



## **MAYOR AND CITY COUNCIL**

---

### **REGULAR MEETING Monday, December 16, 2024 - 6:00 PM**

#### **AGENDA**

- 1. CALL TO ORDER**
- 2. PRAYER AND PLEDGE**
- 3. CLOSED SESSION NOTICE AND REPORT**
  - A. Closed Session Notice and Report - Monday, December 16, 2024 - 5:00 - 6:00 PM to discuss Public Security Matters
- 4. ITEMS PRESENTED BY THE MAYOR AND CITY COUNCIL**
- 5. STANDING COMMITTEE REPORT**
- 6. CONSENT AGENDA**
  - A. Acknowledgement of Standing Committee Reports
    1. Sports Complex Task Force - December 2 - with recommendation
    2. Transportation Committee - December 10
    3. Police Commission - December 11
  - B. Private Event Approval Request for St. George's Blessing of the Water - January 11, 2025
  - C. Private Event Approval Request for Shenanigans St. Patrick's Day Boardwalk 5K - March 15, 2025
  - D. Bid Award Recommendation for Tarry-A-While Deck Repair
- 7. MISCELLANEOUS REPORTS AND PRESENTATIONS**
- 8. PUBLIC HEARINGS**
- 9. ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY MANAGER AND STAFF**
  - A. Police Manpower Report presented by Interim Chief Mike Colbert
- 10. ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY SOLICITOR**
  - A. First Reading - Ordinance 2024-24 to Amend Chapter 110, Zoning (in reference to parking for employee housing, accessory and non-accessory, as reviewed and amended at the November 26 Work Session)
  - B. First Reading - Ordinance 2024-25 to Amend Chapter 110, Zoning (to permit

tandem parking for all residential use, not including hotel and motel uses, as reviewed and amended at the November 26 Work Session)

- C. First Reading - Ordinance 2024-26 to Amend Chapter 110, Zoning (to permit administrative staff to review a project that is less than 500 square feet)
- D. First Reading - Ordinance 2024-27 to Amend Chapter 14, Entitled Businesses (adds short-term rental housing unit under licensed occupations)
- E. Resolution 2024-18 to Authorize the Disposition of Surplus Personal Property

**11. COMMENTS FROM THE PUBLIC**

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

**12. COMMENTS FROM THE CITY MANAGER**

- A. Comments from the City Manager
  - A. The next Mayor and City Council meeting is Monday, January 6, 2025.
  - B. Department Activity Report

**13. COMMENTS FROM THE MAYOR AND CITY COUNCIL**

- A. Comments from the Mayor and Council

**14. ADJOURN**



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 3.A  
Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Closed Session Notice and Report  
**DATE:** December 6, 2024

---

**ISSUE(S):** Closed Session

**SUMMARY:** A closed session is scheduled for Monday, December 16, 2024, at 5:00 PM to discuss legal and public security matters.

**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. Closed Session Notice 12.16.24.doc  
2. Closed Session Report 12.16.24.doc

NOTICE OF CLOSED SESSION OF MAYOR & CITY COUNCIL OF OCEAN CITY

DATE AND TIME: Monday, December 16, 2024 5:00 - 6:00 PM  
PLACE: City Hall  
SUBJECT: Legal and Public Security Matters  
VOTE: UNANIMOUS  
OTHER: FOR: \_\_\_\_\_  
AGAINST: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

AUTHORITY: State Government General Provisions Article: § 3-305(b)

PURPOSES:

	1. To discuss: (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees or officials over whom it has jurisdiction; or (ii) any other personnel matter that affects one or more specific individuals;
	2. To protect the privacy or reputation of individuals with respect to a matter that is not related to public business
	3. To consider the acquisition of real property for the public purpose and matters directly related thereto;
	4. Consider a matter that concerns the proposal for a business or industrial organization to locate, expand or locate in the state;
	5. Consider the investment of public funds;
	6. Consider the marketing of public securities;
X	7. Consult with counsel to obtain legal advice;
	8. Consult with staff, consultants or other individuals about pending or potential litigations;
	9. Conduct collective bargaining negotiations or consider matters that relate to the negotiations;
X	10. Discuss public security if the public body determines that public discussion would constitute a risk to the public or public security, including; a) the deployment of fire and police services and staff; and b) the development and implementation of emergency plans
	11. Prepare, administer or grade a scholastic, licensing or qualifying examination;
	12. Conduct or discuss an investigative proceeding on actual or possible criminal conduct;
	13. Comply with a specific constitutional, statutory or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter; or
	14. Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process
	15. To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information or (iii) deployments or implementation of security personnel, critical infrastructure or security devices.

For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation	Topic	Reason for closed session discussion of topic
§3-305(b)7	Pending litigation	Attorney-client privilege
§3-305(b)10	Police deployment	To protect public security measures



**REPORT OF CLOSED SESSION**  
**OF THE MAYOR AND CITY COUNCIL OF OCEAN CITY**

Prior to the open session of the Mayor and City Council being held on Monday, December 16, 2024, at 6:00 PM, a closed session was held on Monday, December 16, 2024, at 5:00 PM at City Hall, 301 N. Baltimore Avenue, Ocean City, Maryland.

The following is a report of the closed session.

1. A statement of the time, place, and purpose of the closed session is attached.
2. A record of the vote of each member as to closing the session is attached.
3. A citation of the authority under the law for closing the session is attached.
4. (a) Topics of Discussion: Legal and Public Security Matters

(b) Persons present:

Mayor Rick Meehan  
City Manager Terry McGean  
Deputy City Manager J.R. Harmon  
Council President Matt James  
Council Secretary Tony DeLuca  
Council Members: Will Savage III, Larry Yates, John Gehrig, Jake Mitrecic, Carol Proctor  
City Clerk Diana Chavis  
City Solicitor Heather Stansbury  
Interim Police Chief Michael Colbert

Action(s) taken:

Motion to close meeting:

End Time:



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 6.A

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Standing Committee Reports  
**DATE:** December 6, 2024

---

**ISSUE(S):** Acknowledgement of Standing Committee Reports

**SUMMARY:** 1. Sports Complex Task Force - December 2 - with recommendation for consideration.

There was a consensus from the Task Force for the Mayor and Council to research the Business Investment District.

2. Transportation Committee - December 10  
3. Police Commission - December 11

**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. 12.2.24 Sports Complex Task Force Minutes.pdf  
2. 2024-12-10 Transportation Committee Minutes.pdf  
3. 2024-12-11 Police Commission Minutes.pdf  
4. Ocean City Police Department Recruiting Presentation.pdf



Sports Complex Task Force Meeting  
Open Session Minutes  
December 2, 2024

Present: Mayor Rick Meehan, Councilmember John Gehrig, Councilmember Carol Proctor, City Manager Terry McGean, Tom Perlozzo, Jessica Waters, Lauren Davis, Chip Woytowitz, County Commissioner Diana Purnell, County Commissioner Joe Mitrecic, Berlin Councilmember Steve Green, Ocean Pines Former President Doug Parks, Leighton Moore, Jack Burbage, Ruth Waters, Sal Fasano, Ben Seidel, Bob Ciprietti, Martin Branagan, Lloyd Martin, Ron Strickler, Al Hondo Handy, Sports Facilities Companies National Director of Business Development Jim Arnold, Maryland Stadium Authority Capital Projects Development Group Executive Vice President Gary McGuigan, Press

- A. Mayor Meehan called the meeting to order at 1:00 p.m. at the Roland E. Powell Convention Center, Room 217.
- B. Five Year Operating Pro Forma presented by Jim Arnold, Sports Facilities Companies National Director of Business Development
  - a. See attached presentation
- C. Funding Update presented by Terry McGean
  - a. The Town is providing \$500,000 and the State is providing \$500,000 to start the design and real cost estimates.
  - b. The Town hired an operator, Sports Facilities Companies.
  - c. The Town was successful in obtaining legislation to increase room tax by 1%. Under the law, it requires unanimous approval from the County Commissioners.
  - d. Tom Perlozzo discussed the option of a Business Investment District.
    - i. Legislation that allows businesses to add a \$1 figure or percentage to purchases that is dedicated to a specific project.
    - ii. **Consensus from the task force for the Mayor and Council to research the Business Investment District**

- D. Maryland Stadium Authority Update presented by Capital Projects Development Group Executive Vice President Gary McGuigan
  - a. Terry discussed the design/architect phase. Each property is a blank canvas and the community will be engaged in the design process.
  - b. Gary stated that an architect has been selected. \$850,000 has been provided to study each site.
- E. The Mayor closed the meeting at 1:40 p.m. to convene into closed session as permitted under General Provisions Article § 3-305(b)(3) to consider the acquisition of real property for the public purpose and matters directly related thereto. This exception was evoked to protect the public body's bargaining power.
  - a. Persons Present: Mayor Rick Meehan, Councilmember John Gehrig, Councilmember Carol Proctor, City Manager Terry McGean, Tom Perlozzo, Jessica Waters, Lauren Davis, Chip Woytowitz, County Commissioner Diana Purnell, County Commissioner Joe Mitrecic, Berlin Councilmember Steve Green, Ocean Pines Former President Doug Parks, Leighton Moore, Jack Burbage, Ruth Waters, Sal Fasano, Ben Seidel, Bob Ciprietti, Martin Branagan, Lloyd Martin, Ron Strickler, Al Hondo Handy, Sports Facilities Companies National Director of Business Development Jim Arnold, Maryland Stadium Authority Capital Projects Development Group Executive Vice President Gary McGuigan
  - b. Task force members discussed potential acquisition of specific real properties.
- F. Consensus to adjourn closed session at 2:40 p.m.



# FIVE YEAR OPERATION PROFO

Presented By: Jim Arnold, National Director of Business Development (SFC)

# Indoor Facility Program

## Indoor Athletic Facility

Space	Indoor Programming Product/Service	Count	Dimensions L (') W (')		Approx. SF each	Total SF	% of Footprint
Courts	Basketball Courts (actual courts 84' x 50')	10	104	80	8,320	83,200	56.6%
	Volleyball Courts	20	60	30	Over Basketball Courts		0.0%
	<i>Total Courts Sq. Ft.</i>					83,200	56.6%
FEC	Family Entertainment Center	1	-	-	15,000	15,000	10.2%
	<i>Total FEC/Adventure Sq. Ft.</i>					15,000	10.2%
Flex Space	Lobby/Welcome Area	1	-	-	1,500	1,500	1.0%
	Control Room	1	15	10	150	150	0.1%
	Ticket Office	1	10	10	100	100	0.1%
	Manager's Offices	4	10	10	100	400	0.3%
	Office Area	1	-	-	1,200	1,200	0.8%
	Kitchen	1	40	30	1,200	1,200	0.8%
	Café Seating Area	1	50	50	2,500	2,500	1.7%
	Flex/Team Rooms	4	60	25	1,500	6,000	4.1%
	Ref Rooms	2	15	10	150	300	0.2%
	Training Room	1	20	15	300	300	0.2%
	Restrooms	2	35	25	875	1,750	1.2%
	Leased Space - Medical	1	-	-	5,000	5,000	3.4%
<i>Total Flex Space Sq. Ft.</i>						20,400	13.9%
Required SF for Products and Services						118,600	80.7%
Mechanical, Electrical, Storage, etc.						11,360	7.7%
Common Area, Stairs, Circulation, etc.						17,040	11.6%
<b>Total Estimated Indoor Athletic Facility SF</b>						<b>147,000</b>	<b>100%</b>
<b>Estimated Building Footprint</b>						<b>132,300</b>	
<b>Total Building Acreage</b>						<b>3.04</b>	



# Outdoor Facility Program

Space	Outdoor Programming Product/Service	Count	Dimensions L (')    W (')		Approx. SF each	Total SF	% of Footprint
400' BB/SB Fields	Regulation Turf Field (with dugouts, warm-up, viewing area)	8	400' Fence		148,225	1,185,800	75.1%
	Youth Baseball/Softball Fields	16	225' Fence		Over 400' Fields		0.0%
	Multi-Purpose Field	8	360	249	Over 400' Fields		0.0%
	Total 400' Baseball/Softball Fields Sq. Ft.					1,185,800	75.1%
Multi- Purpose Fields	Synthetic Turf Field - (With 12' Apron)	4	384	249	95,616	382,464	24.2%
	Total Outdoor Multi-Purpose Fields Sq. Ft.					382,464	24.2%
Support Buildings	Secondary Support Buildings	3	40	40	1,600	4,800	0.3%
	Press Box	3	40	40	1,600	4,800	0.3%
	Total Support Buildings Sq. Ft.					9,600	0.6%
Maint.	Maintenance Buildings	1	60	30	1,800	1,800	0.1%
	Total Maintenance Sq. Ft.					1,800	0.1%
Total Estimated Outdoor Athletic Facilities SF						1,579,664	100%
Total Outdoor Athletic Facility Acreage						36.26	

## Outdoor Amenities

Space	Programming Product/Service	Count	Dimensions L (')    W (')		Approx. SF each	Total SF	% of Footprint
Outdoor Amenities	Lawn Space	1	-	-	12,000	12,000	40.7%
	Outdoor Games	1	-	-	5,000	5,000	16.9%
	Playground	1	-	-	12,500	12,500	42.4%
	Total Outdoor Amenities Sq. Ft.					29,500	100.0%
Total Estimated Outdoor Adventure SF						29,500	100.0%
Total Outdoor Adventure Acreage						0.68	



# Capital Costs & Start Up Expenses

Capital Costs and Start-up Expenses - Indoor Athletics Facility

	Details	Quantity	Unit	Cost/Unit	Prevailing Wage Factor	Budgeted Cost	% of Total
<b>Building &amp; Land Cost</b>							
Real Estate Acquisition		10.55		\$96,973.93		\$1,022,668	1.9%
<b>Land Cost Total</b>						<b>\$1,022,668</b>	<b>1.9%</b>
<b>Hard Costs</b>							
Hard Structure Cost	Warm Shell	147,000	SF	\$170	1.15	\$28,738,500	52.0%
Finish Out	Enhanced Cost of Kitchen & Secondary Concession Space	1	LS	\$24,000	1.15	\$27,600	0.0%
Site Development	Paving, Grading, Utilities, Landscaping, Improvement Allocation for Indoor Facility	10.55	Acre	\$350,000	1.15	\$4,244,684	7.7%
Contingency				10.00%		\$3,301,078	6.0%
Escalation				9.00%		\$3,268,068	5.9%
Contractor Fee	Includes Hard Cost Contingency/Escalation			3.50%		\$1,385,298	2.5%
<b>Hard Cost Total</b>						<b>\$40,965,228</b>	<b>74.1%</b>
<b>Field and Sport Equipment Cost</b>							
<b>Court Area</b>							
Hardwood Flooring		83,200	SF	\$14	1.15	\$1,339,520	2.4%
Basketball Net & Stanchion System	Mechanical Roll-Down System	20	Ea.	\$10,000	1.15	\$230,000	0.4%
Volleyball Net System	Electronic System (Nets, Poles, Padding, Etc.)	20	Ea.	\$20,000	1.15	\$460,000	0.8%
Pickleball Net System	USAPA Portable Net Systems	30	Ea.	\$150	1.15	\$5,175	0.0%
Wall Padding/Netting	Average Cost per Court	10	Ea.	\$6,500	1.15	\$74,750	0.1%
Scoreboards	With Controllers	10	Ea.	\$8,000	1.15	\$92,000	0.2%
Court Seats (Participants)		480	Ea.	\$125	1.15	\$66,125	0.1%
Bleachers (Spectators)	Approx. 50 Capacity per Tip and Roll Set	40	Ea.	\$3,250	1.15	\$149,500	0.3%
Curtains (Court)	Mechanical Roll-Down System	9	Ea.	\$20,000	1.15	\$207,000	0.4%
Vinyl Floor Covering		83,200	SF	\$170	1.15	\$162,656	0.3%
Athletic Equipment	Sports Equipment (Cones, Balls, Etc.)	1	LS	\$30,000		\$30,000	0.1%
<b>FEC</b>	Family Adventure Center	15,000	SF	\$150	1.15	\$2,587,500	4.7%
Shipping				5.00%		\$270,211	0.5%
Contingency				10.00%		\$567,444	1.0%
Escalation				9.00%		\$561,769	1.0%
<b>Field and Sport Equipment Cost Total</b>						<b>\$6,803,650</b>	<b>12.3%</b>
<b>Furniture, Fixtures and Equipment Cost</b>							
<b>FOOD &amp; BEVERAGE</b>							
Concessions Equipment		1	LS	\$325,000	1.15	\$373,750	0.7%
Smallwares		1	LS	\$21,000	1.15	\$24,150	0.0%
<b>FURNISHINGS</b>							
Furnishings	Flex Space	15,400	SF	\$2	1.15	\$35,420	0.1%
Hardware - Security/Access Control	Structure Cabling included in Hard Structure Costs	147,000	SF	\$0.75	1.15	\$126,788	0.2%
Hardware - POS		1	LS	\$6,000	1.15	\$9,200	0.0%
Hardware - Telecommunications		147,000	SF	\$1.50	1.15	\$253,575	0.5%
Software		1	LS	\$5,000	1.15	\$5,750	0.0%
<b>MISCELLANEOUS</b>							
Marquee Signage	Exterior	1	LS	\$200,000	1.15	\$230,000	0.4%
Graphics Package		147,000	SF	\$2.00	1.15	\$338,100	0.6%
Audio/Video		1	LS	\$200,000	1.15	\$230,000	0.4%
Maintenance Equipment		147,000	SF	\$0.50		\$73,500	0.1%
Shipping				5.00%		\$85,012	0.2%
Contingency				10.00%		\$178,524	0.3%
Escalation				9.00%		\$176,739	0.3%
<b>Furniture, Fixtures and Equipment Cost Total</b>						<b>\$2,140,598</b>	<b>3.9%</b>
<b>Soft Costs Construction</b>							
Design Soft Costs	Civil, Architectural			7.0%		\$2,770,595	5.0%
SFC Owner's Rep Services	Planning Support, FF&E Procurement			2.0%		\$970,482	1.8%
Permits/Inspections				0.50%		\$197,900	0.4%
Additional Services				10.00%		\$393,898	0.7%
<b>Soft Cost Total</b>						<b>\$4,332,874</b>	<b>7.8%</b>
<b>Total Construction Costs - Indoor Facility</b>						<b>\$55,264,927</b>	<b>100.0%</b>
<b>Cost Per Square Foot</b>						<b>\$376</b>	

Capital Costs and Start-up Expenses - Outdoor Athletic Complex

	Details	Quantity	Unit	Cost/Unit	Prevailing Wage Factor	Budgeted Cost	% of Total
<b>Building &amp; Land Cost</b>							
Real Estate Acquisition		67.81	Acre	\$96,974		\$6,575,703	10.2%
<b>Land Cost Total</b>						<b>\$6,575,703</b>	<b>10.2%</b>
<b>Hard Costs</b>							
<b>Site Development</b>							
Support Buildings	Finished Modular Building with FF&E (Not Including F&B)	9,600	SF	\$350	1.15	\$3,864,000	6.0%
Site Development - Clearing, Prep, Grading, Utility Runs, Landscaping, etc.	Paving, Grading, Utilities, Landscaping, Improvement Allocation for Outdoor Facility	67.81	Acre	\$200,000	1.15	\$15,595,996	24.2%
Finish Out	Enhanced Cost of Kitchen & Secondary Concessions Space	1	LS	\$36,000	1.15	\$41,400	0.1%
Fencing - Perimeter and Facility Control		5,074	LF	\$55	1.15	\$320,938	0.5%
Maintenance Building	Finished Modular Building	1,800	SF	\$190	1.15	\$393,300	0.6%
Contingency				10.00%		\$2,021,563	3.1%
Escalation				9.00%		\$2,001,348	3.1%
Contractor Fee	Includes Hard Cost Contingency/Escalation			3.00%		\$727,156	1.1%
<b>Hard Cost Total</b>						<b>\$24,965,701</b>	<b>38.8%</b>
<b>Baseball/Softball Fields</b>							
<b>Synthetic Turf Fields</b>							
Full Turf Model, Turf with Full Installation, Includes Curb, Field Drainage, Stone, Geotech, Turf & Infill		1,000,000	SF	\$9.65	1.15	\$11,097,500	17.3%
<b>All Fields</b>							
Field Lights (30' - 400' Fence)	Material and Install	8	Ea.	\$275,000	1.15	\$2,530,000	3.9%
Scoreboard		1	LS	\$12,500	1.15	\$115,000	0.2%
<b>All Fields Structures &amp; Equipment</b>							
Shade Structures - Tension Fabric		1	LS	\$1,617,000	1.15	\$1,817,000	2.5%
Tracking System		10	Ea.	\$10,000	1.15	\$184,000	0.3%
Streaming System		8	Ea.	\$20,000	1.15	\$184,000	0.3%
Field and Sport Equipment	Signage, Helmets, Balls, Cages, etc.	8	Ea.	\$10,000	1.15	\$92,000	0.1%
Lawn Space		8	Ea.	\$5,000		\$40,000	0.1%
Lawn Turf Area		12,000	SF	\$9.75	1.15	\$134,550	
Outdoor Games	Shuffleboard, Lawn Bowling, Etc.	1	LS	\$25,000	1.15	\$28,750	
Playground Equipment		1	LS	\$742,500	1.15	\$853,875	
Shipping				5.00%		\$792,975	1.2%
Contingency				10.00%		\$1,786,965	2.7%
Escalation				9.00%		\$1,749,295	2.7%
<b>Baseball/Softball Fields Cost Total</b>						<b>\$21,185,910</b>	<b>32.9%</b>
<b>Multi-Purpose Fields</b>							
<b>Synthetic Turf Fields</b>							
Turf with Full Installation, Includes Curb, Field Drainage, Stone, Geotech, Turf & Infill		382,464	SF	\$9.45	1.15	\$4,156,428	6.5%
<b>All Fields</b>							
Field Lights (standard Rectangle)	Material and Install	4	Ea.	\$200,000	1.15	\$920,000	1.4%
Scoreboards		4	Ea.	\$12,500	1.15	\$57,500	0.1%
Bleachers (Participants)		48	Ea.	\$600	1.15	\$33,120	0.1%
Bleachers (Spectators)		48	Ea.	\$4,000	1.15	\$220,800	0.3%
Goals	Soccer: 11 v 11	24	Ea.	\$5,000	1.15	\$138,000	0.2%
Goals	Soccer: 9v9	24	Ea.	\$1,200	1.15	\$33,120	0.1%
Goals	Soccer: 6v6	48	Ea.	\$1,050	1.15	\$57,960	0.1%
Goals	Lacrosse	24	Ea.	\$750	1.15	\$27,000	0.0%
Field Equipment	Flags, Balls, Cones, & Training Equip.	12	Ea.	\$60,000		\$720,000	1.1%
Shipping				5.00%		\$284,881	0.4%
Contingency				10.00%		\$568,251	0.9%
Escalation				9.00%		\$552,258	0.9%
<b>Multi-Purpose Fields Cost Total</b>						<b>\$7,173,028</b>	<b>11.2%</b>
<b>Furniture, Fixtures and Equipment Cost</b>							
<b>FOOD &amp; BEVERAGE</b>							
Secondary Concessions	Full Capability Concession with Fryers/Grills, etc.	3	Ea.	\$200,000	1.15	\$680,000	1.1%
Smallwares		1	LS	\$21,000	1.15	\$24,150	0.0%
<b>FURNISHINGS</b>							
Signage	Monument and Wayfinding	1	LS	\$50,000	1.15	\$57,500	0.1%
Furnishings	Support Buildings	9,600	SF	\$2	1.15	\$22,080	0.0%
Hardware/Software	IT Systems, Computers, etc.	1	LS	\$200,000	1.15	\$230,000	0.4%
<b>MAINTENANCE EQUIPMENT</b>							
Turf Field Maintenance Equipment	Utility Vehicles, Leveling Brush, Debris Removal, etc.	1	LS	\$75,000		\$75,000	0.1%
Maintenance Equipment Budget	Janitorial/Trash, General Maintenance, Groundskeeping, Medical & Safety, Crowd Control, Parking, Restroom	67.81	Acre	\$1,368		\$92,791	0.1%
Shipping				5.00%		\$59,576	0.1%
Contingency				10.00%		\$125,110	0.2%
Escalation				9.00%		\$123,859	0.2%
<b>Furniture, Fixtures and Equipment Cost Total</b>						<b>\$1,500,065</b>	<b>2.3%</b>
<b>Soft Costs Construction</b>							
Design-Build Fees	% of Structure and Site work			6.0%		\$1,454,313	2.3%
SFC Owner's Rep Services				2.0%		\$1,081,951	1.7%
Permits/Inspections				0.50%		\$121,193	0.2%
Additional Services				10.00%		\$255,746	0.4%
<b>Soft Costs Total</b>						<b>\$2,913,202</b>	<b>4.5%</b>
<b>Total Construction Costs - Outdoor Facility</b>						<b>\$64,323,610</b>	<b>100.0%</b>



