can be indistinguishable to coastal communities such as Ocean City.

From our recent conversation, I understand your concerns regarding the visual impacts, nighttime lighting, construction noise and cable landings associated with offshore wind farms. I am confident that the Skipjack project can be developed in a way that addresses each of these concerns and that does not adversely impact the important tourism economy of Ocean City.

COMPANY BACKGROUND

Deepwater Wind is America's leading offshore wind developer. Led by a veteran management team with experience in developing complex energy projects around the world, the company's Block Island Wind Farm became the first offshore wind farm in the nation when it began operating in December 2016. In January 2017, Deepwater Wind was awarded a contract to build what will be the second offshore wind farm in America, this time off the coast of Long Island, New York.

PROJECT OVERVIEW

The Skipjack Wind Farm is a new 120 MW offshore wind farm that will consist of fifteen wind turbines, located between 19.5 and 24.5 statute miles to the north-east of 145th street, the closest point in Ocean City. The wind turbines will be installed in an area designed for offshore wind development by the U.S. Department of the Interior.

Deepwater has proposed to deliver power to Delmarva Power's transmission system in Ocean City – either at the 138th Street Substation, or at the Ocean Bay Substation, which is located on 84th street. Doing so will provide reliability, economic and environmental benefits to the grid by displacing power from local power plants, including the Indian River coal-fired power plant. In addition, because Deepwater plans to interconnect with the grid in Ocean City and construct millions of dollars of interconnection facilities in Ocean City, Deepwater will also be a significant property tax payer in the Town.

A general arrangement diagram including the lease area, proposed wind turbine locations, and potential points of interconnection is shown in Appendix 1. Deepwater has great flexibility in selecting the location of the landfall of our cable. While we have identified multiple alternative landfall locations, we have made no final selection and look forward to working with the State, the Town and other jurisdictions to identify the most appropriate landfall location. Our goal is to find a landfall location that minimizes disturbance to other activities and uses in the area.

Deepwater plans to operate and maintain the Skipjack Wind Farm from a new permanent Shore Operations Center located in the Ocean City area. In so doing, the Skipjack project will contribute to local employment over its 25-year operating lifetime. Deepwater anticipates approximately 20 full-time employees among itself and its prime contractors. The final location

Honorable Richard Meehan, Mayor
Town of Ocean City, Maryland
Page 3

of the Shore Operations Center will be established in connection with State and Town permitting as well as consultations with the Town government, port operators and other stakeholders.

Deepwater has applied to the Public Service Commission for approval of the Skipjack project as a “Qualified Offshore Wind Project”, eligible to receive Offshore Renewable Energy Certificates. Our goal in submitting this application was to demonstrate that offshore wind can be a clean, cost-effective and publicly-accepted new source of energy.

VISUAL IMPACTS

The design of the Skipjack Wind Farm includes three important features that are intended to minimize potential visual impacts from Ocean City’s beaches and adverse effects on the local tourism economy. First, we selected the most advanced wind turbine technology, which allows installation of a fewer number of turbines, each with a larger output. Second, we have located the nearest wind turbine over 19.5 statute miles from the closest point to Ocean City. As a result, much of the Skipjack project’s wind turbines will be screened from view by the curvature of the earth. Third, by locating the Skipjack Wind Farm to the north-east of Ocean City, the project’s wind turbines are not directly off the Ocean City beaches. In fact, to see the Skipjack wind turbines, an observer would have to stand on the beach and turn his or her head to the far left to look north towards Delaware. This is demonstrated by the panorama visualization included in Appendix 2. Other daytime visual simulations are also provided in Appendix 2. In sum, installing only 15 turbines helps to make the Skipjack project an indistinguishable feature of the horizon.

NIGHTTIME LIGHTING

The Federal Aviation Administration’s (FAA) regulations require aircraft avoidance lighting on the wind turbines’ hubs (i.e. the point at which the blades connect to the tower). In addition, the US Coast Guard’s (USCG) regulations require aides to navigation on the foundation platforms, which include nighttime lighting. Deepwater has successfully obtained all the required approvals from the FAA and the USCG for the Block Island Wind Farm and intends to do the same for the Skipjack project.

The same factors that mitigate daytime visual impacts also mitigate the effects of nighttime lighting. By limiting the number of wind turbines, by placing them more than 19.5 nautical miles from shore, and by locating them to the north-east of Ocean City, rather than directly off its beaches, the required lighting of the Skipjack project is expected to be indistinguishable during nighttime, as shown in the nighttime visual simulations included in Appendix 3.

CONSTRUCTION NOISE

The installation of the Skipjack project’s monopile foundations requires the use of offshore construction equipment, which will create a certain level of in-air and under-water sound for a limited time during the project’s construction. But with the nearest turbine located 19.5 miles from the closest point in Ocean City, the sound from the project will be negligible anywhere on the coast.

Honorable Richard Meehan, Mayor
Town of Ocean City, Maryland
Page 4

In fact, if the noise from pile driving is even heard at the shore it will be minimal and will not disturb normal coastal activities. It is important to remember that the ocean itself is very noisy with constant waves and vessel activity.

Both in-air and under-water sound impacts on Ocean City will be mitigated by limiting the number of turbines to only 15 (currently in Europe, installation of a monopole takes one day, whereas a jacket, such as those proposed by our competition, takes several days), by locating the nearest turbine approximately 19.5 miles away, and by limiting certain activities to day time.

CABLE LANDING

The Skipjack project will include an export cable system that will deliver power from the offshore wind farm to the point of interconnection onshore. This 8-inch to 12-inch cable will be brought ashore using the same methodology that was employed successfully in the landing of the cables for the Block Island Wind Farm and that is very common across the United States and in Maryland for installing submarine cables.

As detailed in Appendix 4, the Block Island Wind Farm involved two cable landings – one on Block Island and another on the mainland. Both cables were installed under public bathing beaches. The cable landfall at Scarborough Beach on the Rhode Island mainland is substantially the same as that which we plan to employ for the Skipjack project.

For the Scarborough landfall, Deepwater negotiated temporary and permanent easements with the State Parks Department, the owner of the beach. In exchange for those easements, Deepwater agreed to make certain improvements to the beach including repaving the full parking lot area, replacing old landscaping and providing funds in a trust for the permanent maintenance of these improvements.

Construction of the landfall was executed over a period of approximately four months, all during the offseason. This is a lengthier time than the 2 months expected for Skipjack because of the presence of bedrock at Scarborough Beach. As will be the case for the Skipjack Wind Farm, no cable landfall work for the Block Island project was conducted during between Memorial Day and Labor Day.

At Scarborough beach, the installation contractor used a horizontal directional drill to install a new conduit between the beach parking lot and a temporary cofferdam installed approximately 1,500 feet offshore. All drilling was conducted inside a designated construction area in the beach parking lot that was enclosed by a sound mitigating wall. Within this wall, the drilling equipment created an approximately eighteen-inch tunnel that was not less than ten feet under the beach at any point. When the drill reached the offshore cofferdam, the new plastic conduit was pulled through the tunnel. Cable from the offshore cable installation vessel was then pulled through the conduit and anchored in a new vault buried under the parking lot. From the cable landfall location to the substation point of interconnection, all cable for the Block Island Wind Farm is buried beneath existing roads, as will be the case for the Skipjack project.

Honorable Richard Meehan, Mayor
 Town of Ocean City, Maryland
 Page 5

While all construction work occurred in the off season, there was no closure of the beach at any time. At no point during the construction was the beach itself impacted by any construction activities and it remained open to the public for the full period of the cable installation.

COMPARISON OF PROPOSED PROJECTS

The Skipjack Wind Farm provides the State of Maryland and the Town of Ocean City with the unique ability to support the development of a major new source of clean energy without concerns of visual impacts. The Skipjack project objectively has significantly less visual impact than that of the US Wind project. This difference can be seen in the map showing the two projects at scale, attached as Appendix 5. This can also be seen in US Wind's visual simulations, attached as Appendix 6, which I invite you to compare with those of our project, attached as Appendices 2 and 3.

Finally, although both projects will need to go through a federal permitting review, which will require that Maryland provide a consistency determination with its coastal regulations, that process will not provide Ocean City with a formal "seat at the table." However, if the Skipjack project does make landfall in Maryland, Ocean City will have direct involvement in our project.

We very much hope that our meeting will be the start of a long-term relationship with the Ocean City community. We are committed to working with the community to build a project that is a source of local pride. We are not here to simply explain our plans, but to solicit your input on a complex project that will require collaboration and understanding.

Thank you again for the opportunity to present our project. I look forward to discussing these materials and any other questions you may have when we meet on Monday, April 17. Please do not hesitate to contact me in the meantime if you wish for us to be prepared to address additional specific issues.

Sincerely,



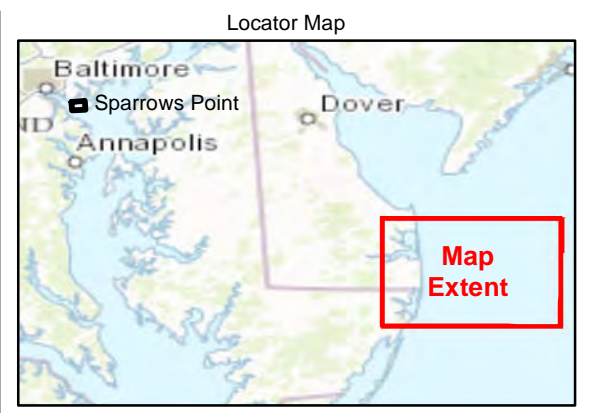
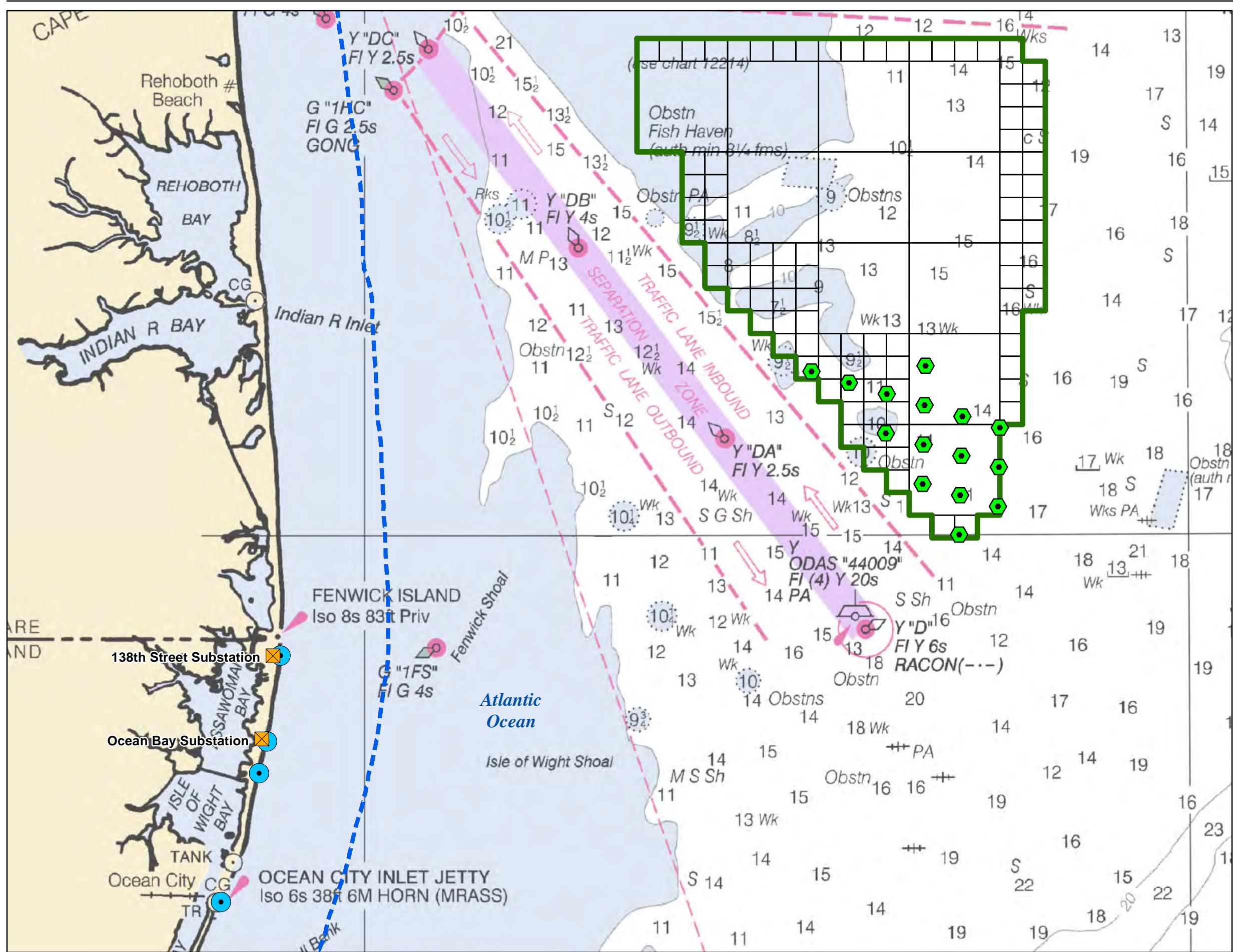
Jeff Grybowski
 Chief Executive Officer

cc Hon. Lloyd Martin, Council President
 Hon. Mary Knight, Council Secretary
 Hon. Dennis Dare, Council Member
 Hon. Tony DeLuca, Council Member
 Hon. John Gehrig JR., Council Member
 Hon. Mayne Hartman, Council Member
 Hon. Matt James, Council Member
 Mr. Doug Miller, City Manager

Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)



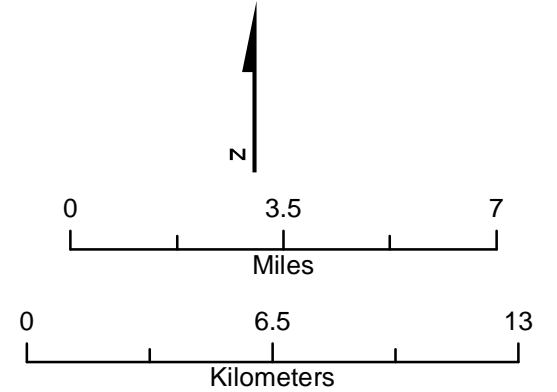
Appendix 1: Project General Arrangement



- Legend**
- Substation Interconnection Alternative
 - Landfall Location Alternative
 - Wind Turbine Generator Location
 - State Coastal Zone Boundary
 - Lease Area (OCS-A-0482 Protraction: Salisbury NJ18-05)
 - OCS Block/Aliquot

Note: Soundings in fathoms at mean low water.

Source:
 ESRI World Imagery Online Mapping Service
 Image Date: July 11, 2014.
 NOAA Chart Tiles Service.



Attachment 2-2
Offshore Wind Project: Maryland Public Serv
Commission OREC Application
 Deepwater Wind
 Maryland, US



Appendix 2: Visual Simulations of the Skipjack Wind Farm (Daytime)

Panorama Simulation



Skipjack Wind Project

Project Information:

Turbine Type:

Siemens 8 Megawatt

Maximum Blade Tip Height from Ground:

669 Feet (204 Meters)

Turbine Hub Height:

492 Feet (114 Meters)

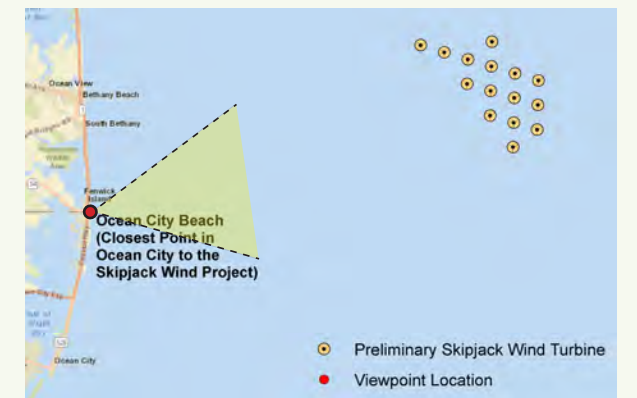
Turbine Rotor Diameter:

591 Feet (180 Meters)

Number of Turbines: 15

Viewpoint Information:

View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project)



Skipjack Wind Project

Offshore Delaware

View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project), Simulation



Simulation



Skipjack Wind Project

Viewpoint Information:



View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project)

Project Information:

Turbine Type:

Siemens 8 Megawatt

Maximum Blade Tip Height from Ground:

669 Feet (204 Meters)

Turbine Hub Height:

374 Feet (114 Meters)

Turbine Rotor Diameter:

591 Feet (180 Meters)

Number of Turbines: 15

Skipjack Wind Project
Offshore Delaware

View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project), Simulation



Simulation



Skipjack Wind Project

Viewpoint Information:



View East-Northeast from Ocean City Carousel Oceanfront Hotel and Condos, 9th Floor

Project Information:

- Turbine Type:
Siemens 8 Megawatt
- Maximum Blade Tip Height from Ground:
669 Feet (204 Meters)
- Turbine Hub Height:
374 Feet (114 Meters)
- Turbine Rotor Diameter:
591 Feet (180 Meters)
- Number of Turbines: 15

Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)

Skipjack Wind Project
Offshore Delaware

View East-Northeast from Ocean City Carousel Oceanfront Hotel and Condos, 9th Floor, Simulation



Simulation



Skipjack Wind Project

Viewpoint Information:



View East-Northeast from Ocean City Carousel Oceanfront Hotel and Condos, 5th Floor

Project Information:

- Turbine Type:
Siemens 8 Megawatt
- Maximum Blade Tip Height from Ground:
669 Feet (204 Meters)
- Turbine Hub Height:
374 Feet (114 Meters)
- Turbine Rotor Diameter:
591 Feet (180 Meters)
- Number of Turbines: 15

Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)

Skipjack Wind Project
Offshore Delaware

View East-Northeast from Ocean City Carousel Oceanfront Hotel and Condos, 5th Floor, Simulation



Simulation



Skipjack Wind Project

Viewpoint Information:



View Northeast from Ocean City Life Saving Station Beach (South Parking Lot)

Project Information:

Turbine Type:

Siemens 8 Megawatt

Maximum Blade Tip Height from Ground:

669 Feet (204 Meters)

Turbine Hub Height:

374 Feet (114 Meters)

Turbine Rotor Diameter:

591 Feet (180 Meters)

Number of Turbines: 15

Skipjack Wind Project
Offshore Delaware

View Northeast from Ocean City Life Saving Station Beach (South Parking Lot), Simulation





Appendix 3: Visual Simulations of the Skipjack Wind Farm (Nighttime)

Simulation



Skipjack Wind Project

Viewpoint Information:



View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project), Nighttime View

Project Information:

Turbine Type:

Siemens 8 Megawatt

Maximum Blade Tip Height from Ground:

669 Feet (204 Meters)

Turbine Hub Height:

374 Feet (114 Meters)

Turbine Rotor Diameter:

591 Feet (180 Meters)

Number of Turbines: 15

Skipjack Wind Project
Offshore Delaware

View East-Northeast from Ocean City Beach (Closest Point in Ocean City to the Skipjack Wind Project), Nighttime View, Simulation



Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)

Simulation



Skipjack Wind Project
Offshore Delaware

View Northeast from Ocean City Life Saving Station Beach (South Parking Lot), Nighttime View, Simulation

Skipjack Wind Project

Viewpoint Information:



View Northeast from Ocean City Life Saving Station Beach (South Parking Lot), Nighttime View

Project Information:

Turbine Type:

Siemens 8 Megawatt

Maximum Blade Tip Height from Ground:

669 Feet (204 Meters)

Turbine Hub Height:

374 Feet (114 Meters)

Turbine Rotor Diameter:

591 Feet (180 Meters)

Number of Turbines: 15

Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)





Appendix 4: Landfall Construction Methods



Attachment: 2017_03_07_Ocean City_Package_v3_Deepwater Wind (2280 : Deepwater Wind)


DEEPWATERWIND
Clean energy is just over the horizon.

RHODE
ISLANDBLOCK
ISLAND

BLOCK ISLAND WIND FARM LOWERS BARRIERS FOR FUTURE OFFSHORE WIND DEVELOPMENTS

- 5 General Electric Offshore Wind Turbines, 6 MW each
- Steel Piled Jacket Foundations
- Export Cable Delivering Power to Block Island
- New Transmission System, connecting Block Island to the Rhode Island mainland, developed by Deepwater Wind, now owned by National Grid
- Required over 20 federal, state and local permits and approvals



On the mainland, the Project's cable made landfall at a public bathing beach using a Horizontal Directional Drill

Scarborough Beach Landing

- Buried 10' below Scarborough Beach
- Buried below RIDEM Parking Lot and RIDOT Roads
- Manhole covers in RIDEM Parking Lot and on RIDO' Roads (similar to existing water/sewer) are only visible features after construction.

Actively Managed Recreational Section of Beach



All Drilling was conducted inside a sound-mitigating enclosure set back from the beach

Drilling activities executed inside sound-mitigating enclosure.



The beach was undisturbed during drilling. The drill started in the parking lot (earlier picture) and came up offshore at the vessel in the center of this picture.



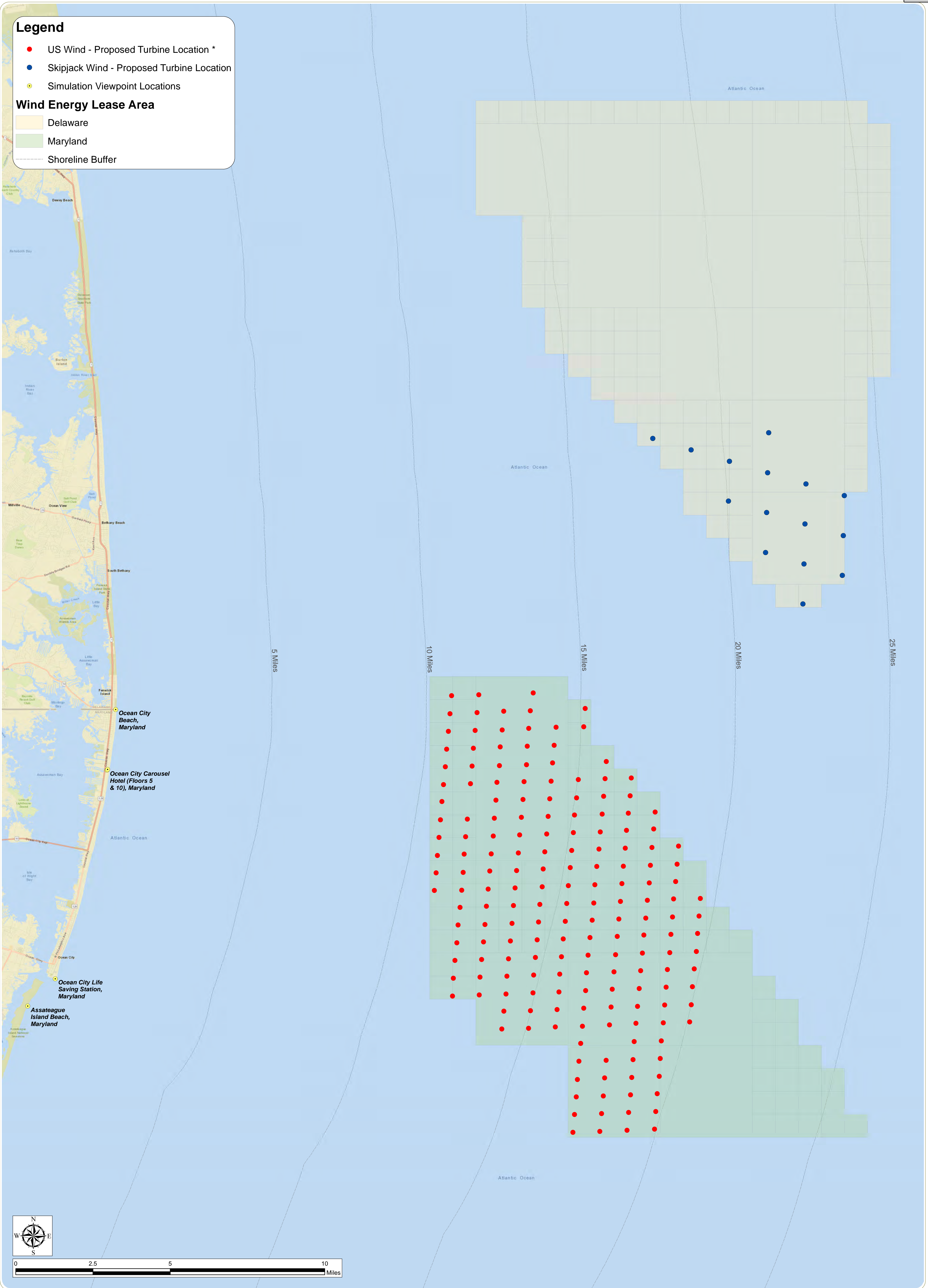
Appendix 5: Map Comparing Skipjack and US Wind Project

Legend

- US Wind - Proposed Turbine Location *
- Skipjack Wind - Proposed Turbine Location
- Simulation Viewpoint Locations

Wind Energy Lease Area

- Delaware
- Maryland
- Shoreline Buffer



Skipjack Wind

Offshore Delaware

Viewpoint Location Map

Notes: 1. Basemap: ESRI, HERE, Delorme, Intermap
 2. This map was generated in ArcMap on April 4, 2017.
 3. This is a color graphic. Reproduction in grayscale may misrepresent the data.

* US Wind Turbines were digitized based on publicly available documentation and may not reflect the current proposal





Appendix 6: US Wind Visual Simulations



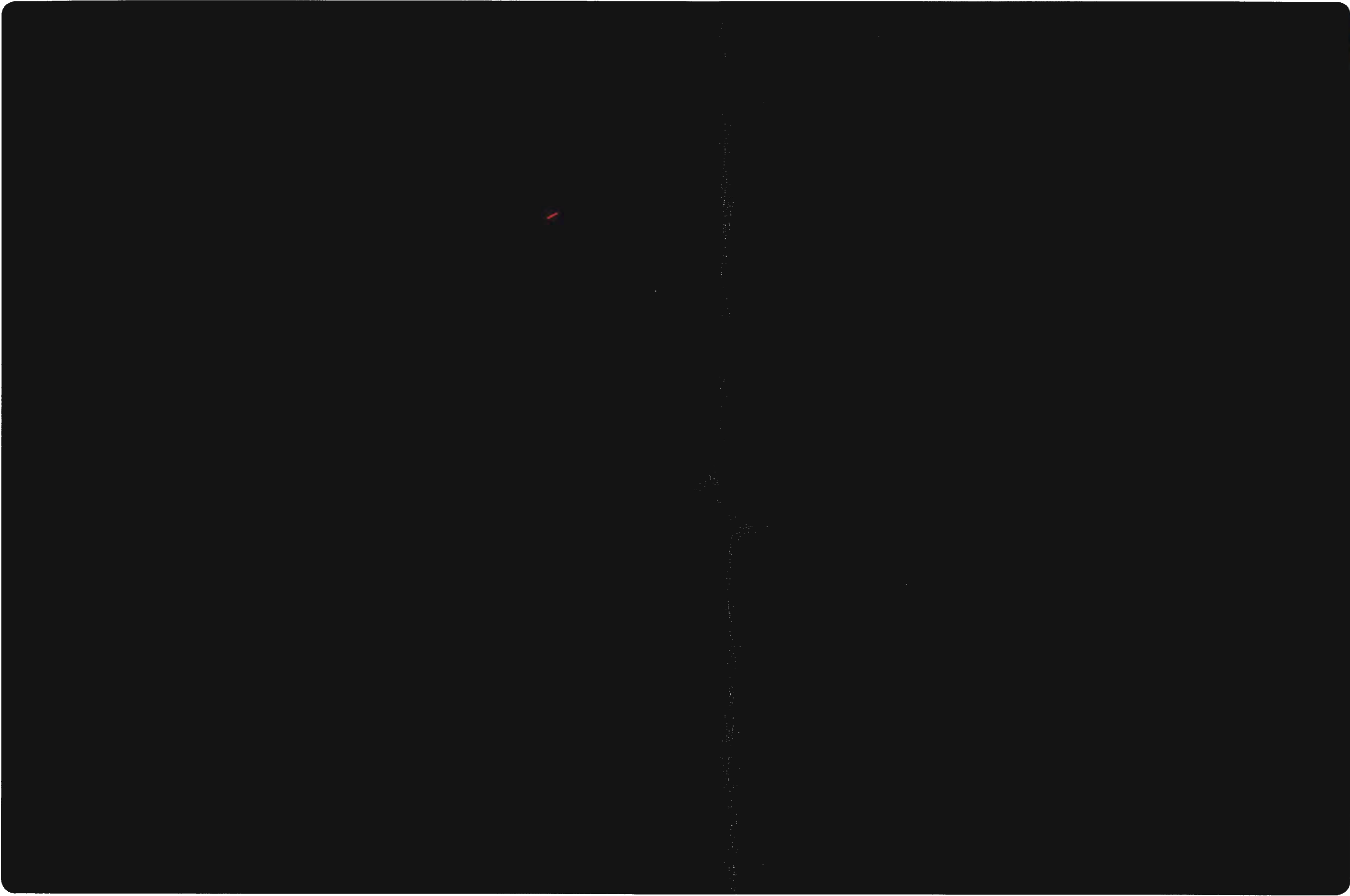
Visual Simulation From Ocean City, Maryland - Day View (back lit) from the Ocean City Pier (2 of 2)





Visual Simulation From Berlin, Maryland - Day View (side lit) from Assateague Island (2 of 2)





Visual Simulation From Ocean City, Maryland - Night View from the Ocean City Pier (2 of 2)





Appendix 7: Visual Impact of Skipjack and US Wind Projects



Hypothetical Location:Latitude 38° 27' 04.4466" N, 75° 02' 58.3956" W (Ocean City, MD)
 Camera Lens:50mm
 Camera Height:13.617'

This figure demonstrates the relative scale of offshore wind turbines at variable distances. This image is not intended to demonstrate actual proposed project layouts, or configurations, rather the potential relative scale of the nearest and most distant turbine.