THE SPORTS FACILITIES COMPANIES



# Construction Budget Ranges

## Capital Costs and Start-up Expenses

SOURCES OF FUNDS		
Equity Contribution	100%	\$121,757,472
Bank Financing	0%	\$0
Bond Financing	0%	\$0
Public Contribution	0%	\$0
<b>Total Sources of Funds</b>		<b>\$121,757,472</b>

USES OF FUNDS	LOW	MID	HIGH
Land Cost	\$7,598,371	\$7,598,371	\$7,598,371
Hard Cost	\$54,595,362	\$60,661,513	\$66,727,665
Field and Sport Equipment Cost	\$29,033,330	\$32,259,256	\$35,485,181
Furniture, Fixtures, and Equipment	\$3,005,978	\$3,339,975	\$3,673,973
Soft Costs Construction	\$6,530,469	\$7,256,076	\$7,981,684
Soft Costs Operations	\$2,168,935	\$2,168,935	\$2,168,935
Escalation	\$7,626,012	\$8,473,346	\$9,320,681
Working Capital Reserve	TBD	TBD	TBD
<b>Total Uses of Funds</b>	<b>\$110,558,455</b>	<b>\$121,757,472</b>	<b>\$132,956,488</b>



# Financial Analysis Revenue

Revenue	Year 1	Year 2	Year 3	Year 4	Year 5
Rental Basketball Tournaments	\$74,000	\$80,000	\$106,150	\$122,650	\$128,783
Rental Volleyball Tournaments	\$78,000	\$81,600	\$109,560	\$121,440	\$148,302
Court Rental Events	\$40,000	\$55,000	\$66,000	\$77,000	\$80,850
Basketball	\$67,979	\$82,640	\$105,963	\$117,466	\$130,563
Volleyball	\$46,119	\$58,077	\$77,253	\$87,325	\$99,060
Court Rentals	\$43,008	\$44,298	\$47,909	\$49,346	\$53,367
FEC/Adventure	\$972,654	\$1,045,269	\$1,328,676	\$1,477,407	\$1,645,204
Outdoor Rental Baseball/Softball Tournaments	\$174,900	\$179,300	\$231,110	\$249,260	\$271,887
Outdoor Baseball/Softball	\$41,670	\$50,135	\$63,593	\$70,099	\$77,453
Outdoor Rental Multi-Purpose Field Tournaments	\$88,000	\$96,800	\$141,570	\$159,720	\$177,870
Outdoor Soccer	\$20,120	\$24,756	\$32,144	\$35,871	\$40,148
Outdoor Football	\$7,520	\$9,333	\$12,229	\$13,712	\$15,424
Outdoor Field Rental	\$42,154	\$44,262	\$51,123	\$53,679	\$56,363
Birthday Parties	\$28,800	\$34,560	\$39,917	\$41,913	\$46,209
Youth Programming	\$51,420	\$56,562	\$65,329	\$68,596	\$75,627
Gate Fees	\$76,440	\$78,120	\$91,560	\$99,120	\$102,480
Parking Fees	\$108,000	\$118,800	\$157,950	\$178,200	\$189,000
Facility Fees	\$147,200	\$160,960	\$192,320	\$219,840	\$239,040
Food & Beverage	\$1,377,536	\$1,478,673	\$1,797,434	\$2,005,951	\$2,124,187
Hotel Rebates	\$212,536	\$224,750	\$282,805	\$316,245	\$337,853
Retail	\$48,027	\$52,419	\$63,067	\$70,126	\$74,157
Tenant Revenue	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Sponsorship/Advertisement Revenue	\$258,750	\$258,750	\$310,500	\$310,500	\$345,000
<b>Total Revenue</b>	<b>\$4,154,834</b>	<b>\$4,465,064</b>	<b>\$5,524,163</b>	<b>\$6,095,465</b>	<b>\$6,608,828</b>



# Costs Of Goods Sold

Cost of Goods Sold	Year 1	Year 2	Year 3	Year 4	Year 5
Rental Basketball Tournaments	\$7,400	\$8,000	\$10,615	\$12,265	\$12,878
Rental Volleyball Tournaments	\$7,800	\$8,160	\$10,956	\$12,144	\$14,830
Court Rental Events	\$4,000	\$5,500	\$6,600	\$7,700	\$8,085
Basketball	\$25,407	\$30,887	\$38,073	\$42,207	\$46,014
Volleyball	\$14,829	\$18,674	\$24,572	\$27,775	\$31,344
Court Rentals	\$2,150	\$2,215	\$2,395	\$2,467	\$2,668
FEC/Adventure	\$340,429	\$365,844	\$465,037	\$517,093	\$575,821
Outdoor Rental Baseball/Softball Tournaments	\$17,490	\$17,930	\$23,111	\$24,926	\$27,189
Outdoor Baseball/Softball	\$9,968	\$11,993	\$14,546	\$16,034	\$17,330
Outdoor Rental Multi-Purpose Field Tournaments	\$8,800	\$9,680	\$14,157	\$15,972	\$17,787
Outdoor Soccer	\$5,081	\$6,251	\$7,734	\$8,630	\$9,431
Outdoor Football	\$1,497	\$1,858	\$2,339	\$2,623	\$2,894
Outdoor Field Rental	\$2,108	\$2,213	\$2,556	\$2,684	\$2,818
Birthday Parties	\$7,632	\$9,158	\$10,306	\$10,821	\$11,780
Youth Programming	\$21,545	\$23,700	\$27,290	\$28,654	\$31,546
Gate Fees	\$14,280	\$14,700	\$17,220	\$18,480	\$19,320
Parking Fees	\$24,300	\$26,730	\$35,539	\$40,095	\$42,525
Facility Fees	\$0	\$0	\$0	\$0	\$0
Food & Beverage	\$757,645	\$813,270	\$988,589	\$1,103,273	\$1,168,303
Hotel Rebates	\$0	\$0	\$0	\$0	\$0
Retail	\$33,619	\$36,693	\$44,147	\$49,088	\$51,910
Tenant Expense	\$0	\$0	\$0	\$0	\$0
Sponsorship/Advertisement Expense	\$64,688	\$64,688	\$77,625	\$77,625	\$86,250
<b>Total Cost of Goods Sold</b>	<b>\$1,370,667</b>	<b>\$1,478,144</b>	<b>\$1,823,407</b>	<b>\$2,020,557</b>	<b>\$2,180,725</b>



# Operating Expenses/EBITDA

<b>Gross Margin</b>	<b>\$2,784,167</b>	<b>\$2,986,920</b>	<b>\$3,700,756</b>	<b>\$4,074,908</b>	<b>\$4,428,103</b>
<i>% of Revenue</i>	<i>67%</i>	<i>67%</i>	<i>67%</i>	<i>67%</i>	<i>67%</i>
Facility Expenses	\$750,015	\$757,103	\$774,879	\$790,697	\$804,000
Operating Expense	\$803,159	\$786,115	\$840,779	\$878,371	\$912,647
Management Payroll	\$879,350	\$914,524	\$1,012,630	\$1,114,660	\$1,159,247
Payroll Taxes/Benefits/Bonus	\$349,546	\$369,624	\$432,952	\$478,938	\$507,728
<b>Total Operating Expenses</b>	<b>\$2,782,070</b>	<b>\$2,827,366</b>	<b>\$3,061,240</b>	<b>\$3,262,666</b>	<b>\$3,383,622</b>
<b>EBITDA</b>	<b>\$2,097</b>	<b>\$159,554</b>	<b>\$639,516</b>	<b>\$812,242</b>	<b>\$1,044,481</b>
<i>% of Revenue</i>	<i>0.1%</i>	<i>3.6%</i>	<i>11.6%</i>	<i>13.3%</i>	<i>15.8%</i>

# 20 Year Outlook

## Total Revenue and Expenses - Year 1-10

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Total Revenue	\$4,154,834	\$4,465,064	\$5,524,163	\$6,095,465	\$6,608,828	\$6,807,093	\$7,011,305	\$7,221,644	\$7,438,294	\$7,661,443
Total Cost of Goods Sold	\$1,370,667	\$1,478,144	\$1,823,407	\$2,020,557	\$2,180,725	\$2,246,147	\$2,313,531	\$2,382,937	\$2,454,425	\$2,528,058
<b>Gross Margin</b>	<b>\$2,784,167</b>	<b>\$2,986,920</b>	<b>\$3,700,756</b>	<b>\$4,074,908</b>	<b>\$4,428,103</b>	<b>\$4,560,946</b>	<b>\$4,697,774</b>	<b>\$4,838,707</b>	<b>\$4,983,869</b>	<b>\$5,133,385</b>
% of Revenue	67%	67%	67%	67%	67%	67%	67%	67%	67%	67%
Total Operating Expenses	\$2,782,070	\$2,827,366	\$3,061,240	\$3,262,666	\$3,383,622	\$3,434,376	\$3,485,892	\$3,538,180	\$3,591,253	\$3,645,122
<b>EBITDA</b>	<b>\$2,097</b>	<b>\$159,554</b>	<b>\$639,516</b>	<b>\$812,242</b>	<b>\$1,044,481</b>	<b>\$1,126,569</b>	<b>\$1,211,882</b>	<b>\$1,300,527</b>	<b>\$1,392,616</b>	<b>\$1,488,263</b>
% of Revenue	0%	4%	12%	13%	16%	17%	17%	18%	19%	19%

## Total Revenue and Expenses - Year 11-20

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Total Revenue	\$7,814,671	\$7,970,965	\$8,130,384	\$8,292,992	\$8,458,852	\$8,543,440	\$8,628,875	\$8,715,163	\$8,802,315	\$8,890,338
Total Cost of Goods Sold	\$2,578,619	\$2,630,192	\$2,682,795	\$2,736,451	\$2,791,180	\$2,819,092	\$2,847,283	\$2,875,756	\$2,904,513	\$2,933,559
<b>Gross Margin</b>	<b>\$5,236,052</b>	<b>\$5,340,773</b>	<b>\$5,447,589</b>	<b>\$5,556,541</b>	<b>\$5,667,671</b>	<b>\$5,724,348</b>	<b>\$5,781,592</b>	<b>\$5,839,408</b>	<b>\$5,897,802</b>	<b>\$5,956,780</b>
% of Revenue	67%	67%	67%	67%	67%	67%	67%	67%	67%	67%
Total Operating Expenses	\$3,699,799	\$3,755,296	\$3,811,625	\$3,868,799	\$3,926,831	\$3,985,734	\$4,045,520	\$4,106,203	\$4,167,796	\$4,230,313
<b>EBITDA</b>	<b>\$1,536,254</b>	<b>\$1,585,478</b>	<b>\$1,635,964</b>	<b>\$1,687,741</b>	<b>\$1,740,840</b>	<b>\$1,738,614</b>	<b>\$1,736,072</b>	<b>\$1,733,205</b>	<b>\$1,730,006</b>	<b>\$1,726,467</b>
% of Revenue	20%	20%	20%	20%	21%	20%	20%	20%	20%	19%



# 5 Year Economic Impact

## Number of Events Per Year

	Year 1	Year 2	Year 3	Year 4	Year 5
Basketball Tournaments	10	11	13	14	14
Volleyball Tournaments	9	10	11	12	13
Other Tournaments/Events	5	7	8	9	9
Baseball/Softball Tournaments	15	16	18	19	20
Multi-Purpose Field Tournaments	9	10	13	14	15
<b>Total Events Per Year</b>	<b>48</b>	<b>54</b>	<b>63</b>	<b>68</b>	<b>71</b>

## Per Person Spending By Category

	Year 1	Year 2	Year 3	Year 4	Year 5
Lodging/Accommodations	\$57.22	\$58.08	\$58.95	\$59.84	\$60.73
Dining/Groceries	\$58.65	\$59.53	\$60.42	\$61.33	\$62.25
Transportation	\$9.97	\$10.12	\$10.27	\$10.43	\$10.58
Entertainment/Attractions	\$20.53	\$20.84	\$21.15	\$21.47	\$21.79
Retail	\$18.77	\$19.05	\$19.34	\$19.63	\$19.92
Miscellaneous	\$15.84	\$16.07	\$16.31	\$16.56	\$16.81
<b>Total</b>	<b>\$180.97</b>	<b>\$183.69</b>	<b>\$186.44</b>	<b>\$189.24</b>	<b>\$192.08</b>

## Economic Impact Drivers

	Year 1	Year 2	Year 3	Year 4	Year 5
Non-Local Days in Market - Overnight	249,138	264,846	335,757	369,813	394,626
Room Nights	58,956	62,344	79,204	87,724	93,718

## Economic Impact

	Year 1	Year 2	Year 3	Year 4	Year 5
Total Direct Spending - Overnight	\$45,087,431	\$48,649,119	\$62,599,762	\$69,983,526	\$75,799,333
Total Indirect Spending	\$7,236,773	\$7,808,443	\$10,047,595	\$11,232,729	\$12,166,197
<b>Total Economic Impact</b>	<b>\$52,324,204</b>	<b>\$56,457,562</b>	<b>\$72,647,357</b>	<b>\$81,216,255</b>	<b>\$87,965,530</b>



# 20 Year Economic Impact

## Economic Impact Drivers: Years 1-10

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Non-Local Days in Market	249,138	264,846	335,757	369,813	394,626	398,572	402,558	406,584	410,649	414,756
Room Nights	58,956	62,344	79,204	87,724	93,718	94,655	95,602	96,558	97,523	98,499

## Economic Impact: Years 1-10

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Overnight ADE	\$180.97	\$183.69	\$186.44	\$189.24	\$192.08	\$194.96	\$197.88	\$200.85	\$203.87	\$206.92
Overnight EI Total	\$45,087,431	\$48,649,119	\$62,599,762	\$69,983,526	\$75,799,333	\$77,705,686	\$79,659,984	\$81,663,433	\$83,717,268	\$85,822,757
Indirect EI Total	\$7,236,773	\$7,808,443	\$10,047,595	\$11,232,729	\$12,166,197	\$12,348,690	\$12,533,920	\$12,721,929	\$12,912,758	\$13,106,449
<b>Total Economic Impact</b>	<b>\$52,324,204</b>	<b>\$56,457,562</b>	<b>\$72,647,357</b>	<b>\$81,216,255</b>	<b>\$87,965,530</b>	<b>\$90,054,376</b>	<b>\$92,193,904</b>	<b>\$94,385,362</b>	<b>\$96,630,026</b>	<b>\$98,929,206</b>

## Economic Impact Drivers: Years 11-20

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Non-Local Days in Market	418,903	423,092	427,323	431,597	435,913	440,272	444,674	449,121	453,612	458,149
Room Nights	99,484	100,478	101,483	102,498	103,523	104,558	105,604	106,660	107,726	108,804

## Economic Impact: Years 11-20

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Overnight ADE	\$210.03	\$213.18	\$216.38	\$219.62	\$222.92	\$226.26	\$229.65	\$233.10	\$236.59	\$240.14
Overnight EI Total	\$87,981,200	\$90,193,927	\$92,462,304	\$94,787,731	\$97,171,642	\$99,615,509	\$102,120,839	\$104,689,178	\$107,322,111	\$110,021,262
Indirect EI Total	\$13,303,046	\$13,502,592	\$13,705,130	\$13,910,707	\$14,119,368	\$14,331,158	\$14,546,126	\$14,764,318	\$14,985,783	\$15,210,569
<b>Total Economic Impact</b>	<b>\$101,284,246</b>	<b>\$103,696,518</b>	<b>\$106,167,435</b>	<b>\$108,698,438</b>	<b>\$111,291,010</b>	<b>\$113,946,668</b>	<b>\$116,666,965</b>	<b>\$119,453,496</b>	<b>\$122,307,894</b>	<b>\$125,231,832</b>

# Start-UP Expenses

## Capital Costs and Start-up Expenses - Soft Costs Operations

Details		Cost/Unit	Budgeted Cost	% of Total
<b>Soft Costs Operations</b>				
Pre-Launch Professional Services	Legal, Accounting, Bank, Consulting		\$200,000	9.2%
Permits and Extensions			\$100,000	4.6%
Presentation Materials	Renderings, Etc.		\$75,000	3.5%
Grand Opening			\$15,000	0.7%
Marketing Allowance	Pre-Opening Marketing Budget		\$110,000	5.1%
Operational Office Space	Professional Management Support for Pre-Opening Operations Development		\$35,310	1.6%
Operational Support Services	Professional Management Support for Pre-Opening Operations Development		\$350,000	16.1%
Pre-Funded Operational Account			\$463,678	21.4%
Pre-Opening Staff Budget	Staffing Cost Pre-Grand Opening		\$594,721	27.4%
Pre-Opening Staff Recruitment			\$28,050	1.3%
Cost of Issuance/Financing			TBD	0.0%
Interest Reserve			TBD	0.0%
Closing Costs			TBD	0.0%
Working Capital Reserve			TBD	0.0%
<b>Contingency</b>		10.00%	\$197,176	9.1%
<b>Soft Cost Total</b>			<b>\$2,168,935</b>	<b>100.0%</b>
<b>Total Construction Costs - Soft Cost Operations</b>			<b>\$2,168,935</b>	<b>100.0%</b>
<b>Working Capital Reserve</b>			<b>TBD</b>	<b>100.0%</b>



TRANSPORTATION COMMITTEE  
PUBLIC WORKS ADMINISTRATION CONFERENCE ROOM  
224 65<sup>th</sup> STREET, OCEAN CITY, MARYLAND  
TUESDAY, DECEMBER 10, 2024 @ 9:00 AM  
TRANSPORTATION COMMITTEE MINUTES

Call to Order: The meeting was called to order at 8:55 am by Mayor Meehan

Present were: Public Works Director Hal Adkins, City Manager Terry McGean, Council Secretary Tony DeLuca, Council Member Carol Proctor, Council Member Will Savage, Transit Manager Rob Shearman, Operations Manager George Peake, Deputy Director Scott Wagner, and Bethany Hooper of OC Today/Dispatch.