Attachment: 2017_03_07_Ocean City_Package_v3 Deepwater Wind (2280 : Deepwater Wind)

Powering Maryland with Offshore Wind

Deepwater Wind's new Skipjack Wind Farm will be built by America's leading offshore wind developer and the only company to have successfully developed offshore wind energy in the U.S. The project was proposed in response to Maryland's Offshore Wind Act of 2013 and is designed on the premise that renewable energy can be a reliable and cost-effective solution to meeting modern electricity challenges. At the right size, in the right location, the Skipjack Wind Farm can help Maryland meet its clean-energy and emission-reduction goals in an affordable way.



Clean Energy. The Skipjack Wind Farm will generate 120 megawatts of clean, renewable energy for Maryland's Eastern Shore using America's most innovative wind turbines. The project will help the state meet its clean-energy and emissions-reduction goals in an affordable way. At a modest scale, the Skipjack Wind Farm is the right size project for Maryland as it enters America's growing offshore wind industry. And at 17 to 20 miles off the coast of Ocean City, the project won't have a significant impact on Maryland's beach views.

Healthy Communities. Unlike other proposed wind farms in the region, our project will be located "over the horizon," out of sight from Eastern Shore beaches. While our 15 turbines work in the distance to generate enough energy to power 35,000 Maryland homes, residents of Ocean City and other Eastern Shore communities will look out and see the same spotless horizon they've always loved. Over its lifetime, the Skipjack Wind Farm will significantly reduce carbon emissions on the Eastern Shore. All of our electrical cables will be buried deep beneath the beach and existing roads.

Cost-Effective. The cost of offshore wind has come down significantly in recent years due to rapid technological advancements. By using the latest technology, the Skipjack Wind Farm will be among the most cost-effective new clean energy sources for Maryland, delivering power at a price significantly lower than the price cap authorized by state law.

About Deepwater Wind. Deepwater Wind is America's leading offshore wind developer. The Company is led by a veteran team with extensive experience in developing renewable-energy projects throughout the United States. The Company is actively planning offshore wind projects to serve multiple East Coast markets located 15 or more miles offshore, including Massachusetts, Maryland, New York, New Jersey and Rhode Island. The Company's Block Island Wind Farm is America's first offshore wind farm.

What: A new offshore wind farm, consisting of 15 wind turbines and a state-of-the-art subsea transmission system able to deliver 120MW of clean energy to Maryland's Eastern Shore.

Where: The wind farm will be located more than 17 miles northeast of Ocean City.

When: Construction is planned to start as early as 2021, with the wind farm coming online in 2022.

Who: Deepwater Wind, America's leading offshore wind developer, and the successful developer of America's first offshore wind farm.

Why: To help Maryland meet its clean-energy goals in an affordable way, and bring hundreds of new jobs to the state.

Visit dwwind.com to learn more.

Clean energy is just over the horizon.

From the eastern shores of the Chesapeake Bay to seaside Ocean City, the Eastern Shore is one of America's most treasured coastal regions. Our new Skipjack Wind Farm will preserve the Eastern Shore's unique character by providing enough clean, affordable renewable energy for 35,000 Maryland homes. Located more than 17 miles from Ocean City, the Skipjack Wind Farm will significantly reduce carbon emissions on the Eastern Shore.

Visit dwwind.com to learn more about how the Skipjack Wind Farm will help Maryland power its future.

Attachment: Skipjack Wind Farm Fact Sheet (2280 : Deepwater Wind)



SKIPJACK WIND FARM



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.A
Council Meeting April 17, 2017


TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Second Reading - Ordinance 2017-05 - Fire Code Amendments
DATE: April 12, 2017

ISSUE(S): Ordinance 2017-05 to amend Section 34-43, (c)(3) Automatic Heat Detectors and (4) Hallway Pressurization (11) For Existing Structures

SUMMARY: As presented at the March 28, Work Session, automatic heat detectors and hallway pressurization are currently required by the Ocean City Fire Code in structures exceeding 50 feet in height. Both requirements can be deleted in new construction and still meet minimum national fire and life safety standards.

The required heat detectors are redundant to smoke detectors and quick response fire sprinklers within each unit. Hallway pressurization is no longer recognized in national fire and life safety standards as a method of protecting a hallway. For existing structures with these requirements, it is proposed that current levels of fire protection systems be maintained throughout the building unless fire marshal approves removal.

FISCAL IMPACT: **•Cost savings to owners and builders of new construction**
•In existing buildings, heat detection devices and hallway pressurization can be deleted from annual testing costs, pending approval of Fire Marshal
•Reducing unnecessary fire alarm initiating devices reduces probability of false alarms for the Fire Department
•Less devices/systems reduce time during Fire Marshal test finals

RECOMMENDATION: Adopt Ordinance 2017-05.
 Excellent Service through a High Performing Town Organization

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: David Hartley, Fire Marshal/Deputy Chief
Tim Price, Deputy Fire Marshal

COORDINATED WITH: Not Applicable

ATTACHMENT(S): 1. Ordinance
2. Proposed Amendments

First Reading _____

Second Reading _____

ORDINANCE 2017 -

**AN ORDINANCE TO AMEND CHAPTER 34, ENTITLED
FIRE PREVENTION AND PROTECTION, OF THE CODE
OF THE TOWN OF OCEAN CITY, MARYLAND**

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE
MAYOR AND CITY COUNCIL OF OCEAN CITY THAT CHAPTER 34,
ENTITLED FIRE PREVENTION AND PROTECTION, OF THE CODE OF THE
TOWN OF OCEAN CITY, MARYLAND BE, AND IT IS HEREBY, AMENDED BY
REPEALING AND REENACTING WITH AMENDMENT SUBSECTION 34-43 (c),
AS FOLLOWS:**

Sec. 34-43. Regulations; permits and fees.

...

(c) All structures exceeding 50 feet in height measured from the lowest point of Fire Department access to the floor of the highest occupiable floor for which approval application was or is hereafter made subsequent to July 1, 1973, except as amended by subsections 34-46 (g) and (h), shall contain the fire prevention measures or systems, equipment and devices hereinafter required by this subsection:

(1) Sprinkler systems. Every such building shall have sprinkler systems installed and operable in all levels. Such sprinkler systems shall be equipped with monitoring devices or other detection checkvalves or equivalent required by the Ocean City Water Department as provided in Chapter 102, Water, of the Code of Ocean City, Maryland.

a. Such system shall conform to the requirements of the National Fire Code Standard No. NFPA 13 Standard for the installation of automatic sprinkler systems and shall be monitored through the building fire alarm system.

(2) Automatic smoke detection sensors. Automatic smoke detection must be provided and installed in all sleeping areas, living areas, of all dwelling units, in all hallways and stair towers outside of the living units. Installation shall be in accordance with NFPA 72 National Fire Alarm Code.

LAW OFFICES
AYRES, JENKINS,
GORDY & ALMAND, P.A.
SUITE 200
6200 COASTAL HIGHWAY
OCEAN CITY, MD 21842

Attachment: Ordinance (2281 : Second Reading - Ordinance 2017-05 - Fire Code Amendments)

- a. Sensors shall, when activated, sound a clearly audible alarm within the unit, in which it is located. It shall also activate a monitoring system located in the fire control center which shall give the location of such activated sensors. Sensors located in hallways and stair towers located outside of living units shall activate the building fire alarm system.
 - b. Such sensor system shall conform to the requirements of NFPA 72.
- (3) Stair tower pressurization. All stair towers and stairways, serving more than one unit shall be pressurized in such a fashion that the air pressure within such stair towers and stairways shall be sufficiently positive so that the air may not flow into such areas except through the pressurization system.
 - (4) Standpipe and hose systems. There shall be a standpipe and hose system in all such buildings that shall comply with Class III service as specified in NFPA Standard No. 14. Automatic fire pump systems shall be provided and installed in accordance with NFPA 20 that will maintain the required water pressure. All standpipe connection systems shall be kept free and clear of all debris and other obstacles and shall at all times remain clear and accessible to the Fire Department.
 - (5) Voice communication systems. There shall be a public address system in all such buildings which shall provide one-way communication from the fire control center to each floor level of the building. Additionally, there shall be a system of two-way voice communication for the use of firefighters only, between the fire control center on a position at each floor level in the stair tower.
 - (6) Alarm systems. Alarm systems must be provided and installed meeting the minimum requirements of NFPA 72 National Fire Alarm Code, this article and NFPA 101 Life Safety Code and an alarm activation must automatically be transmitted to the Fire Department by the most direct method.
 - (7) Communicating air ducts. Automatic fire dampers shall be installed in any air duct or other passageway between units, between hallways and units and between stair towers and hallways. Additionally, they shall be required as specified in National Fire Code Standard No. 90A, adopted by the National Fire Protection Association.
 - (8) Fire control center. A lockable enclosure situate on the ground floor of any structure with direct access to and from the exterior shall be required in all such buildings. All monitoring systems, voice communicating terminals and auxiliary power controls shall be located in the center. A means of locking and unlocking the center shall be under the control of and approved by the Fire Department.

- (9) Auxiliary power. There shall be provided in all such structures an alternate source of power that automatically starts and continues functioning upon the failure of the public utility electrical service. In addition to the power for elevator service hereinbefore specified, it shall generate sufficient power to maintain emergency lighting, the alarm systems, the voice communication systems, pressurization equipment, pumps where applicable and other fire control or detection systems. The failure of the normal electrical power source to the auxiliary power or emergency generator source shall not exceed ten seconds.
- (10) Exit or evacuation cards. These shall be attached on the interior faces of all main unit entranceways doors and on both faces of stair tower doors and at all elevator entrances at all levels a card indicating the fire evacuation route from the location of each card. It shall contain a brief explanation or listing of all fire detection and control devices in the structure.
- (11) For existing structures, current levels of fire protection shall be maintained throughout the entire building unless removal is approved by the Fire Marshal.

...

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on April 3, 2017.

ADOPTED AND PASSED, by the required vote of the elected membership of the City Council and approved by the Mayor at its meeting held on April 17, 2017.

ATTEST:

DIANA L. CHAVIS, Clerk

RICHARD W. MEEHAN, Mayor

Approved as to form:

LLOYD MARTIN, President

GUY R. AYRES III, City Solicitor

MARY P. KNIGHT, Secretary

Attachment: Ordinance (2281 : Second Reading - Ordinance 2017-05 - Fire Code Amendments)

Town of Ocean City
Chapter 34 - Fire Prevention and Protection Code
Article III Fire Prevention Standards
Office of the Fire Marshal Proposed Amendments

Section 34-43

- (c) All structures exceeding 50 feet in height measured from the lowest point of Fire Department access to the floor of the highest occupiable floor for which approval application was or is hereafter made subsequent to July 1, 1973, except as amended by subsections 34-46 (g) and (h), shall contain the fire prevention measures or systems, equipment and devices hereinafter required by this subsection:
- (2) Automatic smoke detection sensors. Automatic smoke detection must be provided and installed in all sleeping areas, living areas, of all dwelling units, in all hallways and stairtower outside of the living units. Installation shall be in accordance with NFPA 72 National Fire Alarm Code.
- a. Sensors shall, when activated, sound a clearly audible alarm within the unit, in which it is located. It shall also activate a monitoring system located in the fire control center which shall give the location of such activated sensors. Sensors located in hallways and stairtowers located outside of living units shall activate the building fire alarm system.
- b. Such sensor system shall conform to the requirements of NFPA 72.
- (3) ~~Automatic heat detectors shall be provided in all living units.~~
- ~~a. Such sensor shall, when activated, sound the building fire alarm system and shall give the location of such activated heat sensor.~~
- ~~b. Such heat sensors shall be installed in accordance with NFPA 72.~~
- (4) Stair tower ~~and hallway~~ pressurization. All stair towers, and stairways, ~~and enclosed hallways~~ serving more than one unit shall be pressurized in such a fashion that the air pressure within such stair towers, and stairways ~~and enclosed hallways~~ shall be sufficiently positive so that the air may not flow into such areas except through the pressurization system.
- (11) For existing structures, current levels of fire protection shall be maintained throughout the entire building unless removal is approved by the Fire Marshal.**



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.B
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Second Reading - Ordinance 2017-06 - Vehicle Tow Rates
DATE: April 12, 2017

ISSUE(S): Ordinance 2017-06 amending vehicle tow rates

SUMMARY: Members of the local towing industry approached the Police Commission in October 2016 with a request to increase maximum towing fees established by Ordinance 2008-6. The Police Commission unanimously supported the proposed increases.

This ordinance adopts increases presented at the March 28 Work Session with two additional changes approved by Mayor and Council:

- 1) Increase storage fee to \$50 per calendar day
- 2) Increase administrative fee to \$50 (paid by tow operator)

The administrative fee, paid by the tow operator, will be deducted from the proposed base tow fee of \$250.

FISCAL IMPACT: To be determined; based on number of tows.

RECOMMENDATION: Adopt Ordinance 2017-06.
 1st Class Resort and Tourist Destination

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Doug Miller, City Manager

COORDINATED WITH: Police Commission

ATTACHMENT(S):
 1. Ordinance
 2. Proposed Tow Fees 2017 Revised
 3. Section 90-227. Maximum charges

First Reading _____

Second Reading _____

ORDINANCE 2017 -

**AN ORDINANCE TO AMEND CHAPTER 90,
ENTITLED TRAFFIC AND VEHICLES, OF THE
CODE OF THE TOWN OF OCEAN CITY, MARYLAND**

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE
MAYOR AND CITY COUNCIL OF OCEAN CITY THAT CHAPTER 90,
ENTITLED, TRAFFIC AND VEHICLES, OF THE CODE OF THE TOWN OF
OCEAN CITY, MARYLAND BE, AND IT IS HEREBY, AMENDED BY
REPEALING AND REENACTING WITH AMENDMENT SECTION 90-227, AS
FOLLOWS:**

Sec. 90-227. Maximum charges.

The Police Department may reject the application of any towing company for a license if the schedule of charges submitted with said application is, in the opinion of the Chief of Police, excessive. All charges in excess of the following shall be considered excessive.

<u>Service</u>	<u>Charge</u>
Service call (without tow, wind or move)	\$ 100.00
Straight towing of vehicle	
GVW less than 26,000	250.00
GVW between 26,000 to 35,000	175.00 per hour
GVW greater than 35,000	200.00 per hour
Winding of vehicle up to three fourths ton	75.00 basic, 125.00 per hour after first 30 minutes
Furnishing and use of dollies	35.00
Extra tow truck, if and when needed	150.00
Moving vehicle to side of road	100.00
Towing of low-suspension vehicle	325.00
Towing of vehicle from accident	325.00
Storage	50.00 per calendar day

LAW OFFICES
AYRES, JENKINS,
GORDY & ALMAND, P.A.
SUITE 200
6200 COASTAL HIGHWAY
OCEAN CITY, MD 21842

Attachment: Ordinance (2268 : Second Reading - Ordinance 2017-06 - Vehicle Tow Rates)

Administrative Fee

Any vehicle towed to the Ocean City Impound lot shall be assessed an administrative fee of \$50.00, which will be deducted from the tow company's tow charge.

AND BE IT FURTHER ENACTED AND ORDAINED that the effective date of this Ordinance is for the license year commencing June 1, 2017.

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on April 3, 2017.

ADOPTED AND PASSED, by the required vote of the elected membership of the City Council and approved by the Mayor at its meeting held on April 17, 2017.

ATTEST:

DIANA L. CHAVIS, Clerk

RICHARD W. MEEHAN, Mayor

Approved as to form:

LLOYD MARTIN, President

GUY R. AYRES III, City Solicitor

MARY P. KNIGHT, Secretary

Attachment: Ordinance (2268 : Second Reading - Ordinance 2017-06 - Vehicle Tow Rates)

2017 PROPOSED TOW FEE INCREASES VS. CURRENT FEES

Description of fee	Current fee	Proposed fee	% Increase	Notes
Service call without tow	\$ 65.00	\$ 100.00	53.85%	
Straight towing of vehicle:				
GVW less than 26,000	\$ 150.00	\$ 250.00	66.67%	
GVW 26,000-35,000	\$ 125.00	\$ 175.00	40.00%	per hour
GVW greater than 35,000	\$ 150.00	\$ 200.00	33.33%	per hour
Winding of vehicle up to 3/4 ton	\$ 50.00	\$ 75.00	50.00%	basic
	\$ 100.00	\$ 125.00	25.00%	per hour after first 30 minutes
Dollies	\$ 30.00	\$ 35.00	16.67%	
Extra tow truck, if and when needed	\$ 75.00	\$ 150.00	100.00%	
Move vehicle to side of road	\$ 75.00	\$ 100.00	33.33%	
Storage				
<i>First Day</i>	\$ 10.00	\$ 30.00	300.00%	
<i>Each day thereafter</i>	\$ 15.00	\$ 30.00	200.00%	
<i>Outside, Per Day</i>	\$ —	\$ 60.00	600% 700%	<i>New Fee</i>
<i>Inside, Per Day</i>	\$ —	\$ 70.00	600% 700%	<i>New Fee</i>
<i>Low-Suspension Vehicles (H2O vehicles)</i>	NONE	\$ 325.00		<i>New Fee</i>
Accident Tow	\$ 150.00	\$ 325.00	116.67%	<i>New Fee</i>
DWI Tow	\$ 150.00	\$ 285.00	90.00%	<i>New Fee</i>

Prepared by Michelle Monico

Sec. 90-227. - Maximum charges.

The Police Department may reject the application of any towing company for a license if the schedule of charges submitted with said application is, in the opinion of the Chief of Police, excessive. All charges in excess of the following shall be considered excessive:

Service	Charge
Service call without tow, wind or move)	\$65.00
Straight towing of vehicle	
GVW less than 26,000	150.00
GVW between 26,000 to 35,000	125.00 per hour
GVW greater than 35,000	150.00 per hour
Winding of vehicle up to three fourths ton	50.00 basic, 100.00 per hour after first 30 minutes
Furnishing and use of dollies	30.00
Extra tow truck, if and when needed	75.00
Moving vehicle to side of road	75.00
Storage	
First day	10.00
Each day thereafter	15.00

Attachment: Section 90-227. Maximum charges (2268 : Second Reading - Ordinance 2017-06 - Vehicle Tow Rates)

(Code 1972, § 96-9; Ord. No. 2003-2, 1-21-2003; Ord. No. 2008-6, 4-21-2008)



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 8.C
Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
THRU: Doug R. Miller, City Manager
FROM: Diana Chavis, City Clerk
RE: Second Reading - Ordinance 2017-07 - Perpetual Easement
DATE: April 12, 2017

ISSUE(S): Ordinance 2017-07 allowing State Highway Administration specific rights to land in, and adjacent to, 41st Street bayside

SUMMARY: The concept was originally presented on February 28 and on March 6 as a Deed of Donation. After further consideration, the State Highway Administration is no longer pursuing a Deed of Donation. Instead, they are requesting a Donation of Grant of Easement. This easement will:

- Address their equipment that has been in place for years and
- Address their need to add the additional cabinet for the overhead lighting controls (the cabinet will be placed south of the bus shelter)
- Will not limit our abilities to site a future sign for the Performing Arts Center (PAC)
- Will not cause concern over the existing landscaping irrigation system that resides within the same area

FISCAL IMPACT: Not Applicable

RECOMMENDATION: Adopt Ordinance 2017-07.
 1st Class Resort and Tourist Destination

ALTERNATIVES: Not Applicable

RESPONSIBLE STAFF: Hal Adkins, Public Works Director

COORDINATED WITH: Terry McGean, P.E., City Engineer; John Webster, P.E., SHA Consultant and Project Manager; Hicham Baassiri, P.E., District 1, Project Management; Doug Sommers, Jr., District 1, Office of Real Estate; Larry Noccolino, Convention Center Director (via emails)

ATTACHMENT(S):
 1. Ordinance
 2. Easement Plat
 3. Maryland 528 Easement Table
 4. Maryland 528 Plat Enlarged

First Reading _____

Second Reading _____

ORDINANCE 2017 –

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF
A PERPETUAL EASEMENT TO THE STATE OF MARYLAND
TO THE USE OF THE STATE HIGHWAY ADMINISTRATION OF
THE MARYLAND DEPARTMENT OF TRANSPORTATION**

WHEREAS, Mayor and City Council of Ocean City (the “Town”) and the State Highway Administration (the “SHA”) have agreed to participate in a Community Safety and Enhancement Project at Convention Center Drive (41st Street) and Coastal Highway (Maryland Route 528); and

WHEREAS, in order to facilitate the project, the SHA has requested the Town to convey a perpetual easement for right of use for the parcels of land designated as Parcels “A” and “B” (the Easement) on the Plat appended hereto, unto the SHA; and

WHEREAS, the Town believes it is in the best interest of the health, safety, and general welfare of the public to grant the request.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED BY THE MAYOR AND CITY COUNCIL OF OCEAN CITY THAT THE CITY MANAGER, DOUG MILLER, BE, AND HE IS HEREBY, AUTHORIZED TO EXECUTE AND DELIVER A DONATION OF GRANT OF EASEMENT, ON BEHALF OF THE MAYOR AND CITY COUNCIL OF OCEAN CITY, UNTO THE STATE OF MARYLAND TO THE USE OF THE STATE HIGHWAY ADMINISTRATION OF THE MARYLAND DEPARTMENT OF TRANSPORTATION.

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on April 3, 2017.

ADOPTED AND PASSED, by the required vote of the elected membership of the City Council and approved by the Mayor at its meeting held on April 17, 2017.

ATTEST:

DIANA L. CHAVIS, Clerk

RICHARD W. MEEHAN, Mayor

Attachment: Ordinance (2270 : Second Reading - Ordinance 2017-07 - Perpetual Easement)

Approved as to form:

LLOYD MARTIN, President

GUY R. AYRES III, City Solicitor

MARY P. KNIGHT, Secretary

Attachment: Ordinance (2270 : Second Reading - Ordinance 2017-07 - Perpetual Easement)

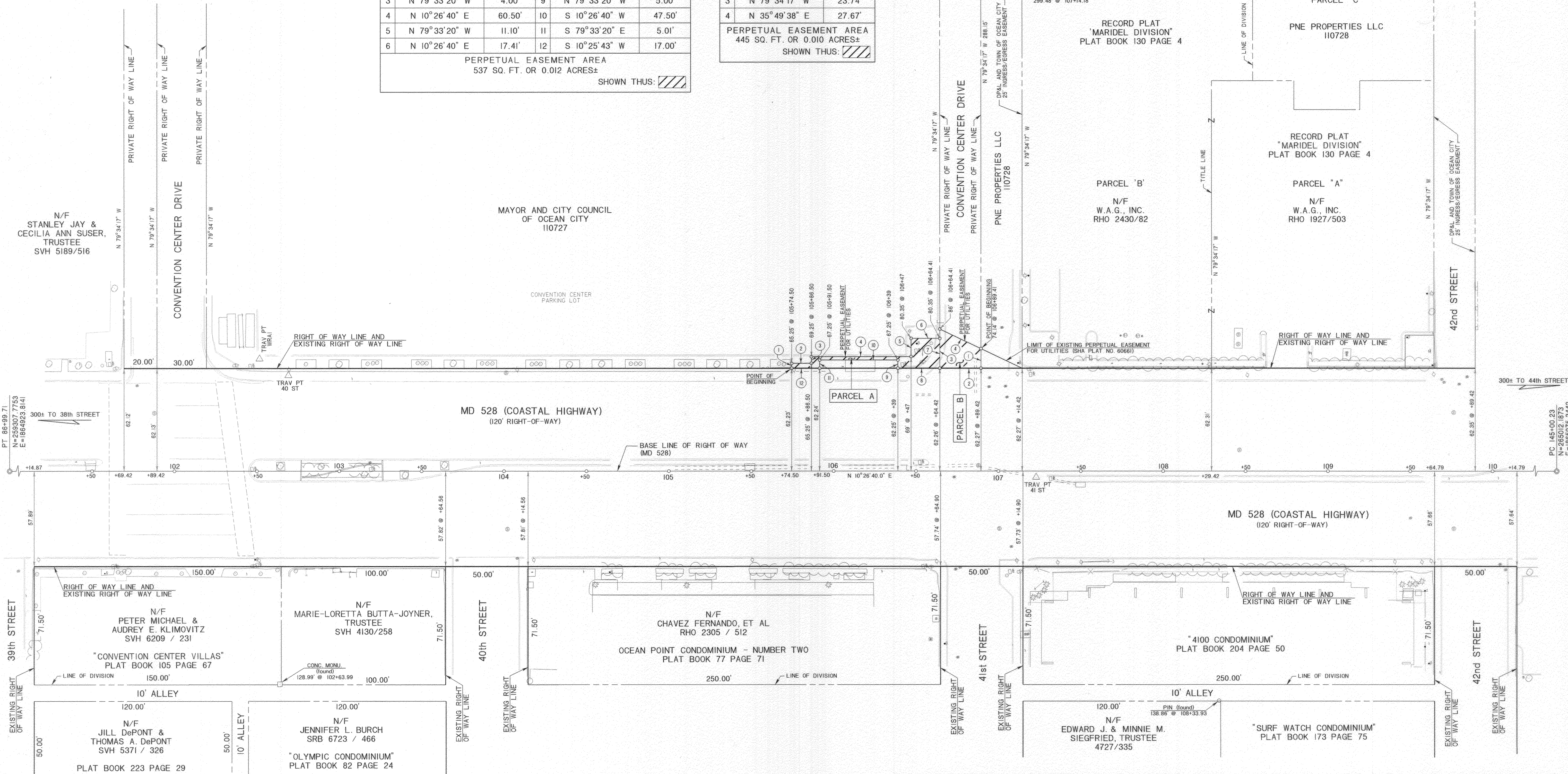
MARYLAND COORDINATE SYSTEM
NAD 83/91

MAYOR AND CITY COUNCIL OF OCEAN CITY 110727, PARCEL A			
REC'D LIBER	FOLIO		
1	N 79°33'20" W	3.02'	7 S 79°34'17" E 18.09'
2	N 10°26'40" E	12.00'	8 S 10°25'43" W 25.42'
3	N 79°33'20" W	4.00'	9 N 79°33'20" W 5.00'
4	N 10°26'40" E	60.50'	10 S 10°26'40" W 47.50'
5	N 79°33'20" W	11.10'	11 S 79°33'20" E 5.01'
6	N 10°26'40" E	17.41'	12 S 10°25'43" W 17.00'

PERPETUAL EASEMENT AREA
537 SQ. FT. OR 0.012 ACRES±
SHOWN THUS:

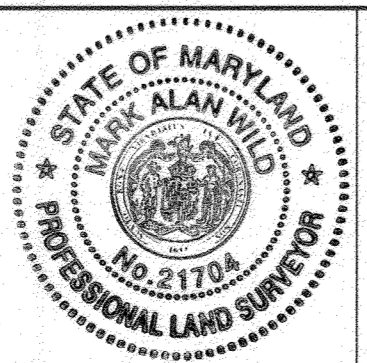
MAYOR AND CITY COUNCIL OF OCEAN CITY 110727, PARCEL B	
REC'D LIBER	FOLIO
1	S 79°34'17" E 11.87'
2	S 10°25'43" W 25.00'
3	N 79°34'17" W 23.74'
4	N 35°49'38" E 27.67'

PERPETUAL EASEMENT AREA
445 SQ. FT. OR 0.010 ACRES±
SHOWN THUS:



THE RIGHT OF WAY LINES AND LINES OF DIVISION SHOWN HEREON ARE AN INTERPRETATION OF: (i) DEEDS AND PLATS OF RECORD; (ii) STATE HIGHWAY ADMINISTRATION PLATS; AND (iii) FIELD SURVEYS. THE UNDERSIGNED WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS PLAT AND THE SURVEYING WORK REFLECTED IN IT. THIS PLAT WAS DEVELOPED IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR REGULATION 09.13.06.