- A. Approval of October 15th Transportation Committee Meeting Minutes (*pages 1 – 3*)
  - *Motion to approve the Minutes as written made by Council Secretary DeLuca, seconded by Council Member Proctor; vote was unanimous with Council Member Savage abstaining*
- B. Special Event Highlights
  1. Sunfest recap
    - Ridership has trended steady last three years.
      - 2021 27,994
      - 2022 19,168
      - 2023 21,143
      - 2024 20,157
    - Mayor Meehan asked if we met our deployment needs during Sunfest; Rob stated that he felt we did.
  2. Election Day fare-free service recap
    - 725 total passengers carried on Coastal Highway Bus on November 5<sup>th</sup>; 1 total passenger carried on ADA Van to and from Convention Center
    - This is approximately 200 more riders than Monday-Thursday average for rest of month
- C. General Updates and "Follow-Ups"
  1. Bus Division
    - a. Grant application status and timeline
      - FY26 MTA/FTA ATP Submission deadlines
        - Thirty day public notice advertised starting on January 24<sup>th</sup>
        - Deadline to request a Public Hearing would be 4pm on Monday, February 24<sup>th</sup>
        - If a hearing was requested it would be held on March 3<sup>rd</sup>
        - Grant application submission deadline is March 24<sup>th</sup>
    - b. Fleet update
      - Currently have 11 articulating buses
      - Have two new articulating buses anticipated to be delivered in the Spring of 2026

- Currently have 37 40-foot buses
  - 2 of the articulated buses that were donated by MTA are reaching their useful life; we will continue to keep them running until cost becomes prohibitive
  - 13 of our 40 foot buses are coming up on their useful life end
  - Staff plans to request funding in our 2026 Grant application for 2 articulating buses; 2 40-foot buses and 1 ADA Van. Local match for these purchases would be 15% of cost
  - Council Secretary DeLuca asked what are goal is for number of articulating buses in our fleet; Hal stated that it is 16
  - City Manager McGean asked what the cost of an articulating bus is; Rob stated that a diesel articulating bus costs over \$1,000,000. Terry asked what the cost of a 40' bus currently is; Rob stated approximately \$650,000. City Manager McGean asked if we should look at requesting 3 articulating buses in our Grant instead of 2 articulating buses and 2 40' buses. Hal stated that staff would discuss.
- c. Ridership
- 2024 downward trend – down 4% through end of last month
  - Rob stated that lack of deployments in July and August due to staffing played a role in ridership decrease
- d. Revenue
- 2025 Revenue target was \$2,300,000; working with our Budget Director we have reduced this projection to \$2,100,000.
  - Through November we are 2% off of this revised revenue projection
- e. Expenses
- Part-time wage expenses are down; partly due to deployments being down
  - On track to stay within our budgeted numbers
- f. Zero-Emission Transition Plan status and timeline
- Town is continuing with study; the cost is \$149,000 our local match is 10%. Do not expect contract from state until Spring; study will start in Summer during peak season
  - Do not see mandating moving to electrical vehicles in near future; our plan is to continue to purchase diesel; but continue with the study as a contingency for future mandates.
2. Parking Division
- a. Revenue
- Revenue from ParkMobile app has increased; revenue from Kiosks has decreased
  - Parking revenue increased by 1.1% for current fiscal year
  - Currently we are \$200,000 behind our FY2025 revenue projection
- b. Potential improvements (details to be discussed at Work Session)
- Will be presenting All Things Parking at Work Session today

#### D. Recruiting and Staffing

1. Recruiting season beginning earlier than past years
  - Staff will be starting recruitment efforts earlier
  - Meeting with staff tomorrow to finalize incentives and bonuses for recruitment efforts
2. Postcard mailing
  - HR sent post cards to CDL license holders who have driven buses for us in the past but have not driven in the last year or so as a recruitment effort.
3. Application mailing
  - Staff will be mailing applications to past employees by the last week of December that is approximately 2-3 weeks earlier than we normally send these packets out.
4. Additional opportunities we will pursue
  - a. Job Fairs
    - Plan to attend TOC job fair and Ocean City Chamber job fair; will have the “Smile” bus out front. Did this last year and seemed to bring interest from applicants.
  - b. Appearances at local shopping centers
    - Last year we did a one-time appearance at the shopping center in Ocean Pines where the Food Lion is with the “Smile” Bus; intend to coordinate with other shopping centers to do more of this type of outreach for recruiting this year
  - c. Outreach to local Service Organizations
    - Staff plans to give “elevator speech” and distribute applications at the following:
      - American Legion (Both Ocean City and Berlin)
      - Elk Lodge (Berlin)
      - Masons (Berlin)
      - Moose Lodge (Frankford, Delaware)
      - Knights of Columbus (Ocean City)
    - Council Member Savage asked if we had reached out to local Volunteer Fire Departments for recruitment. Many have non-CDL Class Bs; would need to upgrade to CDL plus obtain Passenger endorsement. We have not in the past; but we will try this year
  - d. Outreach to local minority communities
    - We are working to establish more outreach efforts etc. for minority recruitment.

#### E. Report of Closed Session

Motion by Council Secretary DeLuca; seconded by Council Member Proctor to convene into Closed Session to discuss personnel matters. The vote was unanimous. Convened into Closed Session as authorized under General Article

§ 3-305( b)( 1), to discuss matters related to specific employees. This exception was invoked to discuss matters related to specific employees.

Persons Present: Mayor Rick Meehan, City Manager Terry McGean, Public Works Director Hal Adkins, Deputy Public Works Scott Wagner, Transportation Manager Robert Shearman, Transit Operations Manager George Peake, Council Member Will Savage, Council Member Carol Proctor, and Council Secretary Tony DeLuca.

Motion by Council Secretary DeLuca; seconded by Council Member Proctor to adjourn the closed session at 9:45 AM.

Open Session adjourned at 9:35 a.m. to convene into Closed.

# **POLICE COMMISSION MEETING MINUTES**

**December 11, 2024**

PRESENT: Council Member and Police Commission Chairman Tony DeLuca, Council President Matthew James, Council Member Larry Yates, Mayor Richard Meehan, City Manager Terence McGean, Department of Emergency Management Director Joseph Theobald, Heather Stansbury, Esquire, Interim Chief Michael Colbert, Captain Shawn Jones, Lieutenant Allen Hawk, Lieutenant Frank Soscia, Deputy Communications Manager Ashley Miller

1. The meeting was called to Order at 9:02 AM in the 3<sup>rd</sup> Floor Administrative Conference Room of the Public Safety Building.
2. Election of Commission Chair: Council President James made a motion to elect Council Member Tony DeLuca as the Commission Chairman with a second from Council Member Yates. The vote passed 3-0 with the Mayor absent for the vote.
3. Approval of Minutes of the October 16, 2024, Police Commission Meeting: The approval of the October 16, 2024 Police Commission Meeting Minutes was initially deferred until the Mayor was present. Prior to the meeting being adjourned, the approval of the October Police Commission Meeting Minutes was revisited. Council President James made a Motion and the Mayor seconded to approve the minutes of the October 16, 2024 Police Commission meeting. The vote was 2-0 with Council Members DeLuca and Yates abstaining.
4. Interim Chief Colbert's Update: I/Chief Colbert started by thanking the Mayor and members of City Council for the opportunity to step into the role of Interim Chief during the transition period of searching for a new Chief of Police. I/Chief Colbert also noted that the department will have 4 recruits graduating the academy this Friday at the Convention Center.

I/Chief Colbert reviewed the statistics comparing November 2024 to November 2023. I/Chief Colbert noted that the largest change in statistics was seen in Parking Complaints. The number was more than twice what it had been in the past, going from 24 in November 2023 to 70 in November 2024. I/Chief Colbert speculated that it may have something to do with the new Parking Enforcement Division. Suspicious Person or Activity is slightly higher from 48 to 58. I/Chief Colbert noted that 911 Hang Up, Animal Complaint, Disorderly, Assist Other Agency, and Check on Welfare calls all remained fairly consistent from 2023 to 2024. Premise Alarm calls were down from 40 to 28, which I/Chief Colbert noted was a good thing because the majority of the time, the alarm was the result of a malfunction and not a crime being committed. Warrant Attempts or Arrests, Collisions, and Be on the Lookout calls remained consistent from November 2023 to November 2024. Domestic Disputes were slightly higher going from 11 in 2023 to 15 in 2024. I/Chief Colbert noted the Trespassing and Assault Already Occurred calls were up in numbers from 2023 to 2024, but if you took the average of the past three years, he

believed it would be relatively consistent. City Ordinance Violation calls are down from 2023. I/Chief Colbert noted that Forgery calls were slightly up, but assured the Commission that the department's Criminal Investigation Division has been working diligently to help the victims of these crimes. Noise Complaint or Violation calls are down from 12 in 2023 to 6 in 2024. Civil Dispute calls for service were fairly consistent from 2023 to 2024.

I/Chief Colbert noted that even though it was the off-season, there were 65 custodial arrests made in the month of November. He also pointed out the DUI arrests were up from the previous year and believed it was due to additional DUI enforcement. I/Chief Colbert noted that with the Boardwalk not being heavily populated like it is in the summer months, smoking citations, littering citations, and noise complaints weren't really seen.

Council Member Yates commented that he believed the increase in Suspicious Person or Activity calls for service and the number of custodial arrests showed that the police department is proactive. He expressed his gratitude for the proactivity of the police.

5. 2025 Seasonal Recruiting Update: I/Chief Colbert introduced Lt. Hawk to present the Training and Recruiting update. Lt. Hawk started off with a spreadsheet that broke down what the recruiting numbers were at so far this year. At this point in time, there have been 120 applications submitted to the Training and Recruiting division. 54 of those applications are for full-time employment and 62 applications for seasonal employment. Lt. Hawk noted that there have been some applicants who have failed the testing portion, however, they are seeing an increase in those applicants wanting to retest at their earliest convenience. The Commission asked for clarification on the term "seasonals," to which I/Chief Colbert stated that since there would only be one position moving forward, they would be classified as seasonal employees.

Lt. Hawk noted that there were 112 officers as of the publication of the spreadsheet, however, one officer left to go to the Worcester County Sheriff's Office, so the number is realistically 111. There are currently 4 recruits getting ready to graduate the academy this Friday. The Council asked if the 4 recruits were counted in the 111 total officers, to which Lt. Hawk confirmed that they were. Lt. Hawk also noted that there are 2 officer waiting to go into the next academy. The Council asked if there were really 101 officers available as of today, to which Lt. Hawk confirmed. The Council then asked how long the Field Training process is and when the 4 that are graduating will be ready. I/Chief Colbert stated that it is currently 8 weeks, but the department is looking to increase it by another 4 weeks based on recommendations made by the manpower study that was conducted.

Lt. Hawk presented a PowerPoint to show the differences that have been made in recruiting efforts from previous years and the differences in testing statistics. See attached presentation.

The Commission asked what the budgeted number of officers is as of January 2025 to which the response was 130. The Commission then confirmed that if we did get 20 applicants through the full-time process, we wouldn't be able to put them in the academy. Lt. Hawk confirmed this due to the academy allotting a certain number of spots to different

agencies in the area. I/Chief Colbert noted that the police academy is often accommodating to the Ocean City Police Department due to the number of instructors the agency provides the academy. I/Chief Colbert believes that 7-8 recruits for the July 2025 academy is a reasonable goal. Cpt. Jones then mentioned that the Training and Recruiting Department is getting ready to really push for lateral applicants. The Commission asked if the manpower study supported the 130 officers, to which City Manager McGean stated it does not, but further discussion would be held at a later date. The Commission then asked if there were any planned retirements prior to the July 2025 academy, to which the answer was no. I/Chief Colbert did not while there weren't any planned retirements, there has been an uptick in officers leaving for other agencies with the biggest deciding factor being quality of life. The Commission then asked if there were any plans to discuss salary and signing bonuses, to which City Manager McGean stated there have been some talks about the lateral position and that negotiations will begin at the beginning of the year. Lt. Hawk explained the proposed changes to the lateral pay to the Commission.

The Commission asked at the conclusion of the presentations, other than testing, what else has been changed. Lt. Hawk responded by handing out newly designed giveaways that recruiters take with them to hand out. These giveaways include tokens, updated pamphlets, and cold beverage holders. Included on these new handouts is a QR code that will take people that scan them to the join OCPD website. Lt. Hawk noted that these new giveaways have been present at job fairs for many years, but what sets the Ocean City Police Department's apart is the bright colors. Cpt. Jones emphasized that given the changing dynamic of the seasonal program, the agency now has to market similarly to other agencies have in the past. Lt. Hawk noted that in the past, there would be people that would sign up to come and take the test, but then not show up. He estimated this number to be between 20-30% of applicants.

The Commission asked clarification questions about the Skillsbridge program with the Department of Defense (DOD). Lt. Hawk stated that these individuals enrolled in the program would go through the academy, but would be covered financially and beneficially by the DOD. The Commission also asked if the Training and Recruiting Division had given any thought to using the town recruiter. I/Chief Colbert stated they have worked with them in the past for civilian employees, but not with police employment. Lt. Hawk added that they've discussed with the Tourism Department to work with them on digital marketing. The Commission then asked what the target number was for the public safety officer position, to which Lt. Hawk answered 70.

6. Proposed 2025 Police Commission Schedule: A motion was made by Council President James to approve the proposed 2025 Police Commission schedule. This motion was seconded by Council Chairman DeLuca. The vote was unanimous.
7. Other Business: I/Chief Colbert informed the Commission that if there was anything that they wanted to see on the agenda, to let him know. Council Chairman DeLuca asked that discussion of June be added to the agenda in January.

Council President James made a motion and Council Member Yates seconded to adjourn the meeting. The vote was unanimous. The meeting was adjourned at 9:50 AM

The next regular meeting of the Police Commission will be held on Monday, July 8, 2024, at 9:00 AM in the 3<sup>rd</sup> Floor Administrative Conference Room at the Public Safety Building, 6501 Coastal Highway, Ocean City, MD 21842.





# Ocean City Police Department

---

RECRUITING 2024

*“If you always do what you’ve always done, you’ll always get what you’ve always gotten.”*

- UNKNOWN

# Conclusion of the Seasonal Officer

2024 is the last year for Seasonal Police Officers due to a change in the Maryland Police and Corrections Training Commission (MCPTC) regulations.





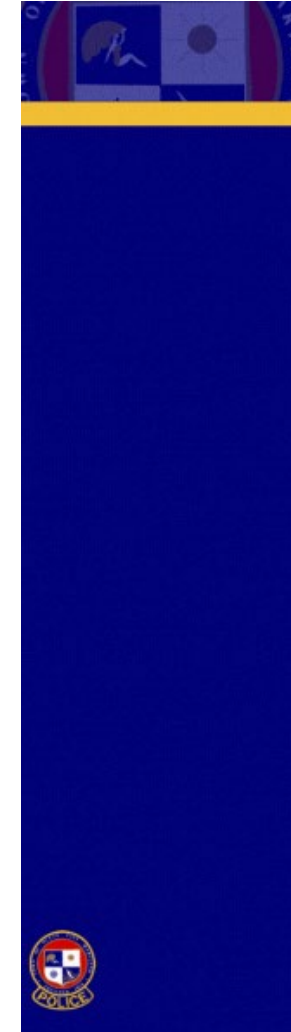
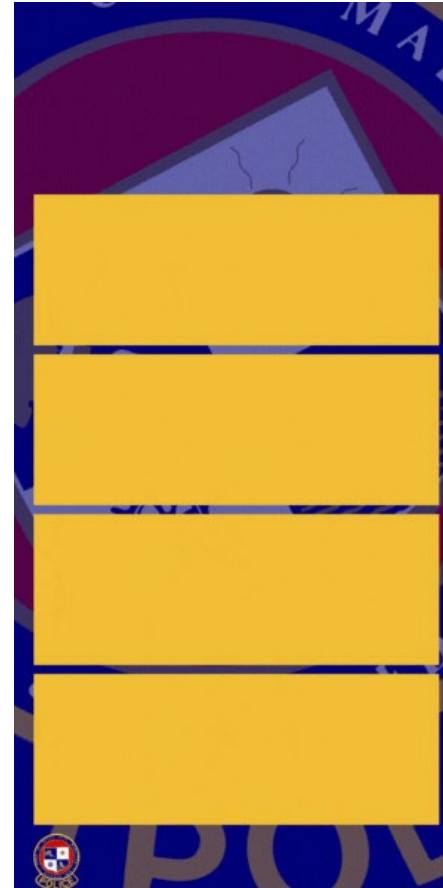


# Seasonal Officers and Public Safety Aides

## Public Safety Officer

# Marketing and Advertising

**FOREVER**  
MEDIA®





# Audience Target Display

---

( 21811 ) — Berlin, MD  
( 21841 ) — Newark, MD  
( 21842 ) — Ocean City, MD  
( 21801 ) — Salisbury, MD  
( 21802 ) — Salisbury, MD  
( 21803 ) — Salisbury, MD  
( 21804 ) — Salisbury, MD  
( 21826 ) — Fruitland, MD  
( 21830 ) — Hebron, MD  
( 21849 ) — Parsonsburg, MD  
( 21850 ) — Pittsville, MD  
( 21852 ) — Powellville, MD  
( 21863 ) — Snow Hill, MD  
( 21874 ) — Willards, MD  
( 21875 ) — Delmar, MD  
( 19930 ) — Bethany Beach, DE  
( 19939 ) — Dagsboro, DE  
( 19940 ) — Delmar, DE  
( 19944 ) — Fenwick Island, DE  
( 19945 ) — Frankford, DE  
( 19947 ) — Georgetown, DE  
( 19951 ) — Harbeson, DE  
( 19966 ) — Millsboro, DE  
( 19967 ) — Millville, DE  
( 19970 ) — Ocean View, DE  
( 19971 ) — Rehoboth Beach, DE  
( 19975 ) — Selbyville, DE  
( 17257 ) — Shippensburg, PA

( 19530 ) — Kutztown, PA  
( 16541 ) — Erie, PA  
( 16444 ) — Edinboro, PA  
( 16125 ) — Greenville, PA  
( 15601 ) — Greensburg, PA  
( 16057 ) — Slippery Rock, PA  
( 15222 ) — Pittsburgh, PA  
( 15705 ) — Indiana, PA  
( 19013 ) — Chester, PA  
( 08012 ) — Blackwood, NJ  
( 08028 ) — Glassboro, NJ  
( 19383 ) — West Chester, PA  
( 07043 ) — Montclair, NJ  
( 07470 ) — Wayne, NJ  
( 07083 ) — Union, NJ  
( 07666 ) — Teaneck, NJ  
( 16802 ) — University Park, PA  
( 17110 ) — Harrisburg, PA  
( 17403 ) — York, PA  
( 16630 ) — Cresson, PA  
( 17815 ) — Bloomsburg, PA  
( 18766 ) — Wilkes Barre, PA  
( 18510 ) — Scranton, PA  
( 18440 ) — La Plume, PA  
( 19904 ) — Dover, DE  
( 19713 ) — Newark, DE  
( 19801 ) — Wilmington, DE  
( 19702 ) — Newark, DE  
( 19720 ) — New Castle, DE  
( 19901 ) — Dover, DE

( 19716 ) — Newark, DE  
( 44325 ) — Akron, OH  
( 44555 ) — Youngstown, OH  
( 44240 ) — Kent, OH  
( 21117 ) — Owings Mills, MD  
( 21252 ) — Towson, MD  
( 21202 ) — Baltimore, MD  
( 20742 ) — College Park, MD  
( 21701 ) — Frederick, MD  
( 21727 ) — Emmitsburg, MD  
( 21532 ) — Frostburg, MD  
( 15370 ) — Waynesburg, PA  
( 26506 ) — Morgantown, WV  
( 26032 ) — Bethany, WV  
( 43952 ) — Steubenville, OH  
( 24061 ) — Blacksburg, VA  
( 24515 ) — Lynchburg, VA  
( 22807 ) — Harrisonburg, VA  
( 22030 ) — Fairfax, VA  
( 14802 ) — Alfred, NY  
( 14109 ) — Niagara University, NY  
( 13905 ) — Binghamton, NY  
( 21679 ) — Wye Mills, MD  
( 21853 ) — Princess Anne, MD  
( 19902 ) — Dover Afb, DE  
( 23460 ) — Virginia Beach, VA  
( 16546 ) — Erie, PA  
( 14075 ) — Hamburg, NY  
Total ZIP Codes: 88

# In Town Advertisement

---



# Recruiting – Colleges/Universities

---

Penn State  
West Chester University  
Towson University  
Hagerstown Community College  
Frostburg University  
Stevenson University  
Camden County College  
Hilbert College  
Niagara University  
Waynesburg University  
Bethany College  
Kent State University  
Youngstown State University  
Mercyhurst University  
East Stroudsburg University  
Shippensburg University  
Northumberland County CTC

Kutztown University  
Salisbury University  
UMES  
Wor-Wic Community College  
York College  
Indiana University of PA  
University of Pittsburgh  
Wilkes University  
University of Scranton  
Kean University  
Rutgers University  
William Paterson University  
Rowan University  
Fairleigh Dickinson University  
Delaware State University  
Del Tech Wilmington  
Del Tech Terry

Radford University  
James Madison University  
Liberty University  
Virginia Western Community College  
Virginia Tech  
George Mason University  
Alfred State University  
SUNY Broome  
PennWest California University  
Franciscan University  
University of Baltimore  
University of Akron  
Gannon University  
PennWest Edinboro University  
Lycoming College  
Lancaster County CTC  
DeSales University

University of Maryland  
Chesapeake College  
Thiel College  
Mount Aloysius University  
Slippery Rock University  
Point Park University  
Bloomsburg University  
Kings College  
Keystone College  
Seton Hall University  
Montclair State University  
Wilmington University  
Widener University  
County College of Morris  
Del Tech Georgetown  
Del Tech Stanton  
University of Maryland



# Recruiting - Local

---

## 4 Zoom Sessions:

Worcester County Job Fair

12/09/24 @ 1 PM

Delmar Job Fair

12/11/24 @ 10 AM

Wor-Wic Community College

12/12/24 @ 9AM, 1 PM, 2PM

12/16/24 @2 PM

# Local High Schools

---

Worcester County Vo-Tech

Somerset County Vo-Tech

Wicomico County Vo-Tech

Direct contact with Coordinators

In classroom presentations

On site testing

# Recruiting Military

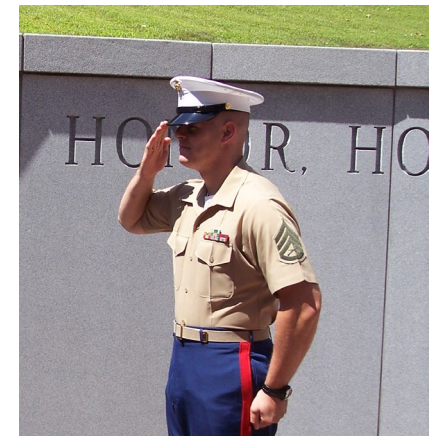
Active/Retired/Transitioning

Partner with DOD & Virginia  
Department of Veterans Service

\$1,000 grant per member  
enrolled

180 Days

Advertising on active and veteran  
platforms



# Targeted GovDelivery Emails

---

Direct emails to teachers, professors, and school resource centers.

Updates on testing and housing.

Reaches over 3500 Contacts.

Sent Monthly.

Statistically teachers have a more significant influence on the students.

# Testing Process

---

## PAST

On-site Testing

8 Tests in 2023-2024

Required significant amount of personnel

## CURRENT

On-line Test

Year-round testing

Virtual Interviews

# On-Line Testing

## URE Consulting Group

Written test provider

Currently does our Promotional  
Testing

Candidate applies on Police App.com

- Departments from the contiguous United States and the District of Columbia.

The test cost \$57.50. Paid through PayPal on the Department website.

Taken anywhere at any time on a computer with audio and camera capabilities.

Instant grading.

# Testing 2023-2024

---

## Seasonal Officer

89 Applications

49 Made it to the background phase

26 Hired

21 Graduated

1 Returning

## Public Safety Aide

88 Applications

66 Made it to the background phase

40 Hired

8 Returning

# Testing Comparison to Date

---

## 2023-2024

Seasonal Officers

34 Applicants

27 Tested

Public Safety Aide

20 Applicants

15 Tested

## 2024-2025

Full-Time

56 Applicants

21 Tested

20 Pending test

Public Safety Officer

64 Applicants

16 Tested

24 Pending test



# In-Person Testing

---

January 11-12

February 22-23

# Pay Rate

---

Public Safety Officer I

\$19.00

Public Safety Officer II

\$20.00

# Housing Assistance

---

Partner with a local real estate company to rent several houses.

The department rents houses

Payroll deduction from employee(s)

2024 A total of 4 houses in Ocean Pines

# Together, We Make A Difference

---

OCEAN CITY POLICE DEPARTMENT



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 6.B

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Frank Miller, Special Events Director  
**RE:** Blessing of the Waters  
**DATE:** December 10, 2024

**ISSUE(S):** Jean Mayfield, representing St. George Greek Orthodox Church, requests Council approve the Blessing of the Waters, tentatively scheduled for Saturday, January 11, 2025 on the beach at 89th St., 11:30 am-12:30 pm.