MARK A. WILD
PROFESSIONAL LAND SURVEYOR MD REG. NO. 21704
EXP. DATE 06/03/2017
DATE 03-29-17



- LEGEND
- REVERTIBLE EASEMENT FOR SUPPORTING SLOPES.
 - TEMPORARY CONSTRUCTION EASEMENT FOR SPECIAL PURPOSE AS INDICATED BY NOTATION ON THIS PLAT.
 - PERPETUAL EASEMENT FOR SPECIAL PURPOSE AS INDICATED ON THIS PLAT.
 - PERPETUAL EASEMENT FOR DRAINAGE FACILITY AS INDICATED BY NOTATION ON THIS PLAT.
 - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER FROM OR INTO AN EXISTING WATERWAY OR NATURAL DRAINAGE COURSE.
 - PERPETUAL EASEMENT TO DISCHARGE FLOW OF WATER UPON EXISTING GROUND.

SENT TO RECORD OFFICE _____ 20
APPROVED BY: STATE ROADS COMMISSION CHAIRMAN _____ 20

SCALE: 1" = 30'

BOOKS	REVISIONS	PART OF PLATS	LOCATED IN	COUNTY
19554 25511 25696 (M&B)		3257 3258 46690 (REV. 12-28-81) 58660 60661	WORCESTER	

COORDINATES AND BEARINGS SHOWN HEREON ARE REFERENCED TO THE SYSTEM OF COORDINATES ESTABLISHED BY THE MARYLAND COORDINATE SYSTEM NAD83(99) AND ARE BASED ON THE FOLLOWING STATE HIGHWAY ADMINISTRATION, PLATS & SURVEYS DIVISION CONTROL STATIONS:

DESIGNATION	NORTH	EAST	BOOK/PAGE	POINT DESCRIPTION
38 ST	260423.4294	1865124.0678	25696 / 5	REBAR & CAP
41 ST	261296.7503	1865294.2182	25696 / 6	CROSS-CUT

PREPARED BY: PLATS & SURVEYS DIVISION
ADDRESS: 211 E. MADISON STREET BALTIMORE MD 21202
CONSTRUCTION PROJECT: MD 528-COMMUNITY SAFETY AND ENHANCEMENT PROJECT AT CONVENTION CENTER DRIVE TO MD 90
CONSTRUCTION PROJECT NO. W02315184


STATE OF MARYLAND
DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION
STATE ROADS COMMISSION


RIGHT OF WAY PROJECT: MD 528 - COMMUNITY SAFETY AND ENHANCEMENT PROJECT AT CONVENTION CENTER DRIVE TO MD 90
W0231 I

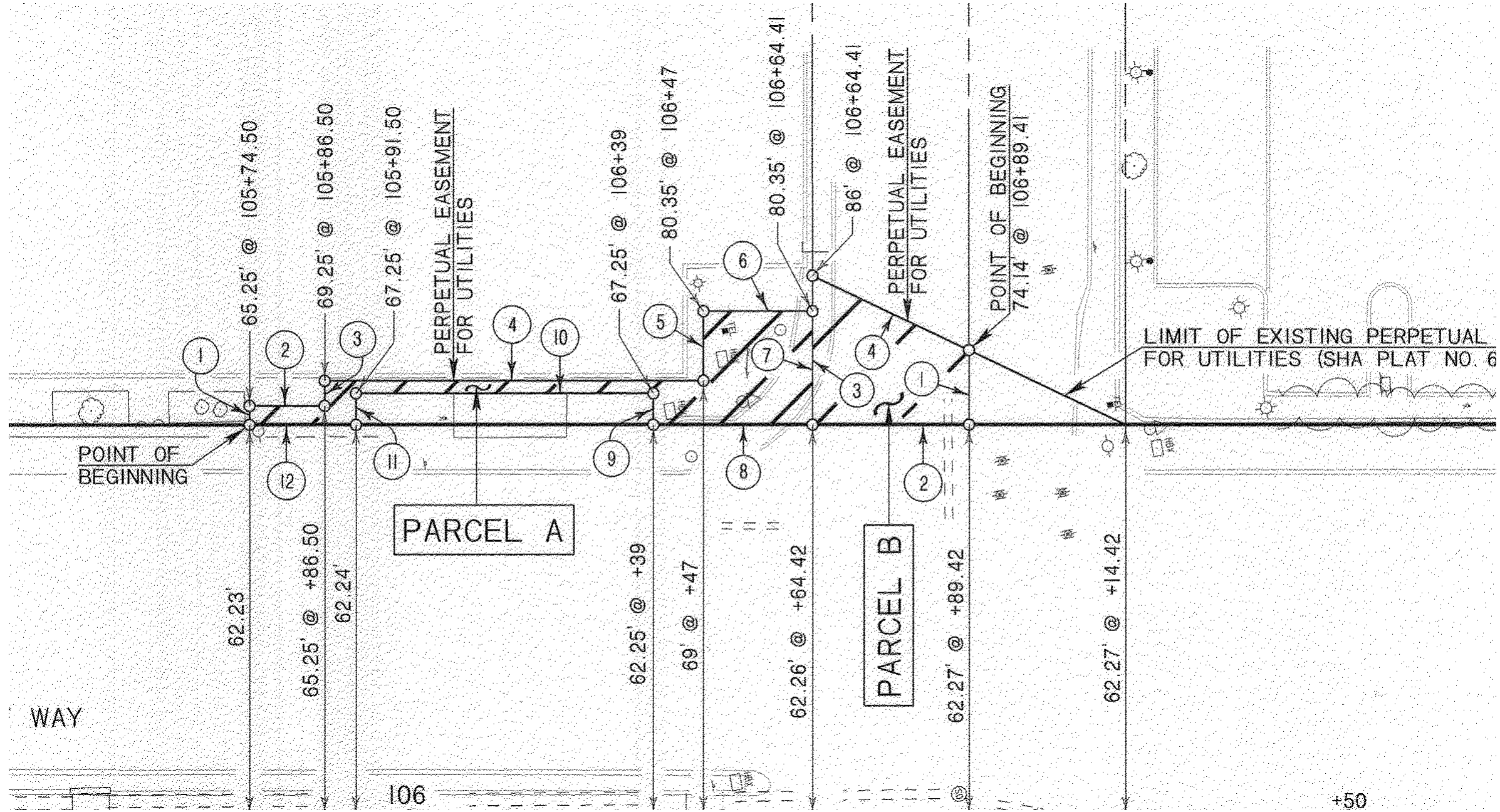
RIGHT OF WAY PROJECT NO. _____
FEDERAL AID PROJECT NO. _____
ISSUED MARCH 29 20 17
SCALE: 1" = 30'

PLAT No. 60808

Barry C. Smith
CHIEF, PLATS & SURVEYS DIVISION

MAYOR AND CITY COUNCIL OF OCEAN CITY 110727, PARCEL A					
REC'D					
LIBER			FOLIO		
1	N 79°33'20" W	3.02'	7	S 79°34'17" E	18.09'
2	N 10°26'40" E	12.00'	8	S 10°25'43" W	25.42'
3	N 79°33'20" W	4.00'	9	N 79°33'20" W	5.00'
4	N 10°26'40" E	60.50'	10	S 10°26'40" W	47.50'
5	N 79°33'20" W	11.10'	11	S 79°33'20" E	5.01'
6	N 10°26'40" E	17.41'	12	S 10°25'43" W	17.00'
PERPETUAL EASEMENT AREA 537 SQ. FT. OR 0.012 ACRES± SHOWN THUS: 					

MAYOR AND CITY COUNCIL OF OCEAN CITY 110727, PARCEL B		
REC'D		
LIBER		FOLIO
1	S 79°34'17" E	11.87'
2	S 10°25'43" W	25.00'
3	N 79°34'17" W	23.74'
4	N 35°49'38" E	27.67'
PERPETUAL EASEMENT AREA 445 SQ. FT. OR 0.010 ACRES± SHOWN THUS: 		





TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 9.A

Council Meeting April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Diana Chavis, City Clerk
 RE: Public Comments
 DATE: April 11, 2017

ISSUE(S): Comments from the Public

SUMMARY: Any person who may wish to speak on a matter scheduled for discussion on the Work Session Agenda may be heard during Comments from the Public for a period of three (3) 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 Agenda item 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 April 17, 2017

TO: The Honorable Mayor, Council President and Members of Council
 THRU: Doug R. Miller, City Manager
 FROM: Diana Chavis, City Clerk
 RE: Comments from the City Manager
 DATE: April 13, 2017

ISSUE(S): City Manager Comments

SUMMARY: A. Review tentative Work Session agenda for April 25, 2017
 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. 2017-04-17 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: April 17, 2017

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 Chairman of the Board of Election Supervisors;
- Attended Tourism, Recreation and Parks, Police and Transportation Committee Meetings;
- Met with City Engineer and Convention Center Director to discuss Phase III Expansion project;
- Conducted General Staff Meetings;
- Met with Ocean City Resident to discuss plans for museum;
- Beverage Franchise Agreement Evaluation Meeting;
- Attended Barry Berger Memorial;
- Conducted Budget Hearings;
- Hosted Employee Recognition Luncheon;
- Met with Chief of Police regarding various issues;
- Met with Mayor, Council President and Emergency Services Director regarding various issues;
- Met with Procurement Manager regarding various issues.

Budget Analyst

- Prepared Proposed budget book for Mayor & Council;
- Prepared budget presentation for Mayor & Council;
- Budget meetings with the Mayor & Council for the following departments: Mayor & Council, Legal, City Clerk, City Manager, Human Resources, Planning & Zoning, Construction Inspection, Finance, IT, Engineering, Risk Management, Special Events, Festivals, Convention Center, Museum and Tourism.

Grants

- FY 2017 Emergency Management Performance Grant (EMPG) application filed with the Maryland Emergency Management Agency (MEMA). The EMPG award is anticipated at \$82,213. The program is designed to build and sustain core capabilities across the prevention, mitigation, response and recovery of the City's emergency preparedness system. Grant funding is applied to our Emergency Management division to help offset personnel costs;
- FY 2017 Homeland Security Grant application was submitted to MEMA for funding. Projected award is \$91,823 with the funding expected to assist the Police, Fire and Emergency Management departments with preparedness projects, technology improvements and personnel costs. Since its inception in 2003, the Town of Ocean City has received a total of 56 Homeland Security grants resulting in over \$5.6 million of funding;
- Ocean City Police Department to receive a grant award of \$18,652 to fund the Town's School Bus Safety Program. The FY 2018 funding is designated to fund overtime

Department Activity Report

Regular Session April 17, 2017

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patrols. The officers are assigned to use proactive measures and public awareness to enforce laws as they related to school bus safety;

- Assisted the Art League of Ocean City with a "Cleanup & Green" grant application submitted to the Maryland Environmental Trust. A part of the State's "Keep Maryland Beautiful" program, the Art League's application addresses the issues of keeping the Town's 10 miles of beach clean and litter free. They goal of the proposed anti-litter campaign is to encourage beach visitors to use colorful artistic trash receptacles while helping the Town with our greening and sustainability efforts. Grant application of \$5,000 would be used to fund a "pilot program" of approximately 25 beach trash barrels;
- Progress on the State's only oceanfront playground at continues. The Town's project, located at the Boardwalk and North Division Street is funded by a \$120,500 grant from the Department of Natural Resources, Community Parks & Playground Program. The facility, designed for 5-12 year olds, is expected to be completed and dedicated by the end of April.

Internal Auditor

- Using information provided by the Clerk's office, prepared and transmitted Mayor & City Council's tag numbers to Complus to be placed on the VIP tag list so they would not be ticketed on the street;
- Convention Center and Fire Departments phones have been converted. Police, Public Works and Recreation are left to convert.

Communications Manager

- Started to film a Town of Ocean City "Livable Community" video to be placed on the website, social media sites & TV Access Channels;
- The 2017-2018 town Newsletters/Community Calendars are finished printing and should be delivered by the end of the week;
- Planning the Ribbon Cutting for the Boardwalk Playground and have tentatively scheduled April 26 at 4pm for the event.

City Clerk

- March 15, 2017 – April 11, 2017
 - New Passports: 33; Renewals: 19
 - Public Information Requests: 9
 - Senior Citizen Bus Passes: 64
 - Caine Keys Permits: 27
- Coordinated and prepared Mayor and Council open and closed session agenda items and packets;
- 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;
- Coordinated taxi medallion transfers;
- Completed research project for city solicitor;
- Presented and Council approved 2017 picnic table agreements;
- Coordinated Board of Elections meeting date for petition signature verification process;
- Attended Maryland Municipal Clerk Association quarterly meeting;
- Presented department FY18 proposed budget.