**SUMMARY:** Churchmembers congregate at St. George's and proceed to the beach for the reciting of prayers and the tossing and retrieving of a cross in the ocean.

Ms. Mayfield requests Beach Patrol (OCBP) be present at the event. If approved, OCBP will provide personnel on stand-by, as people will be entering the ocean.

**FISCAL IMPACT:** The applicant shall pay the Town \$50 in private event fees.

**RECOMMENDATION:** Approve as presented.



1st Class Resort and Tourist Destination

**ALTERNATIVES:** No staff alternatives suggested.

**RESPONSIBLE STAFF:** Lisa Mitchell, Private Event Coordinator  
Butch Arbin, Beach Patrol Captain

**COORDINATED WITH:** Jean Mayfield, St. George Greek Orthodox Church

**ATTACHMENT(S):**

1. Draft Permit
2. Processing Costs and Fees
3. Event Impact Calculator Detail
4. January 2025 Calendar
5. Application
6. Event Summary



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

**PRIVATE EVENT PERMIT  
APPROVED BY  
THE MAYOR AND CITY COUNCIL OF OCEAN CITY, MARYLAND  
GRANTED TO  
JEAN MAYFIELD FOR ST. GEORGE GREEK ORTHODOX CHURCH**

**SUBJECT: BLESSING OF THE WATERS 2025**

Upon receiving approval and paying all appropriate fees, this permit defines the terms by which the event shall occur.

**PURPOSE:** Church members congregate at St. George's, and proceed to the beach for the blessing of the waters, which includes the reciting of prayers and the tossing and retrieval of a cross in the ocean.

**PLACE, DATE, TIME:** Saturday, January 11, on the beach at 89<sup>th</sup> St. from 11:30 am-12:30 pm.

**SET-UP:** N/A

**BERAKDOWN:** N/A

**RESPONSIBILITIES OF EACH PARTY:**

Jean Mayfield for St. George Greek Orthodox Church

1. Serve as event manager.
2. Coordinate the event.
3. Collect and dispose of all trash.
4. Will not hold the event until Beach Patrol (OCBP) gives the "go-ahead".
5. Have a heated location in place for participants at the event's conclusion.
6. Provide the Certificate of Insurance to include coverage for personal injury in the amount of \$1M per occurrence, \$2M aggregate, and name the Mayor and City Council as additional insured and certificate holder. Provided coverage shall be primary, non-contributory and without regard to the named insured's fault or lack thereof.
7. Abide by all Guidelines and Obligations listed in the Private Event Application, unless otherwise noted in this permit.

Town of Ocean City, Maryland

1. OCBP shall assess the situation and determine the safest location for the exact toss.
2. The Private Event Coordinator shall serve as the liaison for this event. Any questions regarding it should be directed to her. The liaison can be reached at 443-235-2575 or on the city radio system at #9010.

***THE PRIVATE EVENT PERMIT IS EFFECTIVE WHEN SIGNED BELOW  
AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME.***

\_\_\_\_\_  
Jean Mayfield  
On Behalf of St. George Greek Orthodox Church

Date: \_\_\_\_\_

\_\_\_\_\_  
Frank C. Miller  
On Behalf of the Mayor and City Council of Ocean City, Maryland

Date: \_\_\_\_\_

**MAYOR**

Richard W. Meehan

**CITY COUNCIL**

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**

Terence J. McGean, PE

**CITY CLERK**

Diana L. Chavis, MMC

P.O. Box 158, Ocean City, Maryland 21843-0158 | [oceancitymd.gov](http://oceancitymd.gov) | City Hall: (410) 289-8221 | Fax: (410) 289-8703

# Ocean City's Private Event at a Glance

## EXECUTIVE SUMMARY

rev. 240415

Event Name:	Blessing of the Waters
Start Date:	Saturday, January 11, 2025
Set Start:	Saturday, January 11, 2025
Strike End:	Saturday, January 11, 2025
Location(s):	Beach at 89th St.

Duration:	1 Days	Est. Ttl. Attend:	125
	1 Days	Spectators:	125
		Participants:	-
		Vendors:	-

Religious ceremony consisting of a prayer service as well as a throwing and retrieval of a cross into the ocean on the beach at 89th St.

**ASSIGNED TIER:** Tier 2

Assigned via standardized calculation

Contact:	Jean Mayfield
Organization:	St. George Greek Orthodox Church

New Event?	NO
Event Type:	Other
In-Season?	NO
Non-Profit?	YES
Crowd Draw:	Balanced
Annual Event?	YES

	Internal Est. Costs:	Billable Costs:
DPW-M:	\$ -	\$ -
DPW-TRANS:	\$ -	
DPW-CON:	\$ -	
DPW-ELECT:	\$ -	
FIRE:	\$ -	
EMS:	\$ -	
OCPD:	\$ -	
OCBP:	\$ -	
FM:	\$ -	
PARKS:	\$ -	
P&Z:	\$ -	
Other:	\$ -	

### Key Details & Other Events:

No support other than attendance by the beach patrol is requested.	

### Conveyed Fees:

If annual: Previous Year's Cost:

Application Fee:	\$ 50.00	\$ 162.50
Late Fee Applied:	\$ -	
Other Initial Credit/Fee:	\$ -	

### EVENT DETAILS

Alcohol?	NO
Food Sales?	NO
Parking Req?	NO
Entry Fee?	NO
Estimated # of Vendors:	
# of 10x10s:	0
#>100sf:	0

--

Applied Assessment Fee:	\$ -	Cost/Event:	\$ -
Estimated Space Fee:	\$ -	# of Events:	1
Estimated Vendor Fee:	\$ -	TOTAL COST DUE:	\$ -
Departmental Costs:	\$ -		
Equipment & Labor Charges:	\$ -		
IPL Lost Revenue Assessment:	\$ -		
Other Fees/Charges/Credits:	\$ -		



## EVENT IMPACT CALCULATOR DETAIL - ST. GEORGES - BLESSING OF THE WATERS - 12/10/2024

### Event Summary

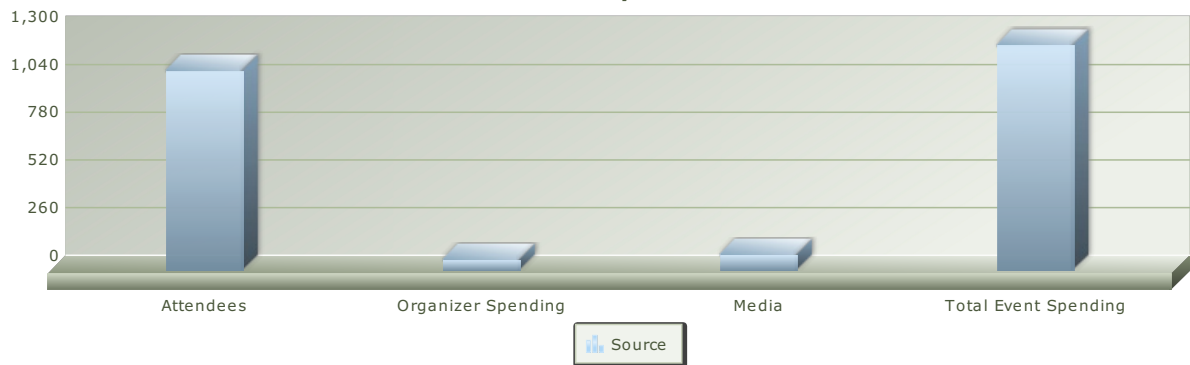
Key Parameters		Key Results	
Event Name	St. Georges - Blessing of the Waters	Business Sales (Direct)	\$1,224.29
Organization	St. Georges Greek Orthodox Church	Business Sales (Total)	\$1,721.88
Event Type	FCE: Performing arts	Jobs Supported (Direct)	1
Start Date	01/11/2025	Jobs Supported (Total)	1
End Date	01/11/2025	Local Taxes (Total)	\$15.98
Overnight Attendees	2	Net Direct Local Tax ROI	\$13.98
Day Attendees	17	Est. Room Nights Demand	2

### Direct Business Sales

#### Sales by Source

Attendees Spending	\$1,084.82	Exhibitor Spending	\$82.95
Organizer Spending	\$56.52	Total Event Spending	\$1,224.29

#### Sales by Source



### Business Sales by Sector

Industry	Attendees	Organizer	Media/Sponsors	Total
Lodging	\$138.83	\$3.42*	\$0.00	\$142.25
Transportation	\$141.25	\$1.14*	\$0.37	\$142.76
Food & Beverage	\$464.86	\$6.00*	\$0.00	\$470.86
Retail	\$239.02	\$0.00	\$0.00	\$239.02
Recreation	\$100.86	\$0.00	\$0.00	\$100.86
Space Rental	\$0.00	\$12.00*	\$1.03	\$13.03
Business Services	\$0.00	\$33.97*	\$81.56	\$115.53
Totals	\$1,084.82	\$56.52	\$82.95	\$1,224.29

\* indicates that the calculator's model defaults were used

#### Sales By Sector



### Economic Impact Details

	Direct	Indirect/Induced	Total
Business Sales	\$1,224.29	\$497.59	\$1,721.88
Personal Income	\$389.36	\$131.78	\$521.14
Jobs Supported			
Persons	1	0	1



Annual FTEs	0	0	0
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$108.42</u>	<u>\$41.05</u>	<u>\$149.46</u>
<u>State Total</u>	<u>\$75.69</u>	<u>\$12.26</u>	<u>\$87.95</u>
Sales	\$62.98	\$7.46	\$70.44
Income	\$5.37	\$1.82	\$7.19
Bed	\$0.00		\$0.00
Other	\$7.34	\$2.98	\$10.32
<u>Local Total</u>	<u>\$13.98</u>	<u>\$2.00</u>	<u>\$15.98</u>
Sales	\$0.00	\$0.00	\$0.00
Income	\$4.33	\$1.47	\$5.80
Bed	\$6.94		\$6.94
Per Room Charge	\$0.00		\$0.00
Tourism District	\$0.00		\$0.00
Restaurant	\$1.74	\$0.14	\$1.88
Other	\$0.97	\$0.39	\$1.36
Property Tax	\$23.08	\$5.77	\$28.86

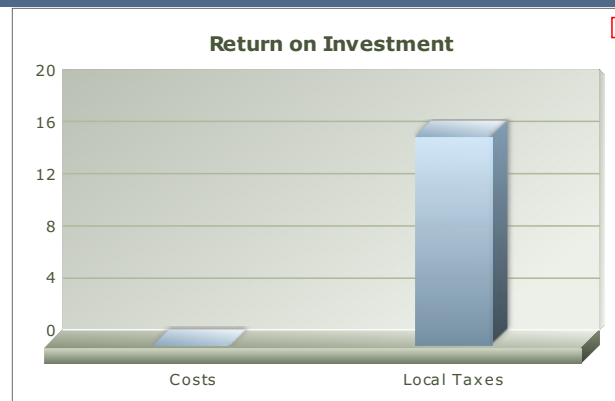
#### Event Return On Investment (ROI)

##### Direct Total Tax ROI

Direct Tax Receipts	\$13.98
DMO Hosting Costs	\$0.00
Direct ROI	\$13.98
Net Present Value	\$13.70
Direct ROI (%)	-

##### Total

Total Local Tax Receipts	\$15.98
Total ROI	\$15.98
Net Present Value	\$15.66
Total ROI (%)	-



#### Estimated Room Demand Metrics

Room Nights Sold	2		
Room Pickup (block only)	0		
Peak Room Nights	1		
Total Visitor Days	15		

2025

CALENDAR YEAR

JANUARY

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01 PE - Penguin Swim	02	03	04
05	06	07	08	09	10	11 PE - St. George Blessing of Water - TENTATIVE
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

# Private Event Permit Application

#446816

Blessing of the Waters    ○○○ Other

## APPLICANT

Jean Mayfield    @ stgeorgeoc@gmail.com    ☎ (410) 524-0990

## DATES AND TIMES

 Event date and time:

01/11/2025 12:00am — 01/11/2025 12:30am

## FEES

Application Fee	\$50.00
Application Late Fee	\$0.00
Application Addendum Fee	\$0.00
City Space Use Fee	\$0.00
Concession Fee	\$0.00
Asset and Support Fee	\$0.00
Banner Fee	\$0.00
IPL Lost Revenue Fee	\$0.00
Miscellaneous Fee	\$0.00

**Total:** **\$50.00**Total paid with Visa-7824 on 10/29/2024 **-\$50.00****Due:** **\$0.00**

## FEE SCOPING

Which type of event organization will run your event?

501(c)(3) Non-profit

## GENERAL INFORMATION

### Event Name

Blessing of the Waters

### Who will be the beneficiary of the event?

St. George Greek Orthodox Church

### Event Locations

✓ St. George Blessing of the Waters Footprint

### Who will sponsor the event?

St. George Greek Orthodox Church

### Event Summary

Event will take place east of 89th Street on the Beach. A liturgical ceremony will take place at St. George Greek Orthodox Church located at 8805 Coast Highway starting at 10am, and will conclude at approximately 11:30am. After the liturgy, attendees will walk from St. George Church to the beach area located east of 89th Street. The ceremony at the beach will commence at approximately noon and will involve the recitation of several prayers and will culminate in the priest throwing a cross into the ocean to be retrieved by young men and women. The ceremony will be concluded by 12:30pm. Members of St. George, Christ the Savior (Berlin) and St. Andrew (Lewes) will be invited to the event.

### What type of marketing will be done for the event?

St. George will reach out to neighboring orthodox churches regarding the event.

### Have you chosen a rain date?

No

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

[Blessing of the Waters.pdf](#)

### Applicant Organization

St. George Greek Orthodox Church

### Attach a description and map of the layout, infrastructure and hardware to be used. Provide a detailed site map/diagram/CAD drawing/rendering (all that apply).

### Organization Phone

(410) 524-0990

Attach a description and map of the layout, infrastructure and hardware to be used. Provide a detailed site map/diagram/CAD drawing/rendering (all that apply).

[Blessing of the Waters.pdf](#)

### Organization Website

stgeorgebythesea.org

### Does your event require police support?

No

### What type of town assets or support will you request for the event?

Requesting on scene EMS/Fire support beyond the normal emergency response. No support other than attendance by the beach patrol is requested.

## CONTACT

---

**Contact Name**

Demetrios Kaouris or Jean Mayfield

**Contact Mobile Number**

(410) 924-2356

**Contact Address**

8805 Coastal Highway, Ocean City, MD 21842

**Contact Email**

@ stgeorgeoc@gmail.com

**Contact Office Number**

(410) 524-0990


## ARRIVAL AND DEPARTURE DATES

---

**Provide the date that staff arrives onsite for the event**

 Jan 11, 2025


**Vendor Departure**

 Jan 11, 2025

**Provide the date that staff departs the event**

 Jan 11, 2025


**Participant/Spectator Arrival**

 Jan 11, 2025

**Vendor Arrival**

 Jan 11, 2025

**Participant/Spectator Departure**

 Jan 11, 2025

## ROOM BLOCKS

---

**Will you have an HQ hotel?**

No

**Will you establish hotel room blocks?**

No

EVENT ATTENDANCE ESTIMATES

Geographic Reach

Balanced

Staff Estimates

Total Staff
N/A
% Staying Overnight
N/A
% Traveling Alone
N/A

Participant Estimates

Total Participants
N/A
Participants Staying Overnight
N/A
Average Guests
N/A

Exhibitor Estimates

Total Exhibitors
N/A
Exhibitors Staying Overnight
N/A
Exhibitors Traveling Alone
N/A

Spectator Estimates

Total Spectators
125
Spectators Staying Overnight
50
Average Party Size
3

Total Overnight Guests

% Lodge in Ocean City
50
% Use Condos
50
% Camp
N/A

## ENTERTAINMENT/OFFERINGS

---

**Will you charge any entry fees?**

Free Entry

**Will your event include live music?**

No

**Will your event have a stage or static crowd viewing area?**

No

**Will your event include fireworks/pyrotechnics, flame or other special effects or bonfires?**

No

**Will your event include tents/temporary structures?**

No

**Will your event close or alter use of streets or private parking lot space?**

No

**Will you sell items within the footprint of the event?**

No

**Will you provide sampling of products?**

No

**Will you serve or distribute alcohol?**

No

**Will you have onsite cooking or food trucks?**

No

**Will you provide portolets?**

No

## PARKING/ACCESS

---

### Parking Information

**% Utilizing Public Parking**

100

**% Parking at Hotels**

N/A

**% That Will Use Bus Service**

N/A

**% That will Use Town Lot**

N/A

**Will you have special parking requests?**

No

**Will you need vehicular beach access?**

No

**Will you need vehicular access to the Boardwalk?**

No

## ACKNOWLEDGEMENTS

---



**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 FRANCHISE NOTIFICATION:** : If your event takes place on the beach, you must notify the appropriate beach equipment rental franchise owner(s) to advise them of the event footprint. It is the applicant's responsibility to confirm, in writing, that 1) the franchise owner(s) has been notified; 2) event logistics have been coordinated; and 3) if necessary, a reasonable financial agreement has been negotiated. Written confirmation must be provided to the Town's Private Event Coordinator. If the applicant and franchise owner(s) are unable to reach a mutually acceptable agreement, the matter shall be submitted to the Town for mediation, and the Town will decide an impartial resolution by which both parties shall abide.



**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:** The Risk Manager for the Town of Ocean City will determine insurance requirements for all private events, following the receipt of the application. Insurance requirements apply to private event vendors, amusement ride companies and fireworks producers, their contractors and subcontractors as well as the private event owner/sponsors. Requirements will depend on, including but not limited to, hazards and exposures associated with the specific private event.

Minimum required insurance shall be provided by companies licensed in the State of Maryland with a current AM Best, Inc. rating of a VII or better. The Mayor and City Council Town of Ocean City, Maryland, its employees, volunteers and officials shall be named as additional insured on all insurance policies except workers' compensation and, except for automobile liability, the The Mayor and City Council Town of Ocean City, Maryland's additional insured status shall include premises liability and products/completed operations.

Coverage's shall be primary and non-contributory with respect to any other insurance available to the Mayor and City Council Town of Ocean City, Maryland, its employees, volunteers and officials and shall include a waiver of rights of recovery or subrogation against the Mayor and City Council Town of Ocean City, Maryland, its officials, volunteers and employees without limitation for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, this private event.

Original copies of certificates of insurance and additional insured endorsements must be received by the Town of Ocean City, Maryland's Risk Management Office at least fifteen (15) working days prior to the event.

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

**BEACH ACCESS:** Vehicle access to and from the beach must be clearly identified on your application and is not guaranteed. If approved, applicant must complete a beach driving and safety course annually provided by OCBP at the applicants expense.

**BEAUTY CONTESTS:** Beauty contests are not permitted on the beach.

**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.



**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 within this application. ONLY event - related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws.



**SPONSORSHIPS:** All sponsors must be identified on the application.



**ADVERTISING:** Ocean City will not allow any type of advertising that is:

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



**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.



**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. The Mayor and City Council reserve the right to reject any inflatable determined inappropriate.



**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.



**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.



**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.



**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.



**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.

✓ **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 Worcester County based 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.

✓ **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.

## LEGAL DISCLOSURES



**HOLD HARMLESS CLAUSE:** Permittee (organization/ applicant) shall assume all risks incident to or in connection with the permittee activity including exposure to an infection of COVID-19 and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permittee activity or the conduct of Permittee's operation. Permittee hereby expressly agrees to defend and hold 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, including possible exposure to an infection from COVID-19.



**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 submission of all required 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.



**INTELLECTUAL PROPERTY CLAUSE:** Acknowledge and agree that no Town trademarks, service marks, trade names, logos, and/or other trade indicia, copyrights and, as applicable, any patents, inventions and/or other intellectual property (Intellectual Property) owned by the Mayor and City Council of the Town of Ocean City, Maryland, will be directly or indirectly used, incorporated, published or republished, without prior written consent. Unauthorized use of the Intellectual Property will result in The Town of Ocean City authorizing immediate emergency, temporary and/or permanent injunctive relief prohibiting such unauthorized use and the Town of Ocean City, Maryland may be entitled to injunctive relief because monetary damages may not be an adequate remedy; but notwithstanding, the foregoing Town of Ocean City, Maryland may seek any other legal or equitable remedies in addition to injunctive relief. To the extent the Town of Ocean City, Maryland prevails in a suit at law or in equity for the purpose of enforcing its Intellectual Property rights, the Town of Ocean City, Maryland shall be entitled to recover its reasonable attorneys' fees plus court costs and expenses.

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. This event must follow in accordance with all State of Maryland Directives and Orders regarding community, recreational, leisure, cultural and sporting gatherings and events.

#### Signature

x

The information provided in this tool is subject to final approval by staff. Permit requirements, fees, and zoning information may be altered upon subsequent staff review. If you have additional questions about your zoning determination, please contact town staff.

St. George Greek Orthodox Church  
8805 Coastal Highway, Ocean City, MD 21842

#### Blessing of the Waters Event

The event will take place east of 89th Street on the Beach. A liturgical ceremony will take place at St. George Greek Orthodox Church located at 8805 Coast Highway starting at 10am and will conclude at approximately 11:30am. After the liturgy, attendees will walk from St. George Church to the beach area located east of 89th Street. The ceremony at the beach will commence at approximately noon and will involve the recitation of several prayers and will culminate in the priest throwing a cross into the ocean to be retrieved by young men and women. The ceremony will be concluded by 12:30pm. Members of St. George, Christ the Savior (Berlin) and St. Andrew (Lewes) will be invited to the event.



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 6.C  
Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Frank Miller, Special Events Director  
**RE:** Shenanigans OCMD St. Patrick's Day Boardwalk 5K  
**DATE:** December 10, 2024

**ISSUE(S):** Chris Klebe, representing OC Tri-running Sports, requests Council approve the Shenanigans OCMD St. Patrick's Day Boardwalk 5K, tentatively scheduled for Saturday, March 15, 2025 on the Boardwalk, concrete pad east of the Boardwalk and 4th St. between the Boardwalk and Washington Ln., 9am-12 pm

**SUMMARY:** Event registration and packet pick-up begins on Friday, March 14, 5:30-8 pm, under the tent on the east end of 4th St. On Saturday, March 15, 7:30-8:40 am packet pick-up continues.

Starting at approximately 9 am, the race begins on the Boardwalk in front of Shenanigans. Runners head south on the concrete pad, continue around the pier, then under the south tram station and turn north onto the Boardwalk. They continue to 16th St., turn south on the Boardwalk and finish at Shenanigans.