Convention Center

- Still searching for a National Sales manager; If the right candidate comes along, I'd like to have this position filled by July 1st;

Department Activity Report

Regular Session April 17, 2017

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- In the process of hiring an Events Coordinator, hope to have that position filled by April 17th;
- Continue to meet with several show promoters to discuss events in the PAC for 2017 & 2018;
- Added signage for better directions to the PAC upper level;
- In the process of buying a projector for the PAC; waiting for bids to return;
- 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);
- Met with City Engineer to finalize plans for the water feature;
- Removed recycling bins on main and upper levels; replaced the one closest to the elevator on the main level with a charging station for electronic devices; final signage is now in place and groups have been very pleased with it;
- March events included Council on Youth Ministry "The Rock", Wool and Fiber Fest, Sara Evans Concert, Twisters Gymnastics Academy, Seaside Boat Show, Reach the Beach Cheerleaders, OCHMRA Spring Trade Show, Epic Brands Cheerleaders, Mid-Atlantic Gift Show, American Handbell Musicians, Youth For Christ, Holt Paper Supplies and more;
- April and May Events include Epic Brands Cheerleaders, Free Concert by the United States Air Force Band; Shirley Grace pregnancy Center; HR Awards Banquet; Chamber Job Fair, Easter Art Craft Kid's Fair, In The Mood Concert, Sysco of Eastern MD; CPRC, Coastal Assn. of Realtors, Ward Foundation Competition, Common Ground, Market America, AARP Health Fair, Delaware Volleyball Academy, The Rat Pack Concert, Cruisin', 2017, Association of School Business Officials and more;
- Will meet with several more show promoters to review plans for Phase III.

Emergency Services

Emergency Management Division Highlights

- Continued working on the Ocean City Comprehensive Recovery Plan project meeting with specific groups for Recovery Support Functions. Worked with Howard County Office of Emergency Management to conduct a presentation for the Town on the Elliott City Flooding Incident of July 2016. This will be held on Thursday 27 April 2017 beginning at 1300 hours in the Mayor and Council Chambers;
- Maryland and Federal review of the draft Ocean City Hazard Mitigation Plan have been completed. Presentations to the Mayor and Council and Public comment notices have been scheduled. Required meetings with allied agencies have been scheduled for review prior to request for resolution in May 2017;
- Continue working with Maryland Municipal League with the Maryland Municipal Public Works Association Mutual Aid Agreement and Resolution for the Town of Ocean City;
- Continue working on the Safety Section requirements for the submission of the Town's FEMA Debris Management Plan before the pilot program ends;
- Continued working as time allows on the required review and updates of the Ocean City Comprehensive Emergency Operations Plan. Meetings on Emergency Support Functions and reviews with various departments and allied agencies are ongoing. This project will continue for several months;
- Continue working as part of the planning group with the State of Maryland Incident Management Team for the development and implementation locally and at the State level of a State IMT. Attended several meetings and a State presentation on 29 March 2017 in Annapolis;

Department Activity Report

Regular Session April 17, 2017

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- Conducted Ocean City Community Emergency Response Team volunteer meetings and training session with the Worcester County Fire Marshal Office during this operational period;
- Worked with Public Works including staffing to conduct a City Wide exercise during the City Wide Clean-up to receive credit for a functional exercise as part of the State of Maryland requirements;
- Working on storage projects due to the displacement and loss of storage from the 911 Center project;
- Continued with planning process for the Ocean City Air Show 2017 with Special Events, Town Departments and Allied Agencies with various tactical meetings and a planning meeting;
- Monitored two storm systems that impacted Ocean City during this operational period;
- Instructed several sessions on Search and Rescue Merit Badge for the Boy Scouts with the Ocean Pines Community Church;
- Had two (3) after hour call back responses for spills/related emergencies during this operational period for Emergency Management. One (1) call-out to assist Worcester County Emergency Services.

Electronics Divisional Highlights

- Install plenum conduit in sub floor of Dispatch Center for new Radio, 911 & Network Systems related to renovation. Relocate all power flex conduits to new position locations;
- Move live circuits system wires under from under floor, move equipment cabinets and racks to allow floor panels to be removed and replaced. Coordinate and manage floor replacement;
- Manage 1st Street Radio System Antenna installation and confirm proper operation of equipment move from Worcester Street to 1st Street;
- Coordinate and support IT contractor installation of licensed microwave system between 65th Street and 1st Street;
- Coordinate and manage contractor final steps to place Ocean Pines Generator in service;
- Design meeting with Eastern Communication related to new radio system installation schedule;
- Coordinate meetings with Verizon and phone contractors related to ongoing POTS Phone Line service;
- Inventory count of all radio parts;
- Build and test new OCPD radio program related to issue of seasonal and full time police radios;
- Repairs to DPW, Waste Water, EMS & Police radios;
- Review FY18 budget and prepare presentation for Mayor & CC Budget Meeting;
- Coordinate 100 radio activations on Maryland State 700MHz Radio System;
- Coordinate with Worcester County and Harris during County Radio System upgrades that resulted in service interruptions to Ocean City.

Communications Divisional Highlights

- Communication Center renovations continue;
- Currently processing new seasonal employees;
- Several staff members participated in the Active Shooter In-Service training conducted by the police department;
- Preparing and planning training program for new seasonal personnel.

Beach Patrol Divisional Highlights

- Held annual 2-day Strategic Planning Meeting with Crew Chiefs and senior staff;
- Staffed Recruiting table at Salisbury University Job Fair;

Department Activity Report

Regular Session April 17, 2017

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- Held Pre-employment Physical Skills Evaluation test for new employees at York College of Pennsylvania;
- Completed Surf Beach Facilitator interviews and job offerings for 2017;
- Completed Jr. Beach Patrol Asst. Instructor testing and job offerings for 2017;
- Created Surf Beach rotation through 2019 season, with Mayor and City Council approval;
- Hosted United States Coast Guard for full week of regional search and rescue training at beach patrol headquarters;
- Working with city auditor on phone system;
- Staffed Stephen Decatur High School job fair;
- Working out housing issues with employees;
- Working on J-1 visa issues with international student employees;
- Continuing with budget preparation;
- Solicited bids for ATVs and personal watercrafts;
- Created spring newsletter and employee information mailing;
- Registered 26 additional perspective employees to participate in Pre-Employment Physical Skills Evaluation (Testing) for the 2017 season. April 30th Ocean Pines and June 3rd Ocean City;
- Completed J-1 applications for Canadians who are returning for an additional season or who will be rookies beginning in 2017;
- Participated in Phone interviews with J-1 sponsor organizations as required by US State Department regulations;
- Prepared employee information packets and invitations for re-employment for the 2017 season for 162 employees from 2016;
- Prepared employee information packets and employment offers for 82 employees who will be in new positions for the 2017 season.

Engineering

- Canal Dredging: The canal between Old Landing Rd and Winter Harbor Dr. has been completed. Surveys, geotechnical investigation, and soil chemical analysis for the next set of canals have been completed, dredge quantities calculated, and permit documents have prepared and submitted. We are in the process of identifying disposal sites, and preparing the dredge schedule. The Department has also received a DNR Waterway Improvement grant to dredge the channel connecting the boat ramp channel and 64th street canal to the center channel in the bay;
- Boat Ramp: The project is under construction and will open May 1, 2017. The channel dredging portion, and ramp have been completed and parking lot site work is in progress. The automatic gate, access control system and sign changes for the old ramp have been ordered;
- Beach Storm Damage Repair: Fencing and crossover repairs are in progress and all work will be done for the season. The Corps has received funds for a beach replenishment project to restore the beach to the design template but funding for advance replenishment remains in question. The Corps will be bidding the project with the four year advance portion as an alternate pending funding, the Department continues to work with the Corps and our Congressional delegation to secure the remaining funding. Regardless of whether advance replenishment funds are received, there will be a beach replenishment project starting this fall;
- 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 Governor's office and the State Legislature. This year we received \$500,000 in funding towards the state share of the design and engineering costs for the expansion with preauthorization for complete state funding including construction in FY19 and FY20;

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- Assisting public works with storm drain and street grade design;
- The Energy Performance Contract work is substantially complete and the measurement and verification portion of the contract is now in progress;
- The Grant for Sinepuxent Ave. bike lanes was awarded and the project is under construction;
- City Hall security improvement projects are in various stages of design and procurement;
- The fiber optic cable work and all connections needed to connect City hall, Beach Patrol and Fire Station 2 buildings to the city network after the Worcester St water tower was removed has been completed;
- Reviewing and processing permits for the Crown castle Distributed Small Cellular Antenna System, and working with a second company, Mobilitie, on a similar system being proposed for Ocean City;
- Fire Station 3 preliminary planning and design project is now on hold;
- Reviewing proposals for design and engineering services for new Downtown Public Works facility;
- Installation of new storm drain outfall check valves purchased through a FEMA grant is complete and the valve performance is being evaluated;
- Reviewing and preparing suggested revisions to the Bay Critical Area ordinance per the required five year review;
- Preparing code language to address ongoing problems with EIFS (Dryvit) system debris;
- Construction of new retaining wall and revetment at 60th St. is in progress;
- Completed RFP for offsite solar power purchase agreement;
- Assisting other Departments on a number of projects including roofing and interior finish improvements at Eagles Landing Clubhouse, drainage improvements at Gorman Park, ceiling insulation replacement at the Northside Park East Gym, new video management system, new phone system, PAC Center sign, PAC Center projector and others.

Finance and Purchasing

- Tax sale notices were sent by certified mail to 58 delinquent utility customers vs. 132 in 2016;
- Personal property tax payments were updated in the online E license program so businesses can get their Trader's licenses online;
- The warehouse conducted the annual physical inventory on March 30 with variation of less than .5%;
- Finance Administration is coordinating a draft Capital Improvement Plan with Department directors in conjunction with the 5-year Financial Plan for introduction to the Council April 25;
- Accountant Brian Huntington who is receiving training for grant processing and FEMA financial documentation will be attending the FEMA Conference;
- Room licenses revenue at March 31 was \$545,113 compared to \$501,160 at March 31, 2016;
- New tow stickers will be in by May 1 for immediate distribution;
- GovDeals Items: There were 24 items sold from March 15, 2017 to April 11, 2017 totaling \$21,100.98;
- Solicitations:
 - Posted solicitations to the newspaper, Town website, eMaryland, and other solicitation venues;
 - Held Pre-Bid Meetings;
 - Answered Questions and Posted Addendums;
 - Held solicitations openings and conducted solicitation evaluations;
 - Awarded Solicitations.

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Fire

- Pre-proposal Meeting, OCFD Fire Station 3 A&E – 3/14/2017;
- 2016 Citizen of the Year Presentation @ Fire Headquarters – 3/14/2017;
- Lieutenant's meeting – 3/15/2017;
- 1st Responders Appreciation Dinner @ American Legion 26th Street – 3/15/2017;
- General Staff Meeting – 3/16/2017;
- New Fire Personnel meeting – 3/16/2017;
- Preparatory meeting for 10 14s Implementation – 3/16/2017;
- OCVFC Appreciation Dinner – 3/18/2017;
- OC Air Show 2017 Planning & Tactical Review Meeting – 3/23/2017;
- Began preparations for EMS week (5/21-27/2017)– 3/23/2017;
- Captain Kinhart assigned new IT Liaison for Fire Department, met with IT Roles & Responsibilities– 3/24/2017;
- Chief's attended ongoing training @ Salisbury University and with Montgomery County Fire Department on newest successful millennial and x-generation management and recruitment techniques - 3/27/2017 & 4/3/2017;
- Proposal Opening OCFD Station 3 A&E Services meeting – 3/28/2017;
- Volunteer Chief's Meeting – 3/28/2017;
- PM 1-1 assigned to stand by @ Station 100 Pocomoke, Funeral Detail – 3/30/2017;
- Chief1 Narcan review with EMS Captain – 4/4/2017;
- 2016 Employee Services Awards – 4/5/2017;
- External Applicant Testing 4/5-6/2017;
- Fire Department Budget Council Meeting – 4/10/2017;
- New Part Time Employee Testing – 4/9-10/2017;
- Ambulance Justification Report – Updated report on current ambulance configuration;
- Working with internal/external group to introduce new method for alerting Volunteer and off-duty personnel.

TRAINING:

- Fire Medical In-Service Training: Entering Patient Refusals on new tablets – 4/2/2017; EMS Care & Transport Considerations – 3/14/2017; FADO Competencies – 4/4/2017;
- Shift Drills Completed: Environmental Emerg. (Depressurization/Hyperbaric Therapy) 3/16/17; Pull Preconnect & Extend the Line – 3/17/2017; Magnesium and Amiodarone – 3/20/2017; Aerial Operations – Patient Removals – 3/20-26/2017 ; New SCBA Mask Hands On training – 3/24/2017; Air Bags & Auto Cribbing – 3/27/2017; Vehicle Stabilization – 3/27-4/2/2017; 35' Ground Ladder placement – 4/3/2017; Dive Rescue – Surface Support Operations – 4/10/2017;
- OCVFC Shift Drills Completed: Auto Extrication – 4/11/2017; FADO Competencies – 4/4, 8, 11, 1, 22 & 25/2017.

<u>MARCH</u>	<u>2017</u>	<u>2016</u>	<u><i>Change from 2016</i></u>
FIRE	70	56	+14
EMS	222	213	+9
TOTAL	292	269	+23

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Fire Marshal

Ocean City Fire Marshal's Office Plan Review and Permit Metrics									
Today's Date	Turnaround Times (Business Days M-F)						Permits Reviewed		
	Permit Category	Benchmark	M-T-D (AVG)	Y-T-D (AVG)	Y-T-D MIN	Y-T-D MAX	Permit Category	M-T-D	Y-T-D
3/31/2017	Fire Protection Systems	14	0.8	0.9	0	7	Fire Protection Systems	16	45
	Small Permit (<\$100K)	5	0.8	0.6	0	7	Small Permit (<\$100K)	16	71
Current Month	Medium Permit (\$100K-\$1M)	11	1.3	0.6	0	3	Medium Permit (\$100K-\$1M)	4	12
3	Large Permit (>\$1M)	15	0.5	3.0	0	8	Large Permit (>\$1M)	2	4
	TOTAL PERMITS	0.8	0.7	0	8		TOTAL PERMITS	38	132

	Plan Reviewed Received	Permits Received	Special Events	Inspections	Complaints/Referral/Deficiency
MARCH	38	20	9	173	12

Human Resources

- Developed and provided a ½ day supervisory class for temporarily promoted supervisors to help increase their effectiveness during the town's peak season;
- Continued to provide technical support training to City Hall and Fire Dept. employees during the telephone system conversion;
- Working with vendor on final edits of Performance Manager System;
- Identified additional media sources and placed recruiting advertisements for full-time and seasonal position openings;
- Health Insurance census for ACA reporting continues on a monthly basis;
- Provided retirement counseling, benefits/pension calculations and out-processing for numerous employees;
- Monthly reports for Cigna, TASC and State of MD ongoing;
- Processed multiple FMLA cases;
- Participated in interviews / selection processes;
- Group Life/LTD annual records update completed;
- 2016 Service Recognition banquet held - 115 attended;
- MTA 1st quarter/Transportation report filed;
- HR FY 18 proposed budget presented to City Council.

Information Technology

- Implementation Schedule setup for the new VMS system;
- Preparing for Websense Email Filter Migration to New Server and New Version;
- Off Site Backup and DR Plan RFP Development;
- Vulnerability Assessment Review;
- Configure new VPN;
- Comcast Phone Installs;
- Installation of New Storage Appliance with Consultant;
- Weekly Comcast Progress Conference Calls;
- Continue migrating printers to new Print Server;
- Working with Vendor on the implementation of Misc A/r Internet payment module;
- Manage Daily Workorders;
- PSB Rewiring project completion with the exception of old wiring to be pulled;
- Working on Network Connectivity to Boat Ramp.

Attachment: 2017-04-17 Department Activity Report (2276 : Comments from the City Manager)

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

- Plan and Permit Reviews – Building permit applications continue to remain strong, with 207 permits issued in March (5 year monthly average = 178) and a construction value of \$20,777,520 (5 year monthly average = \$5,183,657). Plumbing permits issued: 69 (down from 83 last March);
- Major Site Plan/Building Permit review complete or in process for new construction:
 - Cambria Hotel (131 rooms) Hogfish Restaurant (4,000sf) – 1st Street bayside (Cropper Landing) Site plan approved with conditions on 1/18/17, building permit submitted on 4/7/17 under review;
 - Aloft Hotel (120 rooms) – 45th Street bayside, site plan approved, demolition completed, building permit revision under review;
 - Hyatt Place (105 rooms) – 16th Street oceanfront (former Seascope), foundation permit issued/foundation complete, building permit issued pending installation of water line;
 - Home 2 Suites (100 rooms) foundation pilings complete, building permit revision under review, construction start Spring 2017;
 - The Island Village, 367 seat Restaurant and associated retail/employee housing – 700 S. Philadelphia Ave at the Inlet, site plan under review;
 - Homeworks/Ropewalk, 72 bed workforce housing adaptive reuse of warehouse space – 103 84th Street, site plan under review for change of use;
- New construction inspections continue at major hotel construction sites, commercial and home renovation/construction sites including:
 - Residence Inn (142 rooms) construction has resumed in February with target completion by Summer 2017, pool deck and waterfront plans amended;
 - Fairfield Inn (120 rooms) at 25th Street construction has resumed with target completion by Summer 2017;
 - Crystal Beach Hotel (63 rooms) expansion under construction with target completion by Spring 2017;
 - Royalton Hotel (57 rooms) – 1101 Atlantic Ave., foundation complete, upper floors under construction with target completion by Summer 2017;
 - Park Place (14 room increase) – 208 Baltimore Ave., renovations under way;
 - Country Inn and Suites (75 rooms) – 123rd Street and Coastal Hwy, foundation and building permit issued / under construction, permit application under review for adjacent Candy Kitchen;
- Ongoing field inspections for code compliance regarding home renovations, accessory sheds, commercial construction, property maintenance, and signage;
- PRESS Committee Spring Housing Seminar held on April 6th in combination with the International Workforce Conference, notice sent to properties on the 2017 'Hold List' for rental licenses which require inspection prior to the rental season, continued site inspection of new R-1 rental license applications, and periodic second season R-1 inspections;
- Flood Insurance Rate Map information provided to property owners;
- Board of Port Wardens ongoing permit review for bulkhead and pier improvements. Next meeting April 13, 2017 (15 to 20 applications per month);
- Project file scanning of permit documents substantially complete, initiated record retention system and document sorting in Laser fiche for public access (approximately 3 months to complete);
- ISO insurance rating review completed, current rating is pending review.

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Planning/Zoning/GIS

- Planning Commission – The PZC last met on March 21st with action to approve a 2 lot subdivision plan for Atlantic Bed & Breakfast at 501 Baltimore Avenue and to table the application of a conditional use permit for auto service at 105 74th Street. The next business meeting will be held on April 18th to consider items carried over from the April 4th meeting that was cancelled due to lack of a quorum including a site plan for change of use at 103 85th Street Homeworks/Ropewalk, site plan for The Inlet Village at 700 S. Philadelphia Avenue, and site plan for OC Brewing Company to expand outdoor deck and install grain silo;
- Board of Zoning Appeals – On March 23rd the BZA approved the renewal of an outdoor display permit for K-Coast and a subdivision variance for the Atlantic B&B. The next BZA meeting will be held on April 13th;
- Zoning Administrator Frank Hall joined the P/CD staff;
- Boardwalk Outdoor Display Permit application process underway for the 2017 season with renewals and new permits due by May 14th;
- Comprehensive Plan Update – The Planning and Zoning Commission completed final review of chapter updates and instructed staff to issue draft Plan Update to State agencies and adjacent jurisdictions for a mandatory 60 day review prior to holding a public hearing. This action was confirmed by vote of the Mayor and City Council on March 28th.

Geographic Information Systems

- Public information requests for individual site maps, land use and address information;
- Managing P/CD department Laser fiche scanning project, file/document retention reporting;
- Map and data support for OCDC grant applications;
- Updating color aerial photography map layer based on 2015 imagery.

Police

Criminal Investigation Division

- Vice/Narcotics Unit personnel completed annual in-service training. They also provided in-house training to other CID personnel on March 23, 2017;
- Vice/Narcotics Unit completed personnel transfer. PFC. Hoban to Patrol/PFC. Gemerek to CID. PFC. Gemerek scheduled to attend multiple training sessions;
- Vice/Narcotics Unit met with local DEA personnel to discuss plans for addressing drug trafficking in lower Delaware that is directly affecting Ocean City and Worcester County;
- Vice/Narcotics Unit called in to assist Patrol with drug debriefs 50 times so far in 2017;
- Vice/Narcotics Unit assisting allied agencies with surveillance and investigation regarding major drug dealers operating in and around Ocean City. This investigation should be concluded in early April;
- Major Case Unit detectives assisted Patrol with a theft case that involved the online sales application Let Go. The initial case was closed using an ad posted by the suspect. We authored search and seizure warrants for the suspect's residence and vehicle, which resulted in the recovery of additional stolen merchandise. We were able to clear 4 additional theft/burglary cases using the recovered items. Investigation is ongoing and charges are forthcoming for all cases;
- Major Case Unit detectives are currently investigating a child abuse case in conjunction with the Department of Social Services. Case involves a 7 month old boy who was seen at AGH and diagnosed with bilateral skull fractures. Additional bruising and injuries were located during subsequent examinations of the child. The attending physician was

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alarmed by the mother's explanation of how the injuries were incurred. Interviews of all parties have been conducted and the child has been removed from the mother's care. Consultation with the State's Attorney has been scheduled to discuss evidence in the case and potential charges;

- Major Case Unit detectives assisted Patrol with a recovered stolen vehicle case. As the car was being processed, large quantities of stolen sports memorabilia were located in the back of the car. We were able to locate the owner of the merchandise using vendor tags on the back of some of the frames and plaques. The owner, who was unaware the merchandise had been stolen, informed us that he kept the items in a storage unit. We later confirmed that the storage unit had been burglarized. The suspect in this case has been identified and arrested;
- The Special Enforcement Unit (SEU) completed personnel transfers. Sgt. Jones to Patrol/Sgt. Wrench to CID;
- SEU participated in surveillance training in preparation for summer deployment;
- SEU made multiple arrests for warrants and other criminal events and assisted with the service of search warrants;
- The Criminal Intelligence Unit (CIU) Processed 199 pieces of information and Authored/Disseminated 5 officer safety/situational awareness/wanted/intelligence bulletins;
- CIU Attended regional information sharing networks that include members from the Eastern Shore Law Enforcement community including those from Virginia and Delaware. Also represented are representatives from the Maryland departments of Parole & Probation and Corrections as well as the FBI, Homeland Security, and US Marshall's Service;
- CIU initiated and presented a special community project entitled "Chasing the Dragon – The Life of an opiate addict" on March 1 at the Ocean City Performing Arts Center;
- CIU presented a terrorism awareness overview to the Ocean City Hotel-Motel-Restaurant Association;
- CIU discovered two sets of dates being advertised as Ocean City College Beach Weeks and continues to monitor social media sites connected with these events;
- The Forensic Services Unit (FSU) assisted Denton Police Department with crime scene processing on a stolen vehicle recovered in Ocean City;
- FSU Crime Scene Techs received and processed 161 evidence submissions from Patrol and CID;
- FSU Crime Scene Techs filled 90 requests for court or detectives;
- FSU Crime Scene Techs received five hits on physical evidence submitted to State Police Lab; and
- FSU Crime Scene Techs assisted Maryland State Police with a video recovery and analysis.

Patrol Division

- March Calls For Service (CFS) – 3528;
- March Arrests – 92;
- 42 police personnel assigned to the St. Patrick's Day parade including the Honor Guard who led the parade;
- The K-9 Unit Conducted 10 hours of Maintenance Training in March;
- The Quick Response Team conducted quarterly training and weapons qualifications;
- In March Patrol Division members conducted three days of Tow Truck Inspections. This required three officers working a total of 90 hours over three days;
- A patrol officer attended 4 days of training for certification as a Breath Test Operator in Pikesville, Maryland;

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- Midnight Watch conducted vehicle inspections on Squads "A" and "B" during the month of March;
- All shift midterm evaluations were served within the first week of March;
- Midnight Watch officers attended 430 hours of mandated MPCTC in-service training;
- A Midnight Watch officer attended Advance Accident Reconstruction certification training. This is a 100 hour advanced certification conducted by the Institute of Police Technology and Management in Jacksonville, Florida;
- Midnight Watch officers responding to a reported overdose locating the victim without a pulse. Officers performed CPR on the victim and reestablished a pulse. EMS quickly arrived and administered Narcan then transported the victim who survived the incident;
- Evening Watch officers responded to a report of CPR in progress. The victim fell unconscious in his kitchen with his mother present. Officers arrived and began to administer CPR to the victim who was completely unresponsive. EMS later arrived and administered Narcan. Moments later the victim was revived;
- OCPD received a telephone report of a missing/ endangered person out of Somerset County Pennsylvania from a family member of the subject. The suicidal subject was believed to be in Ocean City. Evening Watch officers located the subject at a mid-town hotel. During questioning the subject admitted that he had planned on killing himself while in Ocean City. Officers transported the subject to PRMC for an Emergency Committal pending evaluation;
- Mounted Unit officers have begun training and preparation for summer operations. Riders spend much of the winter reassigned to sector cars and not on horseback. Starting in March Mounted Unit Officers began riding several days each month;
- Day Watch has been assisting North Side Park with police presence during several scheduled soccer events;
- Day Watch has detailed an officer to Training and Recruiting to assist in conducting background investigations of prospective seasonal officers;
- Multiple members of the Patrol Division were involved in February's In-Service training as students and instructors;
- The agencies K-9 Unit trainer assisted the Town of Federalsburg Police, serving as the chairperson on a K-9 Handler selection board; and
- Members of the Hostage Negotiation Team attended a 3 day advanced training seminar in Hunt Valley, Maryland.

SUPPORT SERVICES DIVISION

Arrest and Detention

- 24 hours service associated with general public requests and processing of arrests and court committals; and
- 78 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; and
- Policy review and upload to the website for public view.

Records Management

- Continued day to day requests from public, States Attorney and police staff; and
- Part-time position interviews have been completed.

Human Resources

- Background process for all seasonal police and P.S.A. continue. The background process will continue until the third week of April;

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- 60 seasonal police officers have been hired and 79 PSAs have been hired as of the end of March;
- In-service training for full-time police officers is underway with emphasis on use of force, active shooter and field force tactics for civil disobedience; and
- PFC test was administered with the promotion of one officer to the rank of police officer first class.

Fiscal

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

Public Works

Administration

- Worcester & 15th Street Water Tank Demolition – Water Main terminations and new piping complete. Shelters have been removed and shelter foundations are ready to be removed;
- 4th Secondary Clarifier – All piping to the Flow Distribution Chambers are complete. Installation of the 14" RAS pipe line is now being continued to its final connection at the Surge Tank. Electrical duct bank has been installed to the new clarifier and startup is scheduled for April 14th. Concrete Curb and site grading for asphalt in progress;
- Transportation Campus Project: Design continues with design engineers; architects and key town staff. WRA is now working on the 60% design documents scheduled for review April 25, 2017;
- Rehabilitation of Pipeline Infrastructure and Ancillary Assemblies (Sewer Lining) – Point repairs being performed by the Part "A" Contract as a result of the deficiencies found by the video inspection should be completed by April 14th this includes work on both 32nd Street and Old Landing Road. Cured in Place Pipe Lining is in progress thorough out the 32nd Street Extended, Penguin Drive neighborhood;
- Gorman Avenue Water Treatment Plant Site (Campus Plan) Improvements – In the planning stage. The conceptual plan consists of landscaping enhancements, sidewalk relocations, partial Permanent Street narrowing of 137th St, and the addition of security measures inclusive of fencing, cameras, etc.;
- Public Safety Building Masonry Restoration – Restoration work on the PSB should be completed by April 21st;
- Northside Park Roofing– Contractor is removing deteriorated metal panels and trim on the West Gym. Once removal is completed the entire West Gym Building walls will be recoated;
- 100th Street Chlorine Booster Upgrade Project –Contractor has received and installed pipe, valves, and flow metering. Chlorine equipment has been delivered and being installed. New Motor Control electrical equipment has been installed and in operation. New service cable and meter to be installed by Delmarva Power within the next two weeks;
- Effluent Disinfection Phase III, 2nd Street and 28th Street Wastewater Pumping Station Upgrade design is in progress;
- 2nd Street Project- Design and Engineering RFP's have been reviewed by Engineering and Public Works. Selection of A/E firm will occur on April 12th;
- Elevator/ Escalator, Fire Alarm, Fire Sprinkler, HVAC and Generator Systems
 - Coordinate inspections and repairs. Reconcile maintenance invoices. Review and file/ distribute inspection reports & repair invoices;
- Pest Control Contract- Review and comment on Purchasing's draft bid package. Attend pre-bid meeting;

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- Post Office Underground Storage Tank Removal Contract- Finalized scope of work for bid package. Held pre-bid meeting and site visit; .
- Emergency Generator Contract- Updating Town inventory. Reviewing applicable NFPA code. Revising contract scope of work. Existing contract expires 2017-AUG-5;
- Water Tank Cell Sites- Coordinating T-Mobile modification plans for 136th street site and Verizon modification plans for 41st, 94th and 136th street sites.