Mr. Klebe requests the following items from the Town:

1. Six (6) pieces of metal event fencing
2. Twenty-five (25) traffic cones
3. Vehicular access to the Boardwalk for two (2) vehicles
4. Reserved staff parking on 4th St. between Baltimore Ave. and Washington Ln., March 13-16
5. Placement of a 30'x50' tent on 4th St. between Washington Ln. and the Boardwalk
6. Two (2) bicycle officers to lead the run

Public Works will provide barricades and cones for the event.

Mr. Klebe must obtain a tent permit from the Office of the Fire Marshal. Also, tents cannot be staked or tacked into existing hard surfaces. Only weights, water barrels or concrete block may be used to secure tents. Lastly, the Office of the Fire Marshal will work with Mr. Klebe as part of the permit process to ensure Fire Department accessibility on 4th St.



**FISCAL IMPACT:** The applicant shall pay \$1,250.00 in private event fees and \$520.40 in asset and support fees, for a total of \$1,770.40.

**RECOMMENDATION:** Approve as presented.



1st Class Resort and Tourist Destination

**ALTERNATIVES:** No staff alternatives suggested.

**RESPONSIBLE STAFF:** Lisa Mitchell, Private Event Coordinator  
Thomas Dy, Public Works Maintenance Manager

**COORDINATED WITH:** Chris Klebe, OC Tri-running Sports

**ATTACHMENT(S):**

1. Draft Permit
2. Processing Costs and Fees
3. Event Impact Calculator Detail
4. March 2025 Calendar
5. Application
6. Course



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

**PRIVATE EVENT PERMIT  
APPROVED BY  
THE CITY COUNCIL OF OCEAN CITY, MARYLAND  
GRANTED TO  
CHRIS KLEBE FOR OC TRI-RUNNING SPORTS**

**SUBJECT: SHENANIGANS OCMD ST. PATRICK'S DAY BOARDWALK 5K 2025**

Having received approval from City Council, and having paid all appropriate fees, this permit defines the terms by which the event shall occur.

**PURPOSE:** This is a 5K run, sponsored by Shenanigan's Irish Pub.

**PLACE, DATE and TIME:** Registration and packet pick-up for this event shall take place Friday, March 14, 5:30-8:00 pm under a 30'x50' tent, which will be set up on the east end of 4<sup>th</sup> Street, between Washington Ln. and the Boardwalk. Only packet pick-up will continue on Saturday, March 15, 7:30-8:40 am. The 5K, including its set-up and breakdown, will take place from 7:00 am-12:00 noon on Saturday, March 15, beginning at 9:00 am, rain or shine.

The race route is as follows: Beginning on the Boardwalk in front of Shenanigan's Pub, between 3<sup>rd</sup> and 4<sup>th</sup> Streets, runners head south on the concrete pad, around the pier, then under the South Tram Station, make a 180-degree turn back onto the Boardwalk, where they proceed north to 16<sup>th</sup> St., make another 180-degree turn, then head south to the finish at Shenanigan's Pub.

**SET-UP:** Thursday through Saturday, March 13-15

**BREAKDOWN:** At the event's conclusion and completed by 12:00 noon. If there is inclement weather on Saturday that prohibits the teardown of the tent, it will be done Sunday, March 16.

**RESPONSIBILITIES OF EACH PARTY:**

Chris Klebe for OC Tri-running Sports

1. Act as event manager.
2. Coordinate the event.
3. Have each participant sign a waiver of liability.
4. Obtain the proper permits from the Office of the Fire Marshal to erect tents in the parking spaces on 4<sup>th</sup> Street between Washington Ln. and the Boardwalk.
5. Erect a 30'x50 tent on 4<sup>th</sup> St. between Washington Ln. and the Boardwalk. The tent(s) will not be staked nor tacked into the asphalt. Only weights, water barrels or concrete block may be used to secure the tent(s).
6. Tents shall not block emergency vehicle access to the Boardwalk at 4<sup>th</sup> St.
7. Collect and dispose of all trash.

**MAYOR**

Richard W. Meehan

**CITY COUNCIL**

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**

Terence J. McGean, PE

**CITY CLERK**

Diana L. Chavis, MMC

8. Utilize a PA system at the registration and awards area, 4<sup>th</sup> St. between Washington Ln. and the Boardwalk.
9. Provide port-o-lets on the easternmost end of 4<sup>th</sup> St. for participant use. Placement of port-o-lets shall not block emergency vehicular access to the Boardwalk.
10. May have up to two (2) vehicles on the Boardwalk for set-up and teardown of the event.
11. Provide two (2) volunteers on bikes to lead and follow race, as well as additional volunteers to stand at key points along the race route to direct runners.
12. Provide Emergency Medical Technicians for any potential medical needs.
13. Provide the Certificate of Insurance to include coverage for personal injury in the amount of \$1M per occurrence, \$5M aggregate, and name the Mayor and City Council as certificate holder and additional insured. Provided coverage shall be primary, non-contributory, and without regard to the named insured's fault or lack thereof.
14. Abide by all Guidelines and Obligations listed on the Private Event Application, unless otherwise noted in this permit.

The Town of Ocean City, Maryland

1. Department of Public Works (DPW) shall post 4<sup>th</sup> St. from Baltimore Ave. to the Boardwalk as "No Parking" valid Thursday, March 13 through Sunday, March 16.
2. DPW shall provide six (6) pieces of metal fencing and twenty-five (25) traffic cones for event use.
3. Ocean City Police Department shall dedicate personnel to the event.
4. The Private Event Coordinator shall serve as the Town's liaison. Any questions regarding it should be directed to her. The liaison can be reached at 443-235-5275 or on the city radio system at #9010.

**THIS PRIVATE EVENT PERMIT IS EFFECTIVE WHEN SIGNED BELOW  
AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME.**

\_\_\_\_\_  
Chris Klebe  
On behalf of OC Tri-running Sports

Date: \_\_\_\_\_

\_\_\_\_\_  
Frank C. Miller  
On behalf of the City Council of Ocean City, Maryland

Date: \_\_\_\_\_

# Ocean City's Private Event at a Glance

## EXECUTIVE SUMMARY

rev. 240415

Event Name:	Shenanigans OCMD 5K
Start Date:	Saturday, March 15, 2025
Set Start:	Thursday, March 13, 2025
Strike End:	Sunday, March 16, 2025
Location(s):	Boardwalk 4th St.

Duration:	1 Days	Est. Ttl. Attend:	5,149
	4 Days	Spectators:	3,000
		Participants:	1,300
		Vendors:	-

5K run/walk on the Boardwalk to celebrate St. Patrick's Day, sponsored by Shenanigans.

**ASSIGNED TIER: Tier 2**

Assigned via standardized calculation

Internal Est. Costs: Billable Costs:

DPW-M:	\$	1,766.73	\$	520.40
DPW-TRANS:	\$	-		
DPW-CON:	\$	-		
DPW-ELECT:	\$	-		
FIRE:	\$	-		
EMS:	\$	-		
OCPD:	\$	-		
OCBP:	\$	-		
FM:	\$	-		
PARKS:	\$	-		
P&Z:	\$	-		
Other:	\$	-		

Key Details & Other Events:

Public Works to provide 6 pieces of metal fencing, 25 traffic cones, vehicular access to the Boardwalk, event parking only on 4th St. between Baltimore Ave. and Washington Ln.	
Producer to place a 30'x50' tent on 4th St. between Wasington Ln. and the Boardwalk.	

Contact:	Chris Klebe
Organization:	OC Tri-running Sports
New Event?	NO
Event Type:	Athletic
In-Season?	NO
Non-Profit?	YES
Crowd Draw:	Balanced
Annual Event?	YES

Conveyed Fees:

If annual: Previous Year's Cost:

Application Fee:	\$	250.00	\$	768.00
Late Fee Applied:	\$	-		
Other Initial Credit/Fee:	\$	-		

### EVENT DETAILS

Alcohol?	NO
Food Sales?	NO
Parking Req?	YES
Entry Fee?	YES
Estimated # of Vendors:	
# of 10x10s:	0
#>100sf:	1

Participant Registration Fee

Applied Assessment Fee:	\$	-	Cost/Event:	\$	1,720.40
Estimated Space Fee:	\$	1,000.00	# of Events:		1
Estimated Vendor Fee:	\$	-	TOTAL COST DUE:		
Departmental Costs:	\$	-		\$	1,720.40
Equipment & Labor Charges:	\$	520.40			
IPL Lost Revenue Assessment:	\$	-			
Other Fees/Charges/Credits:	\$	-			



## EVENT IMPACT CALCULATOR DETAIL - SHENANIGANS OCMD ST. PATRICK'S DAY BOARDWALK 5K - 12/10/2024

### Event Summary

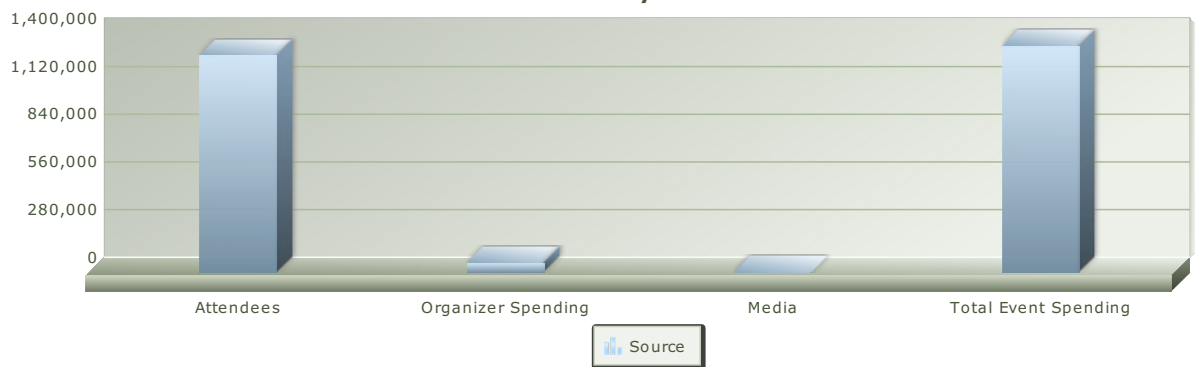
Key Parameters		Key Results	
Event Name	Shenanigans OCMD St. Patrick's Day Boardwalk 5K	Business Sales (Direct)	\$1,323,319.97
Organization	OC Tri-Running Sports	Business Sales (Total)	\$1,876,403.28
Event Type	Sports: Adult Amateur	Jobs Supported (Direct)	987
Start Date	03/15/2025	Jobs Supported (Total)	1,101
End Date	03/15/2025	Local Taxes (Total)	\$28,642.69
Overnight Attendees	3672	Net Direct Local Tax ROI	\$26,511.58
Day Attendees	648	Est. Room Nights Demand	3,403

### Direct Business Sales

#### Sales by Source

Attendees Spending	\$1,270,001.52	Exhibitor Spending	\$130.47
Organizer Spending	\$53,187.98	Total Event Spending	\$1,323,319.97

#### Sales by Source



### Business Sales by Sector

Industry	Attendees	Organizer	Media/Sponsors	Total
Lodging	\$387,538.12	\$0.00*	\$0.00	\$387,538.12
Transportation	\$36,940.41	\$1,225.51*	\$83.41	\$38,249.33
Food & Beverage	\$363,599.05	\$27,236.00*	\$0.00	\$390,835.05
Retail	\$337,699.48	\$0.00	\$0.00	\$337,699.48
Recreation	\$144,224.47	\$0.00	\$0.00	\$144,224.47
Space Rental	\$0.00	\$10,564.00*	\$0.00	\$10,564.00
Business Services	\$0.00	\$14,162.46*	\$47.06	\$14,209.52
Totals	\$1,270,001.52	\$53,187.98	\$130.47	\$1,323,319.97

\* indicates that the calculator's model defaults were used

#### Sales By Sector



### Economic Impact Details

	Direct	Indirect/Induced	Total
Business Sales	\$1,323,319.97	\$553,083.31	\$1,876,403.28
Personal Income	\$424,750.09	\$138,607.69	\$563,357.77
Jobs Supported			
Persons	987	114	1,101

Annual FTEs	12	1	14
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$117,631.14</u>	<u>\$44,727.53</u>	<u>\$162,358.68</u>
<u>State Total</u>	<u>\$86,618.29</u>	<u>\$13,523.29</u>	<u>\$100,141.59</u>
Sales	\$72,826.86	\$8,296.25	\$81,123.11
Income	\$5,862.05	\$1,912.95	\$7,775.00
Bed	\$0.00		\$0.00
Other	\$7,929.39	\$3,314.10	\$11,243.48
<u>Local Total</u>	<u>\$26,511.58</u>	<u>\$2,131.10</u>	<u>\$28,642.69</u>
Sales	\$0.00	\$0.00	\$0.00
Income	\$4,726.57	\$1,542.41	\$6,268.98
Bed	\$19,376.91		\$19,376.91
Per Room Charge	\$0.00		\$0.00
Tourism District	\$0.00		\$0.00
Restaurant	\$1,363.50	\$152.10	\$1,515.59
Other	\$1,044.61	\$436.60	\$1,481.21
Property Tax	\$24,951.73	\$6,497.46	\$31,449.19

#### Event Return On Investment (ROI)

##### Direct Total Tax ROI

Direct Tax Receipts	\$26,511.58
DMO Hosting Costs	\$0.00
Direct ROI	\$26,511.58
Net Present Value	\$25,980.64
Direct ROI (%)	-

##### Total

Total Local Tax Receipts	\$28,642.69
Total ROI	\$28,642.69
Net Present Value	\$28,069.07
Total ROI (%)	-



#### Estimated Room Demand Metrics

Room Nights Sold	3,403		
Room Pickup (block only)	0		
Peak Room Nights	1,933		
Total Visitor Days	6,952		

2025

CALENDAR YEAR

MARCH

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15 <i>PE - Shenanigans 5K - TENTATIVE</i> <i>PE - St. Patrick's Day Parade - TENTATIVE</i>
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

# Private Event Permit Application

#424920

Shenanigans OCMD Saint Patricks's Day Boardwalk 5k    ○○○ Other

## APPLICANT

---

Chris Klebe    @ dom1414@aol.com

## DATES AND TIMES

---

### Event date and time:

03/15/2025 9:00am — 03/15/2025 12:00pm

### Setup date and time:

03/13/2025 9:00am — 03/14/2025 2:00pm

### Event date and time:

03/14/2025 5:30pm — 03/14/2025 8:00pm

### Breakdown date and time:

03/16/2025 1:00pm — 03/16/2025 1:00pm



FEES

Application Fee	\$50.00
Application Late Fee	\$0.00
Application Addendum Fee	\$0.00
City Space Use Fee	\$0.00
Concession Fee	\$0.00
Asset and Support Fee	\$0.00
Banner Fee	\$0.00
IPL Lost Revenue Fee	\$0.00
Miscellaneous Fee	\$0.00
Total:	\$50.00
Total paid with Visa-4884 on 09/05/2024	-\$50.00
Due:	\$0.00

FEE SCOPING

Which type of event organization will run your event?

501(c)(3) Non-profit

## GENERAL INFORMATION

### Event Name

Shenanigans OCMD Saint Patricks's Day Boardwalk 5k

### Organization Phone

(443) 497-4324


### Event Locations

 Boardwalk

### Organization Website

octrirunning.com

### Event Addresses

 4th Street

### What type of town assets or support will you request for the event?

We are requesting the following Items.

### Event Summary

We will be erecting a 30x50 tent on 4th street and the Boardwalk next to Shenanigan's Irish pub.

We are requesting once again this year for the use of 4th street from Baltimore Ave to the Boardwalk to be blocked off for the event. We will be sure to leave enough distance between the tent and the sidewalk for The Ocean City Fire dept and EMS .

So they may have access to the boardwalk if needed.

6 Medal barricades  
25 traffic cones  
reserved parking for the event staff along 4th street from Baltimore ave to boardwalk From 3/13/25 to 3/16/24

2 OCPD bike officers.

Vehicle access to the boardwalk.  
Amount 2

Packet Pick-up/Registration Friday March 14th 2025  
Fro 5:30pm To 8pm Under White Tent Located on 4th street and the Boardwalk.

Packet Pick-up only Saturday March 15/2025  
From 7:30 am to 8:40 am only .  
No Day Of Registration

The 5 kilometer race will start on the OCMD boardwalk on 4th Street at 9:00 am directly behind Shenanigans Irish Pub. Same rules as last year, Exact start and finish are subject to change slightly depending on timing equipment requirements. The course will start running south toward the inlet, around pier, then down under the white tran station making a 180 degree turn back on the boardwalk heading north, past Shenanigans starting area, up to 16th st, then making another 180 degree turn heading south once again down the boards to the finish line at 4th st.  
5K race

### Who will be the beneficiary of the event?

Ocean City surf Club

### Who will sponsor the event?

Shenanigan's Irish Pub

Guinness

### What type of marketing will be done for the event?

Radio, Tv, social media, email blast

### Have you chosen a rain date?

No

### Applicant Organization

OC Tri-running Sports

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

 [St.-Patty's-Day-course-map-2013.jpg](#)

Attach a description and map of the layout, infrastructure and hardware to be used. Provide a detailed site map/diagram/CAD drawing/rendering (all that apply).

Attach a description and map of the layout, infrastructure and hardware to be used. Provide a detailed site map/diagram/CAD drawing/rendering (all that apply).

 [2023 St Pats day 5k tent layout.pdf](#)

Does your event require police support?

Yes

Describe the police support you need in details

In need of 2 bike officers to lead the run as in the past,

## CONTACT

Contact Name

Chris Klebe

Contact Mobile Number

(443) 497-4324

Contact Address


12280 Dixie Drive  
Bishopville, MD 21813

Contact Email

@ dom1414@aol.com

## ARRIVAL AND DEPARTURE DATES

Provide the date that staff arrives onsite for the event

 Mar 13, 2025


Vendor Departure

 Mar 15, 2025

Provide the date that staff departs the event

 Mar 16, 2025

Participant/Spectator Arrival

 Mar 13, 2025

Vendor Arrival

 Mar 14, 2025

Participant/Spectator Departure

 Mar 16, 2025

## ROOM BLOCKS

Will you have an HQ hotel?

No

Will you establish hotel room blocks?

No

EVENT ATTENDANCE ESTIMATES

Geographic Reach

Primarily Out of Town

Staff Estimates

Total Staff
20
% Staying Overnight
50
% Traveling Alone
10

Participant Estimates

Total Participants
1300
Participants Staying Overnight
85
Average Guests
75

Exhibitor Estimates

Total Exhibitors
N/A
Exhibitors Staying Overnight
N/A
Exhibitors Traveling Alone
N/A

Spectator Estimates

Total Spectators
3000
Spectators Staying Overnight
80
Average Party Size
4

Total Overnight Guests

% Lodge in Ocean City
85
% Use Condos
75
% Camp
N/A

## ENTERTAINMENT/OFFERINGS

---

**Will you charge any entry fees?**

Registration Fee

**Will your event include live music?**

No

**Will your event have a stage or static crowd viewing area?**

No

**Will your event include fireworks/pyrotechnics, flame or other special effects or bonfires?**

No

**Will your event include tents/temporary structures?**

Yes

**Select the temporary structures that are a part of your event**

Tents over 14 x 14

**Will your event close or alter use of streets or private parking lot space?**

Yes

**Describe your street/private parking closure.**

We are requesting the parking areas from Baltimore Ave and 4th Street to the Boardwalk.

**Will you sell items within the footprint of the event?**

No

**Will you provide sampling of products?**

No

**Will you serve or distribute alcohol?**

Yes

**Please explain what types of alcohol you will offer.**

Guinness

**Will you have onsite cooking or food trucks?**

No

**Will you provide portolets?**

Yes

**Please explain where the portolets will be located and how many you will provide.**

On 4th street next to our Registration tent.

PARKING/ACCESS

Parking Information

% Utilizing Public Parking
70
% Parking at Hotels
85
% That Will Use Bus Service
50
% That will Use Town Lot
N/A

Will you have special parking requests?

No

Will you need vehicular beach access?

No

Will you need vehicular access to the Boardwalk?

Yes

Please explain access requirements.

Race Day for course set-up

## ACKNOWLEDGEMENTS

---



**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 FRANCHISE NOTIFICATION:** : If your event takes place on the beach, you must notify the appropriate beach equipment rental franchise owner(s) to advise them of the event footprint. It is the applicant's responsibility to confirm, in writing, that 1) the franchise owner(s) has been notified; 2) event logistics have been coordinated; and 3) if necessary, a reasonable financial agreement has been negotiated. Written confirmation must be provided to the Town's Private Event Coordinator. If the applicant and franchise owner(s) are unable to reach a mutually acceptable agreement, the matter shall be submitted to the Town for mediation, and the Town will decide an impartial resolution by which both parties shall abide.



**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:** The Risk Manager for the Town of Ocean City will determine insurance requirements for all private events, following the receipt of the application. Insurance requirements apply to private event vendors, amusement ride companies and fireworks producers, their contractors and subcontractors as well as the private event owner/sponsors. Requirements will depend on, including but not limited to, hazards and exposures associated with the specific private event.

Minimum required insurance shall be provided by companies licensed in the State of Maryland with a current AM Best, Inc. rating of a VII or better. The Mayor and City Council Town of Ocean City, Maryland, its employees, volunteers and officials shall be named as additional insured on all insurance policies except workers' compensation and, except for automobile liability, the The Mayor and City Council Town of Ocean City, Maryland's additional insured status shall include premises liability and products/completed operations.

Coverage's shall be primary and non-contributory with respect to any other insurance available to the Mayor and City Council Town of Ocean City, Maryland, its employees, volunteers and officials and shall include a waiver of rights of recovery or subrogation against the Mayor and City Council Town of Ocean City, Maryland, its officials, volunteers and employees without limitation for any and all claims, damages, losses, liabilities or expenses relating to, arising from, resulting from, or alleged to have arisen or resulted from, this private event.

Original copies of certificates of insurance and additional insured endorsements must be received by the Town of Ocean City, Maryland's Risk Management Office at least fifteen (15) working days prior to the event.

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

**BEACH ACCESS:** Vehicle access to and from the beach must be clearly identified on your application and is not guaranteed. If approved, applicant must complete a beach driving and safety course annually provided by OCBP at the applicants expense.

**BEAUTY CONTESTS:** Beauty contests are not permitted on the beach.

**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.





**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 within this application. ONLY event - related merchandise sales may be permitted on the beach upon appropriate request and approval, subject to applicable laws.



**SPONSORSHIPS:** All sponsors must be identified on the application.



**ADVERTISING:** Ocean City will not allow any type of advertising that is:

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



**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.



**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. The Mayor and City Council reserve the right to reject any inflatable determined inappropriate.



**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.



**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.



**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.



**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.



**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.

✓ **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 Worcester County based 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.

✓ **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.

## LEGAL DISCLOSURES



**HOLD HARMLESS CLAUSE:** Permittee (organization/ applicant) shall assume all risks incident to or in connection with the permittee activity including exposure to an infection of COVID-19 and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permittee activity or the conduct of Permittee's operation. Permittee hereby expressly agrees to defend and hold 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, including possible exposure to an infection from COVID-19.



**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 submission of all required 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.



**INTELLECTUAL PROPERTY CLAUSE:** Acknowledge and agree that no Town trademarks, service marks, trade names, logos, and/or other trade indicia, copyrights and, as applicable, any patents, inventions and/or other intellectual property (Intellectual Property) owned by the Mayor and City Council of the Town of Ocean City, Maryland, will be directly or indirectly used, incorporated, published or republished, without prior written consent. Unauthorized use of the Intellectual Property will result in The Town of Ocean City authorizing immediate emergency, temporary and/or permanent injunctive relief prohibiting such unauthorized use and the Town of Ocean City, Maryland may be entitled to injunctive relief because monetary damages may not be an adequate remedy; but notwithstanding, the foregoing Town of Ocean City, Maryland may seek any other legal or equitable remedies in addition to injunctive relief. To the extent the Town of Ocean City, Maryland prevails in a suit at law or in equity for the purpose of enforcing its Intellectual Property rights, the Town of Ocean City, Maryland shall be entitled to recover its reasonable attorneys' fees plus court costs and expenses.

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.



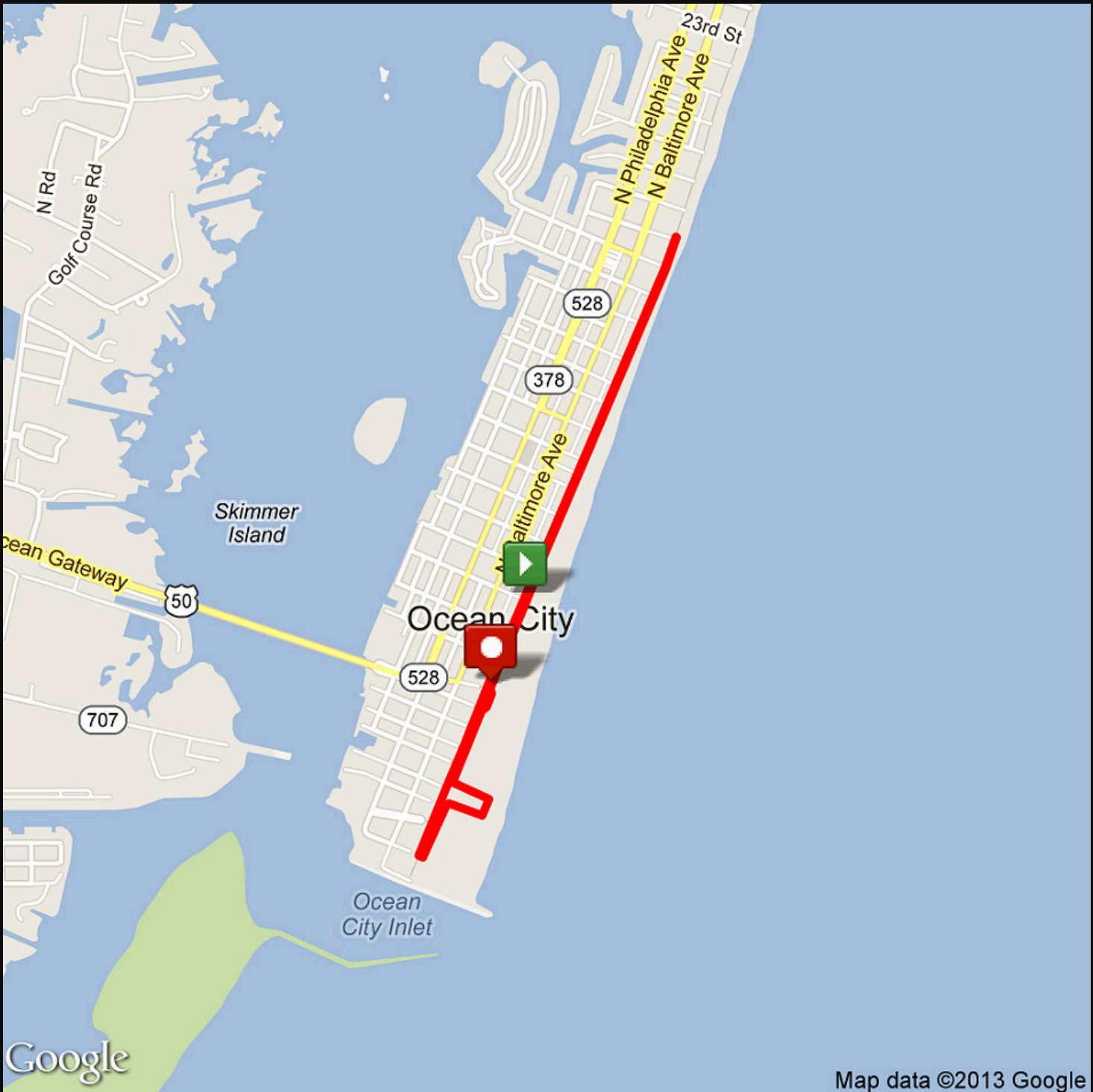
The applicant agrees to take full responsibility for all city-owned property, whether existing within the event footprint, add-ons thereto, borrowed, leased or rented. Applicant further agrees that they are responsible for the proper behavior of their crowd base and that damage or defacement caused to 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. This event must follow in accordance with all State of Maryland Directives and Orders regarding community, recreational, leisure, cultural and sporting gatherings and events.

**Signature**

x



The information provided in this tool is subject to final approval by staff. Permit requirements, fees, and zoning information may be altered upon subsequent staff review. If you have additional questions about your zoning determination, please contact town staff.





# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 6.D

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Matt Perry, Procurement Manager  
**RE:** Tarry-A-While Deck Repair  
**DATE:** December 3, 2024

**ISSUE(S):** BID Opening - (B02-25) Tarry-A-While Deck Repair

**SUMMARY:** The Procurement Department and Engineering solicited BID's for the Tarry-A-While Deck Repairs and received two submissions at the November 26 Mayor and Council Work Session. These are results of staff review of two BID's for the Tarry-A-While Deck Repairs.

**FISCAL IMPACT:** Up to amount of \$114,950.00. Pintail Property Services BID price is \$104,500.00. Remaining \$10,450.00 allocation requested is to secure against potential Change Orders and/or unforeseen Unknowns as a Contingency.

Per discussion with City Manager Terry McGean, Finance Director Chuck Bireley, and Budget Director Jennie Knapp, Budget Director intends to utilize accrued revenue gained from interest on Town investments that is currently in the bank to fully fund this effort.

**RECOMMENDATION:** Award BID to Pintail Property Services with expenditure approval to \$114,950.00.



Revitalized Ocean City: Development and Redevelopment

**ALTERNATIVES:** Not Applicable

**RESPONSIBLE STAFF:** Matt Perry, Procurement Manager

**COORDINATED WITH:** Joe Kurtz, Interim City Engineer

**ATTACHMENT(S):** 1. Recommendation for Award.pdf  
3. Bidder\_s\_List\_-\_Tarry\_A\_Deck.pdf



## Recommendation for Award

### B02-25 – TARRY A DECK REPAIR

The Procurement Department recommends awarding **Pintail Property Services** the full BID amount for B02-25 – Tarry A Deck Repair BID.

#### Key Areas:

##### Pintail Property Services:

- Lowest Apparent Bidder, Responsive and Responsible
- Contractor has ties within local community from previous projects (such as the Eagle's Landing Golf Course Event Pavilion being currently constructed)
- Outstanding reputation in the construction community per references

#### Justifications:

- Per discussion with City Manager Terry McGean, Finance Director Chuck Bireley, and Budget Director Jennie Knap, Budget Manager intends to utilize accrued revenue gained from interest on Town investments that is currently in the bank to fully fund this effort
- Pintail Property Services BID price is \$104,500.00
- Remaining allocation requested to secure against potential of Change Orders/unforeseen Unknowns
- Town staff's position and responsibility is to ensure costs do not exceed requested amount, any Contingency and/or residual funding will be returned upon completion of the project

Tarry A While Deck Repair

Amount: \$104,500.00

ROUGH CARPENTRY:	\$28,077.00
SHEATHING:	\$5,639.00
CELLULAR PVC FABRICATIONS (PORCH DECK AND TRIM BOARDS):	\$53,971.00
TPO ROOFING:	\$8,533.00
SEALANTS AND FLASHING SYSTEMS:	\$4,550.00
RAILINGS:	\$3,730.00
TOTAL BASE BID:	<b>\$104,500.00</b>



<b>B02-25 - TARRY A DECK REPAIR</b>							
<b>Bid Tabulation</b>							
<b>Vendor</b>	ROUGH CARPENTRY	SHEATHING	CELLULAR PVC FABRICATIONS	TPO ROOFING	SEALANTS AND FLASHING SYSTEMS	RAILINGS	TOTAL BASE BID
THE WHAYLAND COMPANY	\$39,082.00	\$7,706.00	\$62,286.00	\$8,750.00	\$6,025.00	\$12,150.00	\$135,999.00
PINTAIL PROPERTY SERVICES	\$28,077.00	\$5,639.00	\$53,971.00	\$8,533.00	\$4,550.00	\$3,730.00	\$104,500.00



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 9.A

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Mike Colbert, Interim Police Chief  
**RE:** Center for Public Safety Management (CPSM) Police Operations Report  
**DATE:** December 11, 2024

---

**ISSUE(S):** Completed CPSM Police Operations and Data Analysis Report

**SUMMARY:** Presentation of the completed CPSM Report and key recommendations.

**FISCAL IMPACT:** To be determined

**RECOMMENDATION:** Comprehensive follow-up analysis to evaluate the suitability, fiscal impact and implementation timeline for the proposed measures. Along with coordination with the Mayor and City Council, and City Manager to ensure alignment with their priorities and preferences. (Safe City)



Excellent Service through a High Performing Town Organization

**ALTERNATIVES:** None Suggested

**RESPONSIBLE STAFF:** Michael Colbert, Interim Chief of Police

**COORDINATED WITH:** Terry McGean, PE, City Manager

**ATTACHMENT(S):** 1. CPSM Summary Council Packet.pdf

# POLICE OPERATIONS AND DATA ANALYSIS REPORT

---

## TOWN OF OCEAN CITY, MD



# CPSM<sup>®</sup>

---

CENTER FOR PUBLIC SAFETY MANAGEMENT, LLC  
475 K STREET NW STE 702 • WASHINGTON, DC 20001  
WWW.CPSM.US • 716-969-1360



Exclusive Provider of Public Safety Technical Services for  
International City/County Management Association

# THE ASSOCIATION & THE COMPANY

---

## INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA)

---

The International City/County Management Association (ICMA) is a 109-year-old, non-profit professional association of local government administrators and managers, with approximately 13,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments and their managers in providing services to their citizens in an efficient and effective manner. ICMA advances the knowledge of local government best practices with its website, [www.icma.org](http://www.icma.org), publications, research, professional development, and membership.

## CENTER FOR PUBLIC SAFETY MANAGEMENT (CPSM)

---

The ICMA Center for Public Safety Management (ICMA/CPSM) was launched by ICMA to provide support to local governments in the areas of police, fire, and Emergency Medical Services.

The Center also represents local governments at the federal level and has been involved in numerous projects with the Department of Justice and the Department of Homeland Security. In 2014, as part of a restructuring at ICMA, the Center for Public Safety Management (CPSM) spun out as a separate company and is now the exclusive provider of public safety technical assistance for ICMA. CPSM provides training and research for the Association's members and represents ICMA in its dealings with the federal government and other public safety professional associations such as CALEA, PERF, IACP, IFCA, IPMA-HR, DOJ, BJA, COPS, NFPA, etc.

The Center for Public Safety Management, LLC, maintains the same team of individuals performing the same level of service that it had for ICMA. CPSM's local government technical assistance experience includes workload and deployment analysis using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs, and identify industry best practices.

We have conducted more than 400 such studies in 46 states and provinces and more than 275 communities ranging in population size 3,300 (Lewes, DE) to 800,000 (Indianapolis, IN).

**Thomas Wieczorek** is the Director of the Center for Public Safety Management.

**Leonard Matarese** serves as the Managing Partner for Research and Project Development.

**Dr. Dov Chelst** is the Director of Quantitative Analysis.

# CENTER FOR PUBLIC SAFETY MANAGEMENT PROJECT CONTRIBUTORS

---

**Thomas J. Wieczorek**, Director

**Leonard A. Matarese**, Director, Research & Project Development

**Dov Chelst**, Director of Quantitative Analysis

**Shan Zhou**, Data Analyst

**Sarita Vasudevan**, Data Analyst

**Craig Junginger**, Senior Associate, Public Safety Consultant – Team Leader

**Jarrold Burguan**, Senior Associate, Public Safety Consultant

**David Swing**, Associate, Public Safety Consultant

**Dennis Kouba**, Senior Editor

# SECTION 1. EXECUTIVE SUMMARY

---

The Center for Public Safety Management, LLC (CPSM) was commissioned to review the operations of the Ocean City Police Department. While our analysis covered all aspects of the department's operations, particular areas of focus of this study were identifying appropriate staffing of the department given the workload, community demographics, and crime levels; the effectiveness of the organizational structure; and efficiency and effectiveness of division/unit processes.

We analyzed the department workload using operations research methodology and compared that workload to staffing and deployment levels. We reviewed other performance indicators that enabled us to understand the implications of service demand on current staffing. Our study involved data collection, interviews with key operational and administrative personnel, focus groups with line-level department personnel, on-site observations of the job environment, data analysis, comparative analysis, and the development of alternatives and recommendations.

Based upon CPSM's detailed assessment of the Ocean City Police Department, it is our conclusion that the department, overall, provides quality law enforcement services. The staff is professional and dedicated to the mission of the department. Throughout this report, we will strive to allow the reader to take a look inside the department to understand its strengths and its challenges. The recommendations made in this report offer an opportunity for the department's strengths to become stronger and the challenges to become less challenging. We sincerely hope that all parties utilize the information and recommendations contained herein in a constructive manner to make a fine law enforcement agency even better.

As part of this Executive Summary, following we list general observations that we believe identify some of the more significant issues facing the department. Additionally, in this summary we also include a master list of recommendations for consideration; we believe these recommendations will enhance organizational effectiveness. Some of these recommendations involve the creation of new job classifications; others involve the reassignment/repurposing of job duties to other sections or units. Oftentimes, the recommendations we make require a substantial financial commitment on the part of a jurisdiction. In the case of the Ocean City Police Department, many recommendations can be accomplished by realignment of workload and/or reclassification of job descriptions. It is important to note that in this report we will examine specific sections and units of the department and will offer a detailed discussion of our observations and recommendations for each.

The list of recommendations is extensive. Should the Town of Ocean City choose to implement any or all recommendations, it must be recognized that this process should be approached as a long-term endeavor, since implementation of some recommendations could require a year, two years, or more. The recommendations are intended to form the basis of a long-term improvement plan for the town and department. It is important that we emphasize that this list of recommendations, though lengthy, is common in our operational assessments of agencies around the country. The number of recommendations should in no way be interpreted as an indictment of what we consider to be a fine department.

## GENERAL OBSERVATIONS

---

- The Town of Ocean City is unique in that its population increases to more than 300,000 people on summer weekends, which makes policing a challenge.
- The department is populated with employees who enjoy working at OCPD because of support of the community; employees feel like they belong in the community family.
- Employees receive excellent training and are permitted to attend many training schools to improve their knowledge and skillsets to perform their jobs.
- The department enjoys a great deal of community respect and support, something that is recognized by the employees.
- The department has several opportunities to civilianize positions that are currently filled with sworn personnel.
- The department has no career track for professional staff (civilians).
- In virtually all police studies conducted by CPSM, lack of communication is cited as an organizational impediment. That sentiment was expressed in Ocean City as well. In some cases, the concern raised is justifiable, and in other cases, those who express the concern have subjected themselves to selective awareness. In any event, we suggest open, constructive communication up and down the line is vital to any law enforcement organization.

As noted previously, a master list of recommendations follows; each is covered in detail throughout the report. These recommendations are offered to enhance the operation of the Ocean City Police Department. The recommendations are aimed at ensuring that law enforcement resources are optimally deployed, operations are streamlined for efficiency, and services provided are cost-effective, all while maintaining a high level of service to the citizens of the Town of Ocean City.

CPSM staff would like to thank Chief of Police Ross Buzzuro, Captain Michael Colbert, and the entire staff of the Ocean City Police Department for their gracious cooperation and assistance in completing this project.

§ § §

## RECOMMENDATIONS

---

### **Administrative**

#### **Strategic Plan**

*(See pp. 16-17.)*

1. CPSM would recommend that if the department successfully followed the 2019–2021 three-year strategic plan and it benefitted the organization, it should consider creating a new updated and enhanced strategic plan.

#### **Internal Affairs**

*(See pp. 17-23.)*

2. CPSM would recommend the department outsource all criminal investigations involving members of the department.
3. CPSM believes that the corporal rank in OPS should be replaced with a person of sergeant rank in order to avoid the issue of a lower ranking member interviewing a higher ranking member.
4. CPSM recommends the department consider creating a civilian administrative assistant position to assist OPS and other areas of the department.
5. CPSM recommends the department consider using for its EIP the sample threshold matrix shown in Table 4-4.
6. CPSM recommends that each employee conducting internal affairs investigations or handling inquiries attend a certified internal affairs training class that provides information on how to conduct investigations.
7. CPSM would recommend the department closely monitor the workload of the OPS personnel for and possibly increase the number of personnel in OPS if needed.

#### **Use of Force**

*(See pp. 24-26.)*

8. The Use of Force policy should be reviewed annually for any changes in law or altering any way that force is used.

#### **Public Affairs**

*(See pp. 26-30.)*

9. CPSM recommends each of the public affairs-related policies be reviewed annually.
10. CPSM recommends the DCM continue her diligence of completing additional course work regarding communications and regularly attend conferences related to law enforcement communications.
11. CPSM recommends the department reach out to the younger officers who may be more in tune with the current trending social media sites to assist with social media posting.

### **Patrol Division**

#### **Patrol**

*(See pp. 31-89.)*

12. CPSM recommends that OCPD put into place expectations that all officer “police activity” time is captured.
13. It is recommended that OCPD institute busy codes in CAD that also allow dispatch to send an officer to call if necessary.



- For instance, a code of “busy on reports - but available” is used in many organizations.
- 14. We recommend that OCPD clarify the codes used by officers when working on a special event detail to capture that time accurately.
- 15. It is recommended the OCPD actively supervise the number of officers responding to calls to ensure that unnecessary officers remain deployed and available for other calls and community needs.
- 16. CPSM recommends that OCPD implement an online reporting option as a workload mitigation strategy.
- 17. CPSM recommends OCPD establish a policy on the use of horses and the specific responsibilities of the mounted unit.
- 18. CPSM recommends OCPD reduce two FTE police officers from its patrol staffing.
- 19. It is recommended that OCPD give consideration to a 12-hour shift deployment model.

### **Special Events Management**

*(See pp. 90-91.)*

- 20. CPSM recommends that OCPD develop a policy that outlines the special event process, the departments' role in the process, and what steps are involved in planning for an event.
- 21. It is recommended the OCPD develop a process for determining appropriate staffing for its special events.
- 22. CPSM recommends the department establish a system to carefully track costs associated with responding to special events. This includes on-duty time as well as overtime.

### **FTO Program**

*(See pp. 91-95.)*

- 23. CPSM recommends the department consider adding an interview panel into the FTO selection process to assist with further development of the employee.
- 24. CPSM recommends the responsibilities of the new officer's FTO scheduling be transferred to the program's supervisor (sergeant).
- 25. CPSM recommends the department increase the compensation paid to FTOs commensurate with their responsibility.
- 26. CPSM recommends the department consider increasing the length of the FTO training to 16 weeks.
- 27. CPSM recommends the FTO program be assigned to a patrol lieutenant and patrol sergeant and be removed from the Special Events lieutenant's responsibilities.
- 28. It is recommended that the department consider completing an annual performance evaluation on each FTO to ensure they are performing up to the program's standards.
- 29. CPSM recommends that the department begin again having in-person FTO meetings on a quarterly basis.
- 30. CPSM recommends that the department discontinue the procedure of automatically sending PFCs to the FTO school, and test for those PFCs who have a desire to train new officers.
- 31. CPSM recommends the number of FTOs be capped at 15.

## **Criminal Investigations Division**

*(See pp. 97-107.)*

32. CPSM recommends the department create a specialty detective position out of the existing positions that is the primary detective assigned to sensitive cases such as sex crimes and child abuse.
33. CPSM recommends that OCPD leadership consider a rotational schedule for most or all sworn specialty positions and require transition out of the unit after promotion.
34. CPSM recommends that OCPD find an investigations procedure manual from an allied agency as a template and revise it accordingly to align with OCPD protocols.
35. It is recommended that the OCPD develop a training matrix of required desired training relative to all positions in the CID.
36. CPSM recommends the detectives shadow another agency on a murder investigation to gain some first-hand experience of this type of investigation.
37. CPSM agrees with the proposed reassignment of the narcotics team to serve as a force multiplier for regional major crime and drug suppression
38. CPSM recommends the department establish a better protocol for informant files that includes a secure cabinet with limited access.
39. CPSM recommends the department evaluate its equipment used to identify and document evidence as well as its crime-scene mapping capability and acquire appropriate equipment.
40. CPSM recommends the department conduct an evaluation of the amount of time spent by the FSU assisting outside agencies and ensure that appropriate cost recovery measures are in place based on the amount of time invested by OCPD staff on crime scene and evidence processing.
41. CPSM recommends the crime analysis function and workload be reviewed so the analyst has the capacity to perform more analysis of crime to positively impact crime trends.

## **Support Services Division**

### **Records**

*(See pp. 108-114.)*

42. CPSM recommends the department ensure that the Records Unit policies are reviewed and updated annually.
43. CPSM recommends the department attempt to find a solution to speed up the hiring process for professional staff.
44. CPSM recommends the Records Unit develop and implement a formalized training program for new hires and those returning seasonal technicians.
45. CPSM recommends the department find ongoing professional training to further develop its civilian personnel.
46. CPSM would recommend the department consider having an ergonomic study conducted of the professional staff's workspace.
47. CPSM recommends the department work with the RMS and Jail Management System software vendors to find a solution to the current interface issues.