Airport

- West Ramp Rehab Construction out to Bid, prebid April 13th;
- Preparing staff and facility for Seasonal Ramp-Up;
- ACIP 5 year Capital Plan Submitted to FAA.

Construction

- Working ongoing paving list and Potholes;
- Repaired several water leaks and sewer lateral repairs. Also installed 3-new water services and meters;
- Street Paving Projects, presently on 32nd Street and will move to 60th Street soon.
- 11th and 60th Street retaining walls poured;
- Graded 2nd Street parking lot and will pave handicap parking area. Also working in Worcester parking lot with curbing and paving area where Water tower was removed.
- Pro-Coat continues to painting Boardwalk Lights;
- Carpenter's demolished the storage shed at Life Saving Museum and built a new one;
- Carpenters performing maintenance at Fire head Quarters, Art League;
- Contractor (Kade Construction)- boardwalk re-decking contract has finished 27th and 22nd Street sections and is working on individual boards along the entire boardwalk;
- Electrician's work orders for PSB, Fire Stations and NSP;
- Electrician's working at the Worcester & 2nd Street lots for lighting.

Maintenance

- Busy month with spring projects and daily work orders;
- "Budget Week ", preparation for presentation at City Hall on the 12th of April;
- 2nd parking lot should be ready to open for pay parking starting 04/14;
- All fences, silt and snow are being removed from 4th & Boardwalk heading south;
- Continuing with the hiring of seasonal employees for the summer;
- Striping project for the new bike path is completed;
- Easter Sunrise service at Division 6PM Sunday 04/16;
- Ongoing dedicated bench program with all phases of available options currently available to all.

Service Center

- Had employees work the weekend assisting with Spring Clean Up;
- Preparing Trams for upcoming season.

Solid Waste

- Citywide Spring Clean Up was held Saturday, April 8th and Sunday, April 9th.
- Working on painting and repairing head of street trash containers
- Training a new operator to replace one who is retiring
- Starting interviews for seasonal positions

Transportation

- Spring Schedule for Beach Bus Coastal Highway went into effect April 3 with 15 minute frequency from 6 a.m. to 3 a.m. and 30 minute service from 3 a.m. to 6 a.m.;
- Ridership for March was down 19 days compared to March 2016 and up 12 days reflecting Easter week occurred in March 2016;

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- Ridership for April through the 9th is up for 4 days and down 5 compared to the previous year with slightly fewer deployments in 2017 as more frequent service started later in 2017;
- Hiring continues strong with goals nearly complete for both bus and tram sections. 163 drivers are returning or new hires including the 7 full-time drivers, the 9 supervisors, and the one ADA driver;
- Tram training for the 60 employees on April 9 at the Convention Center. Employees include the drivers, conductors, supervisors, booth ticket sellers and a vehicle tech. Trams begin operation during Springfest May 4;
- The budget presentation for FY 2018 is scheduled for April 13 at 1 p.m. for Mayor and City Council;
- A Quarterly Report by MTA will be held on April 13 where MTA will review preventative maintenance records and interview staff on the progress of compliance reports and projects;
- The transit manager and administrative manager attended LOTS manual training in McHenry, MD April 4-7 which focused on compliance, safety management, and asset management;
- The trams ad hoc committee met on March 24 and continued to review the purchase of new/refurbished trams for 2018 and beyond. A final meeting is planned in April to render a final recommendation to the Transportation Committee.

Wastewater

- Annual Oxygen Plant optimization and maintenance complete;
- AM liner still working on cured in place liners in collection lines of the 32nd Street bayside neighborhood;
- New Pista Grit system is installed, awaiting start up training. Scheduled to go online May 1st;
- Spring Generator preventative maintenance to begin at all pump stations and treatment facilities;
- Ocean Outfall external inspection with Bathymetric Survey underway.

Water

- Installed new Isolation valve at 100th street pumping station;
- Continued maintenance and preparations for summer season underway at all three plants;
- Hydrant flushing to begin April 30th.

Recreation and Parks

Administration

- Administered Senior Staff meetings and participated in City Manager's staff meeting;
- Engaged in contracted program conflict and worked it through resolution with staff and vendor;
- Reviewed submitted Beverage Franchise proposals, evaluated and made recommendation to Council;
- Participated in Master Planning meeting with members of Council;
- Attended the Maryland Recreation and Parks Association Conference held in Ocean City;
- Completed installation of the NSP dumpster gate;
- Monitored Boardwalk playground installation. Ribbon cutting scheduled for April 26;
- Continued to work with Parks, Engineering and Public Works on several ongoing projects (Boardwalk Playground, NSP Siding, NSP Gym Ceiling);

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Parks Division

- Attended, participated and/or administered meetings: Community Parks Master Plan meeting, Departmental Senior Staff meeting, Beautification Committee meeting, Pre-Bid meeting and Bid Opening for Portable Toilets, Sundaes in the Park relocation meeting and Air Show meeting, Parks Staff Meeting;
- Completed miscellaneous repairs at the Skate Park;
- Selectively replaced deck and handrail boards as needed at the Tennis Center;
- Set up / removed indoor soccer walls for St. Pat's tournament;
- Continued mulching planting beds in multiple parks, public areas and Coastal Highway medians;
- Continued maintenance on beach wheelchairs and repairs / painting of beach wheelchair boxes;
- Worked with Paul Mauser of Engineering on the Dog Playground and the Gorman Park drainage projects;
- Installed sunshade at Sunset Park;
- Aerate and seed City Hall, Entrance Park;
- Removed dead plant material from Boardwalk planters;
- Charged water systems in facilities that had been winterized, i.e. Fiesta Park, Northside Park concession stand & bathrooms, Tennis Center and outdoor water fountains;
- Attended Maryland Recreation & Parks Conference in Ocean City;
- Submitted annual fertilizer usage report;
- Completed annual ladder inspection;
- Interviewed and hired 3 temporary Parks Workers to begin April 10;
- Continued to work on Boardwalk Playground. Fence installation completed, tile installation in progress;
- Assisted with Spring Cleanup;
- Prepped fields and performed field maintenance for one private softball field rental and one Departmental sponsored softball tournament;
- Began selective spraying of herbicides and mowing as needed in all areas;
- Completed Fuel report.

Recreation Programs and Seniors

- St. Pat's Soccer Tournament Series wrapped up on March 19;
- Worksite Wellness continued with two Lunch and Learn programs held at NSP on March 21 (Vernon Powell Shoes) & March 29 (Carefirst);
- Spring programs began with Adult Volleyball League and Youth Indoor Soccer League;
- Work was completed at the Ocean Bowl Skatepark to repair railings on vert ramp and other deteriorating wood;
- Work was completed at the Ocean City Tennis Center to prepare for the 2017 and the Dolphin Park Dedication scheduled for April 14;
- NSP concessions continued to run indoors for tournaments and opened outdoors for the season on April 1;
- Staff attended the Maryland Recreation and Parks Conference from April 4 – 6 at the Princess Royale hotel;
- Reservations continued with multiple birthday parties, condo rentals and a basketball tournament and a softball tournament;
- The Community Yard Sale was held on Saturday, April 8 with 17 vendors.

Golf Operations

- Received orders of spring merchandise for pro shop. The pro shop is fully stocked with men's and women's apparel, head ware and golf accessories;

Attachment: 2017-04-17 Department Activity Report (2276 : Comments from the City Manager)

Department Activity Report

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- Completed quarterly inventory counts on March 31, 2017 for the pro shop and Caddy Shack Café;
- Brought back seasonal staff to help with increasing business due mostly to package golfers;
- Hosted Indian River Seniors (2 groups 140 players, 4/3/17 and 4/5/17) and MRPA Golf Tournament 4/4/17;
- Reorganized office space in clubhouse;
- Assisted Engineering staff with exterior clubhouse painting specifications;
- Began promoting TOC employee golf day on Wednesdays since weather has improved.

Golf Maintenance

- Doing routine maintenance of golf course and grounds as needed based on play - play is increasing quickly;
- Due to several recent storms, performed tree and brush cleanup and disposal;
- Supervising Irrigation system installation which began November 21st, to date 100% of the mainlines are installed, 100% of sprinkler heads are installed and control systems are 95% complete, contractor is working on final punch list and should be completed by 4/21;
- Cutting native areas and ornamental grasses;
- Drainage work #16 tees;
- Working on budget and equipment recommendations for next fiscal year;
- Lots of vacation and personal time off for the holidays and inclement weather;
- Assisted Airport staff with seeding project.

Risk Management

- Worked on subrogation claim from the 15th street water main break now in the hands of the City Solicitor;
- Attended MD Worker's Compensation hearing two days/6 claims;
- Starting to work on insurance renewal packets for 7/1;
- Attended/participated in the 'In Service Training' with OCPD;
- Attended LGIT Insurance renewal workshop in Cambridge;
- Continue to update the property insurance program deleting old properties and replacing them with new or updated structures.

Special Events

- Final preparations for Springfest 2017 wrapping up;
- New Event Cancellation Insurance Policy being used for Springfest (in place of a weather-only policy);
- Friday and Saturday evening concerts are in "SOLD OUT" status for Springfest;
- New indoor stage agreement in place with TEAM Productions for Springfest and Sunfest;
- New theatrical lighting elements to be used at OC Beach Dance Party nights – Tuesday at Caroline Street Stage;
- Sundaes in the Park Schedule: June 18, 2017- Good Vibrations "Beach Boys Tribute", July 2, 2017- Jesse Garron's Tribute to Elvis, July 9, 2017- The Beach Bumz "Tropical Rock", July 16, 2017- Uprizing, July 23, 2017- Kick it Out "Heart Tribute Show", July 30, 2017- Boy In Black "Johnny Cash Tribute Show", August 6, 2017- Guys In Thin Ties "80's Music", August 13, 2017- Front Page News "ROCK", August 20, 2017- Southern Charm, August 27, 2017- The British Invasion Experience, September 3, 2017- Separate Ways the Band "A tribute to Journey";
- OC Beach Dance Party Schedule (7-9pm): July 11, 2017- DJ Batman, July 18, 2017- "60's Night" with DJ Batman and Janglebachs, July 25, 2017- "70's Night" with DJ Batman and The 1974, August 8, 2017- DJ Batman; August 15, 2017- "80's Night" with DJ Batman and The New Romance, August 22, 2017- "90's Night" with DJ Batman and

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Here's to the Night, August 29, 2017- "Dance Music" with DJ Batman and MIKE HINES & The LOOK;

- Sunset Park Party Nights: July 6, 2017- Oh Boy: A Tribute to Buddy Holly, July 13, 2017- Tranzfusion (Rock), July 20, 2017- Lauren Glick (Blues/Soul/Rock), July 27, 2017- British Invasion Experience (Beatles Tribute Band), August 3, 2017- Full Circle (Blues/R&B/Rock), August 10, 2017- Blind Wind (Bluegrass/Americana Classic Rock), August 17, 2017- Eclipse (Journey Tribute Band), August 24, 2017- Sir Rod (Rod Stewart Tribute), August 31, 2017- Funk Shue (R&B, Funk, Soul);
- New 50 foot Christmas Tree display has been confirmed and will include a new full branched tree design with 6,700 static warm white LED lights, 3,200 RGB addressable smart lights, garland with 1,200 RGB lights and 1,900 ornaments. Tree can be programmed to run light displays and may also be set to music (2018);
- New Winterfest 25th Anniversary logo completed;
- M&CC Budget presentation completed;
- Draft of Value-Added Events Review completed and expecting modifications after week of April 17th.

Tourism

- The Early Seagull Savings marketing campaign concluded March 31, wrapping up six weeks of radio and seven weeks of digital ads running in all markets to encourage visitors to book their summer vacations in Ocean City now. The campaign resulted in a 418 percent increase in page views to the deals page of the website with a total of 85,000 visits to the page;
- The spring online display campaign began on March 27. The campaign includes a mix of traditional web banners, native advertising, digital TV and video using a variety of vendors including TripAdvisor;
- Completed production of the 2017 press kit, which is distributed to regional and national media outlets;
- Attended April 3 meeting of the Light Up OC Committee to discuss holiday promotions;
- Continued planning the annual gathering of the OC Insiders to be held the weekend of April 22. This is the group of loyal Ocean City fans who help promote OC on our website and social media. Hotels have donated room nights for the group;
- Presented the season kick-off 2017 summer tourism marketing campaign at the April 5 EDC meeting;
- Attended April 7 meeting of the Maryland Association of Destination Marketing Organizations in Baltimore;
- Prepared and submitted grant request to Maryland Office of Tourism Development for the public/private partnership program, once again partnering with HMRA and the Greater Ocean City Golf Association for a proposed midweek promotion for spring of 2018;
- Attended the March 21 Tourism Advisory Board meeting;
- Attended the National Association of Sports Commissions' annual symposium where appointments were conducted with sports events rights holders from across the country;
- Attended four tour and travel shows/marketplaces to meet tour operators and group leaders in four different PA locations. PA is our best area customer for those coming to OC on motorcoaches;
- Participated in and supported the Harriet Tubman Visitor Center State/National Park opening by attending and acting as motorcoach escort and speaker on two buses, at the state's request. We have also featured this attraction in our Group Tour Enews to not only help support the state's efforts but to integrate Ocean City as the place to stay and visit while including the new Tubman facility in area touring;

Department Activity Report

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- The popular event sheet has been compiled and printed for the season and is being distributed at hotels and attractions throughout Ocean City.



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 11.A


Council Meeting April 17, 2017

TO: The Honorable Mayor, 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: April 11, 2017

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