48. Payment processing at the Records counter should be revised to eliminate the acceptance of cash.
49. CPSM recommends an online option to obtain police reports be explored for its benefit to the public and the department.
50. CPSM recommends the department consider purchasing some type of online portal to allow citizens to file police reports.
51. CPSM recommends the department hire two additional Records Technicians to handle the increased workload caused by Records' new responsibility for warrants and the responsibility for expungement processing.
52. CPSM recommends the department provide additional training to officers and supervisors on NIBRS classification, and ensure the supervisors are more cognizant of crime classifications in their review of reports.

### **Training**

*(See pp. 115-122.)*

53. CPSM recommends the department begin tracking the training hours of its civilian personnel.
54. CPSM recommends the training policy be reviewed annually for changes in mandates or law.
55. CPSM recommends the department either form a training committee to review incidents or modify its policy to match the current systems or processes.
56. It is recommended that the department consider purchasing a training software platform for tracking training.
57. It is recommended the department develop and implement a mechanism with which to capture training information that is provided in roll call briefings.
58. CPSM recommends the department develop a two-week sergeant training program similar to what is being used by the department when training new officers in FTO.
59. CPSM encourages the department to make attendance mandatory for command-level personnel at one of the executive level training schools.
60. CPSM would recommend the department consider rotating lieutenants every two years.
61. It is recommended that the department consider developing and implementing a career development program.
62. CPSM recommends the department purchase a long gun for each officer in patrol, or individually issue the 20 long guns allocated to patrol and eliminate the "first come, first served" manner of assigning weapons.

### **Property and Evidence**

*(See pp. 122-127.)*

63. CPSM recommends the department purchase a P&E software program similar to EvidenceOnQ, which is a custom electronic evidence management software program designed for use in evidence rooms at law enforcement agencies.
64. It is recommended the department continue to move forward in developing its P&E manual.
65. CPSM recommends the property and evidence policy be reviewed annually for changes in law and procedure.

66. It is recommended that the department require customers to schedule appointments to pick up property.
67. CPSM recommends that the department place a key fob entry on the exterior door, and then a small combination key box inside where the unit's keys can be secured at the end of each shift.
68. It is recommended the department relocate both the drugs and weapons into separate locked rooms within the unit.
69. It is recommended that when the department must retain a vehicle for court purposes, it be maintained in a locked and secured building.
70. CPSM recommends the department purchase a safe for money and jewelry items.
71. The department should implement a schedule to destroy weapons once a year.
72. CPSM recommends the department schedule a drug destruction quarterly.
73. It is recommended the department send the custodians to the annual IAPE Conference.
74. CPSM recommends the custodians immediately begin a process for purging property and evidence items.
75. CPSM recommends the department continue with its audits, and complete an audit of the entire P&E inventory.

#### **Recruitment/Hiring/Retention**

*(See pp. 127-132.)*

76. CPSM recommends that the department consider relaxing its uniform tattoo policy to assist with recruitment, hiring, and retention.
77. CPSM would recommend that the department send those who conduct background investigations to a background investigators course.
78. CPSM recommends that consideration be given to outsourcing the background investigations to a private investigation company specializing in conducting hiring background investigations.
79. CPSM would recommend the department consider some type of longevity pay after an officer's sixteenth year in order to provide an incentive for the officer to finish out their career at OCPD.
80. CPSM recommends the town ensure department employees' salaries and benefits are comparable to agencies in the area.
81. It is suggested the town consider additional pay incentives for employees who receive educational degrees.
82. CPSM recommends the department consider requesting that the HR Department allow OCPD to conduct exit interviews to gain insight into the reasons personnel are leaving.
83. CPSM recommends the Town of Ocean City consider offering a hiring bonus to attract the top-tier candidates for both entry level and lateral level officers.
84. The department should target recruitment efforts on female candidates and hire more females to meet the 30X30 initiative's goals.

### **Arrest and Detention**

*(See pp. 132-137.)*

85. CPSM recommends the department consider some, if not all, of the improvements to the Arrest and Detention Section.
86. CPSM recommends that the department consider developing and implementing a formalized training program for PSAs, custody officers, and corporals.
87. CPSM recommends that the department consider creating a senior custody officer rank, which would replace the corporal position in the unit.
88. It is recommended the department staff the unit with three personnel at all times, or close the front desk during the time there are only two personnel available for booking of a prisoner.
89. The department should consider providing firearms training to the custody officers so they can assist with transportation and ease the workload of the patrol officers who now have to handle the transportation of all prisoners.
90. It is recommended that the department discontinue taking water bill payments.
91. CPSM recommends the department work with the town's leadership to find a solution to arrest and detention staff handling vehicle impounds.
92. It is recommended that the department schedule certain times that fingerprinting can be completed to allow the unit to staff appropriately.
93. CPSM would recommend the department consider having the custodial staff also clean the jail facility.
94. CPSM recommends the department discontinue the practice of accepting cash payments by the Arrest and Detention Section.

### **Facilities**

*(See pp. 139-141.)*

95. CPSM recommends monthly or quarterly load testing of the emergency power systems to include the generator and battery back-ups.
96. CPSM recommends all personnel assigned to the police facility undergo a full background investigation
97. CPSM recommends extending the fence from the Public Works area to include police vehicles and also exploring solutions that provide secure parking for personal vehicles of all employees in the police facility.

### **Fleet**

*(See pp. 141-144.)*

98. CPSM recommends the addition of civilian position to aid the Support Services lieutenant with the operational work of the position.
99. CPSM recommends that department and procurement personnel identify strategies that would enable the department to have greater influence in the selection of police vehicles.
100. CPSM recommends that patrol vehicles be replaced or transferred to non-patrol functions in the department or town after logging 100,000 miles.
101. CPSM recommends that the town purchase a fleet management system that is shared with the Support Services lieutenant to more effectively track maintenance and repairs for police vehicles.

- 102. CPSM recommends the department invest in 40mm less-lethal systems for each patrol vehicle to provide a force option.
- 103. CPSM recommends the department purchase a portable disinfecting system that can be used to disinfect vehicles from bacteria and viruses.
- 104. CPSM recommends the department develop a methodology that assigns vehicles to officers during patrol, with the schedule managed by a patrol sergeant or lieutenant to ensure vehicles are consistently driven.

#### **Quick Response Team**

*(See p. 145.)*

- 105. CPSM recommends the town acquire a more contemporary armored vehicle and explore the feasibility of a vehicle that is capable of driving on the beach.
- 106. CPSM recommends QRT phase out explosive breaching since explosive breaching requires extensive initial and continuous training to maintain certification and has the tendency to cause unintended damage.

#### **Crisis Negotiations Team (CNT)**

*(See p. 146.)*

- 107. CPSM recommends the leadership of the QRT and CNT be consolidated under one incident commander who is versed in both tactical and negotiation disciplines.
- 108. CPSM recommends QRT and CNT conduct annual trainings to familiarize the roles of the two teams and the needed interplay during critical events.

§ § §

## SECTION 2. METHODOLOGY

---

### Data Analysis

CPSM used numerous sources of data to support our conclusions and recommendations for the Ocean City Police Department. Information was obtained from the FBI Uniform Crime Reporting (UCR) Program, Part I offenses, along with numerous sources of internal information. UCR Part I crimes are defined as murder, rape, robbery, aggravated assault, burglary, larceny-theft, and larceny of a motor vehicle. Internal sources included data from the computer-aided dispatch (CAD) system for information on calls for service (CFS).

### Interviews

This study relied extensively on intensive interviews with personnel. On-site and in-person interviews were conducted with all division commanders regarding their operations.

### Focus Groups

A focus group is an unstructured group interview in which the moderator actively encourages discussion among participants. Focus groups generally consist of eight to ten participants and are used to explore issues that are difficult to define. Group discussion permits greater exploration of topics. For the purposes of this study, focus groups were held with a representative cross-section of employees within the department.

### Document Review

CPSM consultants were furnished with numerous reports and summary documents by the Ocean City Police Department. Information on strategic plans, personnel staffing and deployment, monthly and annual reports, operations manuals, intelligence bulletins, evaluations, training records, and performance statistics were reviewed by project team staff. Follow-up phone calls were used to clarify information as needed.

### Operational/Administrative Observations

Over the course of the evaluation period, numerous observations were conducted. These included observations of general patrol; investigations; support services such as records, communications, and property and evidence; and administrative functions. CPSM representatives engaged all facets of department operations from a “participant observation” perspective.

### Staffing Analysis

In virtually all CPSM studies, we are asked to identify appropriate staffing levels. That is the case in this study as well. In this report we will discuss workload, operational and safety conditions, and other factors to be considered in establishing appropriate staffing levels. Staffing recommendations are based upon our comprehensive evaluation of all relevant factors.

# SECTION 3. COMMUNITY AND DEPARTMENT OVERVIEW

---

## COMMUNITY

---

The Town of Ocean City, Maryland, is a resort community in Worcester County. It has a year-round population of 6,844; however, during any summer weekend the population can swell to almost 300,000. During the summer months, the town hosts numerous events that attract tourists from all around the area and it becomes the second largest municipality in the State of Maryland. The town has a total area of 36.37 total miles, of which 4.41 square miles is land, and 31.96 square miles is water. The town has a humid subtropical climate with long, warm to hot and humid summers, with cool winters and year-round precipitation. The town boasts an extensive boardwalk that is the main shopping and entertainment area. It also has two amusement parks and 10 miles of sandy beach.

As of the 2020 census, the population density was 1,610 inhabitants per square mile, with 30,119 housing units. In the census the town was determined to be 92.2 percent White, 2.7 percent African American, 0.2 percent Native American, 1.3 percent Asian, 5.9 percent Hispanic, and 2.2 percent from two or more races. Ocean City operates under a council-manager system of government with a seven-member town council which is elected at-large to staggered four-year terms. The town has one major north-south thoroughfare, with two bridges connecting the mainland to the town, which is built on barrier islands. The town operates its own police and fire departments.

The Town of Ocean City homeownership rate is 72.9 percent, compared to 67.7 percent for the State of Maryland. Seven percent of the homes top \$1 million while the average home costs between \$250,000 and \$500,000. The median household income is \$62,401 for the town, compared to \$94,991 for the state. Those living in poverty make up 8.8 percent of the town's population while the poverty rate is 9.6 percent statewide. The median age in Ocean City is 55.5 years compared to the median age of the State of Maryland of 39.7 years.

## LAW ENFORCEMENT SERVICES

---

The Ocean City Police Department provides a full range of law enforcement services to serve the community.

### Uniform Crime Report/Crime Trends

While communities differ from one another in population, demographics, geographical landscape, and social-economic distinctions, comparisons to other jurisdictions can be helpful in illustrating how crime rates in the Town of Ocean City measure up against those of other local Maryland agencies as well as the State of Maryland and the nation overall.

The FBI's Uniform Crime Reporting (UCR) Program assembles data on crime from police departments across the United States; the reports are utilized to measure the extent, fluctuation, and distribution of crime. For reporting purposes, criminal offenses are divided into two categories: Part 1 offenses and Part 2 offenses. For Part 1 offenses, representing the most serious crimes, the UCR indexes incidents in two categories: violent crimes and property crimes. Violent



crimes include murder, rape, robbery, and aggravated assault. Property crimes include burglary, larceny, and motor vehicle theft. Crime rates are expressed (indexed) as the number of incidents per 100,000 population to allow for comparison.

In comparing Ocean City's data with other Maryland jurisdictions and nearby Delaware beach resort towns, one can see that Ocean City reports a violent crime rate that is second highest of those comparable municipalities, and a property crime rate that is the highest of the comparable jurisdictions in the table. In terms of overall crime rate, Ocean City has a much higher compared to the rate of the other Maryland municipalities that are listed.

**TABLE 3-1: Reported Crime Rates in 2022, by Municipality**

Municipality	State	Population	Crime Rates		
			Violent	Property	Total
Bethany Beach	DE	1,030	291	8,252	8,544
Dewey Beach	DE	384	3,906	8,854	12,760
Rehoboth Beach	DE	1,187	1,095	10,278	11,373
Lewes	DE	3,533	255	1,047	1,302
Easton	MD	17,237	122	1,242	1,363
Salisbury	MD	33,063	1,098	2,619	3,717
<b>Ocean City</b>	<b>MD</b>	6,915	1,866	10,875	12,740
<b>Maryland</b>		<b>6,180,253</b>	<b>399</b>	<b>1,635</b>	<b>2,034</b>
<b>National</b>		<b>332,403,650</b>	<b>380</b>	<b>1,954</b>	<b>2,334</b>

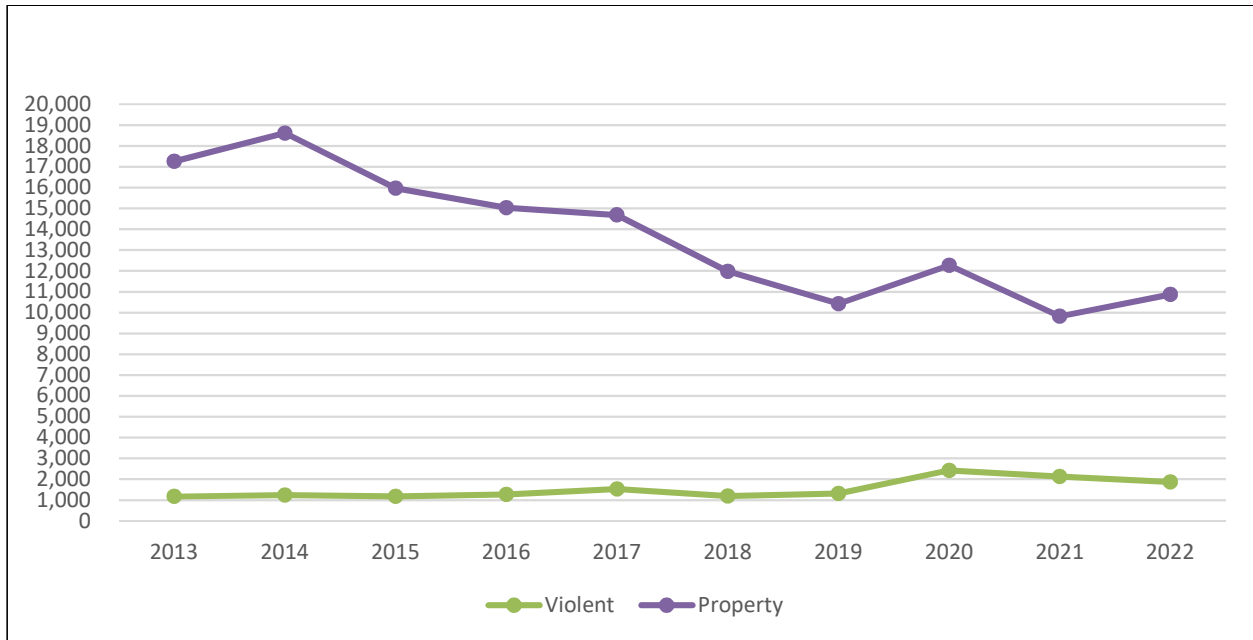
**Note:** \*We used national crime and clearance rates estimated in the FBI's report [The Transition to the National Incident-Based Reporting System \(NIBRS\): A Comparison of 2020 and 2021 NIBRS Estimates](#).

The following figure illustrates the trends in Part 1 crime in Ocean City over the ten-year period of 2013 to 2022. It shows property crime decreased dramatically from 2013 to 2022. The violent crime rate remained relatively constant over that period, but with an uptick in 2020.

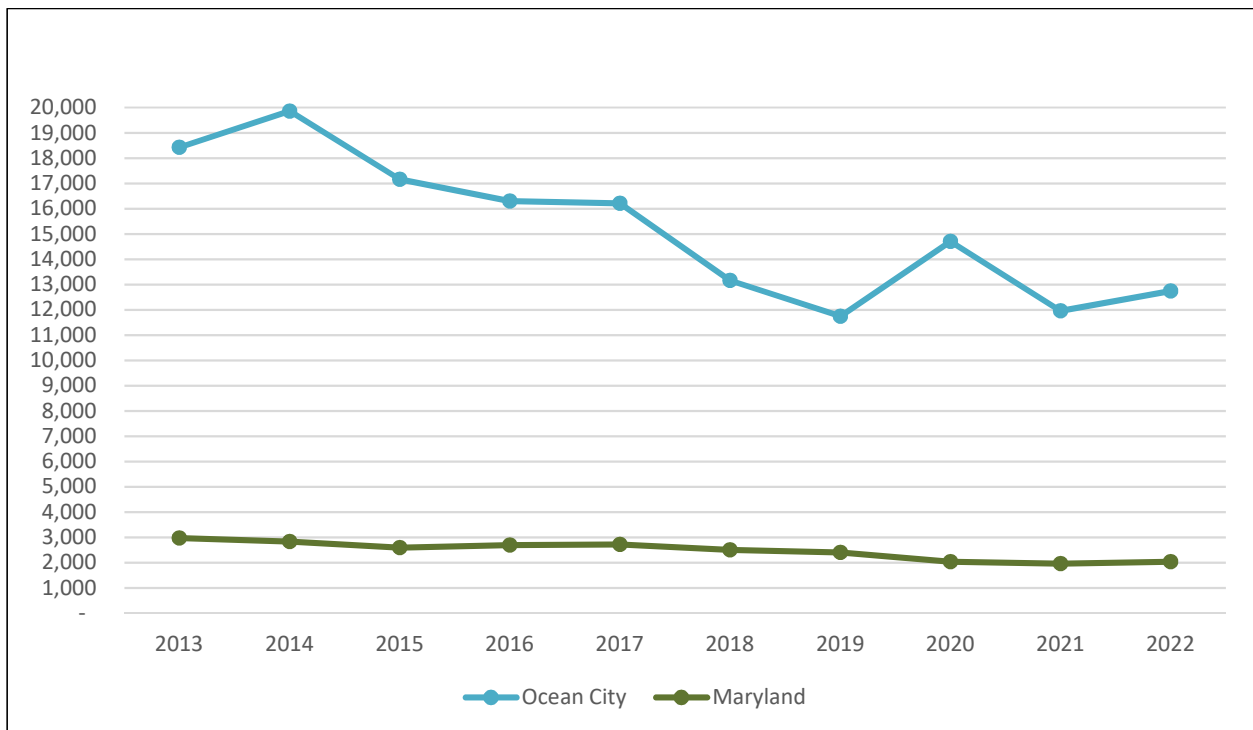
The subsequent figure illustrates the overall crime rate for Ocean City and the State of Maryland over the same 10-year period. While Ocean City's rate is elevated compared to the State of Maryland, the town's overall rate has dropped about 30 percent since 2013.

§ § §

**FIGURE 3-1: Reported Ocean City Violent and Property Crime Rates, by Year**



**FIGURE 3-2: Reported Ocean City and Maryland Crime Rates, by Year**



The following table compares the Town of Ocean City's crime rates to both the state and national rates year by year for the period 2013 through 2022. Again, this data is indexed per 100,000 population. It is provided for illustration purposes only.

**TABLE 3-2: Reported Ocean City, Maryland, and National Crime Rates, by Year**

Year	Ocean City				Maryland				National			
	Population	Violent	Property	Total	Population	Violent	Property	Total	Population	Violent	Property	Total
2013	7,086	1,171	17,259	18,431	6,114,548	444	2,528	2,972	321,947,240	362	2,627	2,989
2014	7,089	1,241	18,620	19,862	6,167,060	423	2,413	2,836	324,699,246	357	2,464	2,821
2015	7,086	1,185	15,975	17,161	6,202,009	428	2,166	2,594	327,455,769	368	2,376	2,744
2016	7,045	1,263	15,032	16,295	6,213,545	463	2,226	2,689	329,308,297	383	2,353	2,736
2017	6,982	1,533	14,681	16,214	6,052,177	500	2,222	2,723	325,719,178	383	2,362	2,745
2018	6,950	1,194	11,971	13,165	6,042,718	469	2,033	2,502	327,167,434	369	2,200	2,568
2019	6,905	1,318	10,427	11,745	6,045,680	454	1,950	2,404	328,239,523	379	2,010	2,489
2020	6,843	2,426	12,275	14,701	6,055,802	412	1,626	2,038	331,449,281	399	1,958	2,357
2021	6,844	2,133	9,819	11,952	6,177,253	435	1,522	1,957	332,031,554	396	1,933	2,329
2022	6,915	1,866	10,875	12,740	6,180,253	399	1,635	2,034	332,403,650	380	1,954	2,334

The following table compares the Town of Ocean City's crime clearance rates to the state averages. These clearance rates are based on the department's reporting to the UCR. As can be seen, the department's clearance rates are mostly higher than those of the state.

**TABLE 3-3: Reported Ocean City and Maryland Crime Clearance Rates, 2022**

Crime	Ocean City			Maryland			National		
	Crimes	Clearances	Rate	Crimes	Clearances	Rate	Crimes	Clearances	Rate
Murder Manslaughter	0	0	NA	483	193	40%	21,797	10,752	49%
Rape	19	4	21%	1,577	289	18%	132,997	27,856	21%
Robbery	19	13	68%	6,248	1,816	29%	215,760	51,930	24%
Aggravated Assault	91	55	60%	12,477	5,315	43%	756,601	334,405	44%
Burglary	84	42	50%	9,647	1,746	18%	916,970	125,838	14%
Larceny	646	126	20%	61,563	6,166	10%	4,947,709	633,098	13%
Vehicle Theft	22	4	18%	11,711	943	8%	953,827	87,140	9%



# TOWN OF OCEAN CITY

The White Marlin Capital of the World

Agenda Item # 10.A  
Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** George Bendler, Planning and Community Development Director  
**RE:** First Reading - Ordinance 2024-24, Parking for Employee Housing  
**DATE:** November 22, 2024


**ISSUE(S):** First Reading - Ordinance 2024-24 amends required parking for accessory employee housing. At the November 26 Work Session, the proposed ordinance allowed parking on a lot not more than 2,400 feet from the building or use served. The Mayor and Council amended the proposed ordinance to not more than 1,200 feet from the the building or use served. This Ordinance amends Section 110-932(35) by requiring accessory employee housing to provide one space per sleeping room for the first four sleeping rooms, and then one-quarter space for every sleeping room thereafter.

**SUMMARY:** On Tuesday, September 17, 2024, George Bendler, Director of Planning and Community Development, introduced these amendments after beginning to administer Ordinance No. 2023-12, Code Section 110-866 Employee Housing-Accessory and non-accessory, that was passed in July of 2023. Subsequently, the Planning and Zoning Commission, hearing examiners for the Mayor and City Council, held a public hearing on Tuesday, October 22, 2024.

Mr. Bendler's Staff Memorandum explained that the new code was a common challenge for existing operations seeking to implement accessory employee housing. The solution proposes allowing more flexible and reduced parking standards specifically for accessory units. This adjustment could help facilitate the development of employee housing and align with the goals of the new code more effectively.

At the conclusion of the public hearing, the Planning and Zoning Commission deliberated on all testimony and exhibits received, and are favorably recommending these amendments to the Mayor and City Council.

At the November 26, 2024, Work Session, Council requested one modification: to amend *not more than 2,400 feet from the building or use served* to *not more than 1,200 feet from the building or use served*. The distance can be increased by special exception as per Town Code Section 110-94(2).

<b>FISCAL IMPACT:</b>	Not Applicable
<b>RECOMMENDATION:</b>	Approve Ordinance 2024-24 as amended on first reading.
	 Revitalized Ocean City: Development and Redevelopment
<b>ALTERNATIVES:</b>	Deny the draft ordinance amendments and/or remand back to the Planning and Zoning Commission.
<b>RESPONSIBLE STAFF:</b>	George Bendler, Director, Department of Planning and Community Development Kay Gordy, Zoning Administrator
<b>COORDINATED WITH:</b>	City Solicitor's office
<b>ATTACHMENT(S):</b>	1. ORD 2024 - Chapter 110, Zoning, EE Housing.pdf 2. PZ recommendation to MC WS 11-26 (Emp Housing 24-14100007).pdf

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

**ORDINANCE 2024 - \_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 110, ENTITLED ZONING 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 110, ENTITLED ZONING,  
ARTICLE V, ENTITLED SUPPLEMENTAL REGULATIONS, SECTION 110-886  
ENTITLED EMPLOYEE HOUSING-ACCESSORY AND NON-ACCESSORY, AND  
SECTION 110-932, ENTITLED MINIMUM NUMBER OF SPACES, BE AND IT IS  
HEREBY AMENDED AS FOLLOWS:**

...

**CHAPTER 110 – ZONING**

...

**ARTICLE V. – SUPPLEMENTAL REGULATIONS**

**DIVISION 1. – GENERALLY**

...

**Sec. 110-886. – Employee housing - Accessory and non-accessory.**

...

- (f) *Standards.* The provisions, regulations, and conditions for employee housing are as follows:

...

- (16) For accessory employee housing subject to the conditional use process, the property owner may satisfy the parking requirements in section 110-932 with spaces located on the same lot or located and maintained not more than 1,200 feet from the building or use served. In any case where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, such parking spaces shall be established by a lease valid for the total period the use or uses for which the parking is needed are in existence. The lease shall be provided to the department and approved by the zoning administrator. The signed lease shall be submitted with the site plan application.

...

### **DIVISION 3. – OFF-STREET PARKING**

...

#### **Sec. 110-932. – Minimum number of spaces.**

- (a) In every district, space for off-street parking of vehicles on the premises shall be provided in accordance with the requirements of this division except as otherwise modified.
- (b) The spaces required per basic measuring unit for each use or use category shall be as indicated below, with such additional requirements as may be noted:

...

- (34) Employee housing, ~~accessory or~~ non-accessory: One spaces per sleeping rooms for the first two sleeping rooms, and then a half a space for every sleeping room thereafter.
- (35) Employee housing, accessory: One space per sleeping room for the first four sleeping rooms, and then a one-quarter space for every sleeping room thereafter.

...

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on \_\_\_\_\_.

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 \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

\_\_\_\_\_  
MATTHEW M. JAMES, President

\_\_\_\_\_  
HEATHER STANSBURY  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of the City Solicitor

\_\_\_\_\_  
ANTHONY J. DELUCA, Secretary





# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Reply to: Planning and Zoning Commission  
P O Box 158  
Ocean City MD 21843

November 20, 2024

The Honorable Mayor Rick Meehan and Members of the City Council  
P O Box 158  
Ocean City MD 21843

Dear Mayor and Council Members:

Re: Planning and Zoning Commission Favorable Recommendation to Amend Chapter 110, Entitled Zoning, of the Code of The Town of Ocean City, Maryland, Article V, entitled Supplemental Regulations, Division 1, entitled Generally, Section 110-886, Employee housing – accessory and non-accessory, to amend as follows: (f) *Standards*. The provisions, regulations, and conditions for employee housing are as follows: (16) For accessory employee housing subject to the conditional use process, the property owner may satisfy the parking requirements in section 110-932 with spaces located on the same lot or located and maintained not more than 2,400 feet from the building or use served. In any case where the required parking spaces are not located on the same lot with the building or use served, such parking spaces shall be established by a lease valid for the total period the use or uses for which the parking is needed are in existence. The lease shall be provided to the department and approved by the zoning administrator. The signed lease shall be submitted with the site plan application. And also Division 3, entitled Off-Street Parking, Section 110-932. Minimum number of spaces. (b) The spaces required per basic unit for each use or use category shall be indicated below, with such additional requirements as may be noted. (35) Employee housing, accessory: One space per sleeping room for the first four sleeping rooms, and then a one-quarter space for every sleeping room thereafter. (PZ FILE #24-14100007)

On Tuesday, September 17, 2024, George Bendler, Planning and Community Development Director, presented to the Planning and Zoning Commission the proposed code amendment to Chapter 110, Zoning, following staff review and recommendation. Subsequently, the Planning and Zoning Commission conducted a public hearing on Tuesday, October 22, 2024, to consider the above referenced amendment. The Commission considered all testimony and exhibits and voted unanimously of those present, (5-0-2), Commissioners Joel Brous and Michael Quade absent, to send the Mayor and City Council a favorable recommendation to approve the amendment.

**MAYOR**

Richard W. Meehan

**CITY COUNCIL**

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**

Terence J. McGean, PE

**CITY CLERK**

Diana L. Chavis, MMC



Zoning staff has coordinated with the City Clerk to place this favorable recommendation on the agenda for the work session on Tuesday, November 26, 2024 at 1:00 PM. The draft ordinance will also be available for your review and action.

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joe Wilson / kg".

Joe Wilson, Chairperson

Attachment: Draft Ordinance

cc: Terry McGean, City Manager

Elton "Jr" Harmon, Deputy City Manager

Heather Stansbury, City Solicitor

All Planning Commission Members

Maureen Howarth, Esq. attorney for Commission

George M. Bendler, Director, Department of Planning and Community Development

Kay Gordy, Zoning Administrator

Zach Bankert, Executive Director, OCDC

PZ File #24-14100007



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 10.B

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** George Bendler, Planning and Community Development Director  
**RE:** First Reading - Ordinance 2024-25, Tandem Parking  
**DATE:** November 21, 2024

**ISSUE(S):** First Reading - Ordinance 2024-25 to adopt tandem design parking for all residential uses except hotel/motel. At the November 26 Work Session, the Mayor and Council reviewed and amended the proposed ordinance by requesting an increase in the dimensions of the parking spaces and language to ensure parking spots are not used for any other purpose.

**SUMMARY:** On Tuesday, September 17, 2024, George Bendler, Director of Planning and Community Development, introduced tandem parking as an amendment to Code Section 110-935(a), following staff review and recommendation. Subsequently, the Planning and Zoning Commission, as hearing examiners for the Mayor and City Council, held a public hearing on Tuesday, October 22, 2024.

Mr. Bendler's Staff Memorandum included the Department's recent history with site plan review, necessitating those projects proposing tandem design parking to seek relief from the Board of Zoning Appeals. He also presented to the Commission the draft ordinance for review and recommendation to this body.

At the conclusion of the public hearing, the Planning and Zoning Commission deliberated and chose to send this draft code amendment forward with a favorable recommendation.

The proposed ordinance was reviewed and amended at the November 26 Mayor and Council Work Session. Council requested an increase in the length of the parking spaces and language to ensure parking spots are not used for any other purpose.

**FISCAL IMPACT:** Not Applicable

**RECOMMENDATION:** Approve Ordinance 2024-25 as amended on first reading.



Revitalized Ocean City: Development and Redevelopment

**ALTERNATIVES:** None suggested.

**RESPONSIBLE STAFF:** George Bendler, Planning and Community Development Director  
Kay Gordy, Zoning Administrator

**COORDINATED WITH:** City Solicitor's office

**ATTACHMENT(S):** 1 . ORD 2024 - Amend Chapter 110, Zoning - Off Street Parking.pdf  
2. PZ recommendation to MCC (Tandem 24-14100005).pdf

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

**ORDINANCE 2024 - \_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 110, ENTITLED ZONING, 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 110, ENTITLED  
ZONING, ARTICLE V, ENTITLED SUPPLEMENTAL REGULATIONS, DIVISION  
3, ENTITLED OFF-STREET PARKING, SECTION 110-935, ENTITLED DESIGN  
STANDARDS, BE AND IT IS HEREBY AMENDED AS FOLLOWS:**

...

**CHAPTER 110 - ZONING**

**ARTICLE V. – SUPPLEMENTAL REGULATIONS**

...

**DIVISION 3. – OFF-STREET PARKING**

...

**Sec. 110-935. – Design standards.**

- (a) *Minimum area.* An off-street parking space is an all-weather surfaced area not within a street or alley and shall have an area of not less than 180 square feet, exclusive of driveways, and minimum dimensions of nine (9) feet in width and twenty (20) feet in depth, notwithstanding additional requirements for handicapped spaces or a tandem space, and permanently reserved for the temporary storage of one licensed vehicle and connected with a street or alley by a paved driveway which affords ingress and egress for an automobile without requiring another vehicle to be moved. Notwithstanding, a single-family dwelling, a subdivided or unsubdivided two-family dwelling and a townhouse may satisfy its required parking by using tandem parking which does require another vehicle to be moved. However, these tandem parking spaces must be reserved and restricted for a specific dwelling unit and must not be able to be utilized by another dwelling unit. No more than one space may be located behind another and the second space in the tandem parking configuration shall have minimum dimensions of nine (9) feet in width and twenty-two (22) feet in depth.

...

LAW OFFICES  
AYRES, JENKINS,  
GORDY & ALMAND, P.A.

SUITE 200  
6200 COASTAL HIGHWAY  
OCEAN CITY, MD 21842

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on \_\_\_\_\_.

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 \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

\_\_\_\_\_  
MATTHEW M. JAMES, President

\_\_\_\_\_  
HEATHER STANSBURY  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of the City Solicitor

\_\_\_\_\_  
ANTHONY J. DELUCA, Secretary



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Reply to: Planning and Zoning Commission  
P O Box 158  
Ocean City MD 21843

November 20, 2024

The Honorable Mayor Rick Meehan and Members of the City Council  
P O Box 158  
Ocean City MD 21843

Dear Mayor and Council Members:

Re: Planning and Zoning Commission Favorable Recommendation to Amend Chapter 110, Entitled Zoning, of the Code of The Town of Ocean City, Maryland Article V, entitled Supplemental Regulations, Division 3, entitled Off-Street Parking, Section 110-935 Design Standards, to amend as follows: (a) *Minimum area*. An off-street parking space is an all-weather surfaced area not within a street or alley and shall have an area of not less than 180 square feet, exclusive of driveways, and minimum dimensions of nine (9) feet in width and twenty (20) feet in depth notwithstanding additional requirements for handicapped spaces, and permanently reserved for the temporary storage of one licensed vehicle and connected with a street or alley by a paved driveway which affords ingress and egress for an automobile without requiring another vehicle to be moved. Notwithstanding, a residential use (not including hotel and motel uses) may satisfy a portion of its required parking by using tandem parking which does require another vehicle to be moved. However, these tandem parking spaces must be reserved and restricted for a specific dwelling unit so as to not be able to be utilized by another dwelling unit, and no more than one spaces may be located behind another. (PZ FILE #24-14100005)

On Tuesday, September 17, 2024, George Bendler, Planning and Community Development Director, presented to the Planning and Zoning Commission the proposed code amendment to Chapter 110, Zoning, following staff review and recommendation. Subsequently, the Planning and Zoning Commission conducted a public hearing on Tuesday, October 22, 2024, to consider the above referenced amendment. The Commission considered all testimony and exhibits and voted unanimously of those present, (5-0-2), Commissioners Joel Brous and Michael Quade absent, to send the Mayor and City Council a favorable recommendation to approve the amendment.

Zoning staff has coordinated with the City Clerk to place this favorable recommendation on the agenda for the work session on Tuesday, November 26, 2024 at 1:00 PM. The draft ordinance will also be available for your review and action.

**MAYOR**

Richard W. Meehan

**CITY COUNCIL**

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**

Terence J. McGean, PE

**CITY CLERK**

Diana L. Chavis, MMC

Thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Joe Wilson/kg".

Joe Wilson, Chairperson

Attachment: Draft Ordinance

cc: Terry McGean, City Manager

Elton "Jr" Harmon, Deputy City Manager

Heather Stansbury, City Solicitor

All Planning Commission Members

Maureen Howarth, Esq. attorney for Commission

George M. Bendler, Director, Department of Planning and Community Development

Kay Gordy, Zoning Administrator

Zach Bankert, Executive Director, OCDC

PZ File #24-14100005





# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 10.C

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** George Bendler, Planning and Community Development Director  
**RE:** First Reading - Ordinance 2024-26, Administrative Approvals  
**DATE:** November 22, 2024

**ISSUE(S):** First Reading - Ordinance 2024-26 to amend Code Section 110-184(b)(2), allowing the Zoning Administrator to exempt minor structures which are not a part of a conditional use, special exception or overlay district, that are less than 500 square feet of gross floor area instead of less than 200 square feet of gross floor area.

**SUMMARY:** On Tuesday, September 17, 2024, George Bendler, Director of Planning and Community Development, introduced this code amendment to allow for administrative staff to exempt minor structures meeting the above described criteria, that are less than 500 square feet of gross floor area, instead of less than 200 square feet of gross floor area now allowed by code. This proposed amendment has been recommended by both staff and the Planning and Zoning Commission. Subsequently, the Commission, as hearing examiners for the Mayor and City Council, held a public hearing on Tuesday, October 22, 2024.

Mr. Bendler's Staff Memorandum explained that the Department often receives plans for a minor structure less than 500 gross feet of floor area, but the Code as written requires any structures at 200 gross square feet and above to make formal application for site plan review before the Planning and Zoning Commission. Allowing administrative approval of such cases could streamline the process, reduce delays, and maintain effective oversight with minimal impact on the project.

At the conclusion of the public hearing, the Planning and Zoning Commission deliberated the testimony and exhibits presented and chose to forward a favorable recommendation to amend the referenced code section to the Mayor and City Council.

The Mayor and Council approved this recommendation at the November 26, 2024, Work Session.

**FISCAL IMPACT:** The Department would experience less time administering and creating formal site plan reviews for such cases, and provide a



great benefit to applicants by streamlining the process.

**RECOMMENDATION:** Approve Ordinance 2024-26 on first reading.



Revitalized Ocean City: Development and Redevelopment

**ALTERNATIVES:** Deny the draft ordinance amendment and/or remand back to Commission or staff for changes.

**RESPONSIBLE STAFF:** George Bendler, Planning and Community Development Director  
Kay Gordy, Zoning Administrator

**COORDINATED WITH:** City Solicitor's office

**ATTACHMENT(S):** 1 . ORD 2024 - Chapter 110, Zoning - Site Plan Review Amendment.pdf  
2. PZ recommendation to MCC (SP 24-14100006).pdf

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

**ORDINANCE 2024 - \_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 110, ENTITLED ZONING 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 110, ENTITLED ZONING,  
ARTICLE II, ENTITLED ADMINISTRATION AND ENFORCEMENT, SECTION 110-  
184, ENTITLED AMENDMENTS AND ADDITION, BE AND IT IS HEREBY  
AMENDED AS FOLLOWS:**

...

**CHAPTER 110 - ZONING**

**ARTICLE II. – ADMINISTRATION AND ENFORCEMENT**

...

**DIVISION 8. – SITE PLAN REVIEW**

...

**Sec. 110-184. - Amendments and additions.**

- (a) The procedure for amendments and additions to site plans shall be the same as for a new application, except that minor amendments of an approved site plan and conditions attached to a site plan which are clearly highlighted on the revised site plan with an itemized list of all revisions may be approved by the department or planning commission if the administrator reports that the amendment or addition:
- (1) Does not alter a recorded plat.
  - (2) Does not conflict with regulations set forth in this chapter.
  - (3) Does not change the general character or content of an approved development plan or use.
  - (4) Applies to an approved condition originating with the planning commission and not with the Mayor and Council.
  - (5) Has no appreciable effect on adjoining or surrounding property.
  - (6) Does not result in any substantial change of major external access points.
  - (7) Does not increase the approved number of dwelling units or height of buildings.

- (8) Does not decrease the minimum specified yards and open spaces or minimum or maximum specified parking and loading spaces.
- (b) The administrator may exempt minor structures which are not a part of a conditional use, special exception or overlay district, otherwise subject to this section, provided such structure:
  - (1) Is accessory to a legally existing structure.
  - (2) Is less than ~~200~~ 500 square feet in gross floor area.
  - (3) Is no larger than the existing structure.
  - (4) Meets all zoning regulations of this chapter.

(Code 1999, § 110-184; Ord. No. 1993-1, § 105-37.4, 1-19-1993)

...

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on \_\_\_\_\_.

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 \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

\_\_\_\_\_  
MATTHEW M. JAMES, President

\_\_\_\_\_  
HEATHER STANSBURY  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of the City Solicitor

\_\_\_\_\_  
ANTHONY J. DELUCA, Secretary



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Reply to: Planning and Zoning Commission  
P O Box 158  
Ocean City MD 21843

November 20, 2024

The Honorable Mayor Rick Meehan and Members of the City Council  
P O Box 158  
Ocean City MD 21843

Dear Mayor and Council Members:

Re: Planning and Zoning Commission Favorable Recommendation to Amend Chapter 110, Entitled Zoning, of the Code of The Town of Ocean City, Maryland, Article II, entitled Administration and Enforcement, Division 8, entitled Site Plan Review, Section 110-184 Amendments and additions, to amend as follows: (b) The administrator may exempt minor structures which are not a part of a conditional use, special exception or overlay district, otherwise subject to this section, provided such structure: (1) Is accessory to a legally existing structure. (2) Is less than ~~200~~ 500 square feet in gross floor area. (3) Is no larger than the existing structure. (4) Meets all zoning regulations of this chapter. **(PZ FILE #24-14100006)**

On Tuesday, September 17, 2024, George Bendler, Planning and Community Development Director, presented to the Planning and Zoning Commission the proposed code amendment to Chapter 110, Zoning, following staff review and recommendation. Subsequently, the Planning and Zoning Commission conducted a public hearing on Tuesday, October 22, 2024, to consider the above referenced amendment. The Commission considered all testimony and exhibits and voted unanimously of those present, (5-0-2), Commissioners Joel Brous and Michael Quade absent, to send the Mayor and City Council a favorable recommendation to approve the amendment.

Zoning staff has coordinated with the City Clerk to place this favorable recommendation on the agenda for the work session on Tuesday, November 26, 2024 at 1:00 PM. The draft ordinance will also be available for your review and action.

Thank you in advance for your consideration.

Sincerely,

Joe Wilson, Chairperson

**MAYOR**

Richard W. Meehan

**CITY COUNCIL**

Matthew M. James  
*President*

Anthony J. DeLuca  
*Secretary*

John F. Gehrig, Jr.  
Jacob H. Mitrecic  
Carol Proctor  
Will Savage  
Larry R. Yates

**CITY MANAGER**

Terence J. McGean, PE

**CITY CLERK**

Diana L. Chavis, MMC

Attachment: Draft Ordinance

cc: Terry McGean, City Manager

Elton "Jr" Harmon, Deputy City Manager

Heather Stansbury, City Solicitor

All Planning Commission Members

Maureen Howarth, Esq. attorney for Commission

George M. Bendler, Director, Department of Planning and Community Development

Kay Gordy, Zoning Administrator

Zach Bankert, Executive Director, OCDC

PZ File #24-14100006



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 10.D

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** First Reading - Ordinance 2024-27, Business License, Short-term Rental Housing  
**DATE:** December 12, 2024

---

**ISSUE(S):** First Reading of Ordinance 2024-27 to add *short-term rental housing unit* under Licensed Occupations.

**SUMMARY:** This ordinance amends Chapter 14, Businesses, Article II, Licensed Occupations, to add *short-term rental housing unit* in Section 14-34.

**FISCAL IMPACT:** Not Applicable

**RECOMMENDATION:** Approve Ordinance 2024-27 on first reading.



More Livable Community for Residents

**ALTERNATIVES:** None suggested.

**RESPONSIBLE STAFF:** Planning and Community Development Director George Bandler

**COORDINATED WITH:** City Solicitor Heather Stansbury

**ATTACHMENT(S):** 1. ORD 2024 - Amend Chapter 14, Businesses - Fees.pdf

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

**ORDINANCE 2024 - \_\_\_\_**

**AN ORDINANCE TO AMEND CHAPTER 14, ENTITLED BUSINESSES, 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 14,  
ENTITLED BUSINESSES, OF THE CODE OF THE TOWN OF OCEAN CITY,  
MARYLAND BE, AND IT IS HEREBY, AMENDED BY AMENDING  
SUBSECTION 14-34 (b)(51) AS FOLLOWS:**

**Chapter 14 – BUSINESSES**

...

**ARTICLE II. - LICENSED OCCUPATIONS**

...

**Sec. 14-34. - Payment of license fees; term of license; fee schedule.**

- (a) All license fees, except for rental of residential property, shall be due and payable to the Mayor and Council as aforesaid on June 1 of each year, and all such licenses shall expire on May 31 following, and any such licenses issued between January 1 and June 1 will be issued on a half-year basis expiring May 31 at one-half the annual license fee. All license fees for rental of residential property shall be due and payable to the Mayor and Council as aforesaid on May 1 of each year, and all such licenses shall expire on April 30 following, and any such licenses issued between December 1 and May 1 will be issued on a half-year basis expiring April 30 at one-half the annual license fee.
- (b) The license fees to be paid annually as above provided to the Mayor and City Council of Ocean City for conducting the businesses and engaging in occupations and activities herein named, at the place designated in the license certificate issued therefor, shall be as from time to time passed by Resolution of the Mayor and City Council of Ocean City provided, however, that any such license not timely obtained shall be subject to a late charge of ten percent after 15 days and two percent each month every 30 days thereafter:

...

(51) Premises for habitation:

- a. Condominium units, cooperatives, and townhouses, whether rented individually or by a rental pool agreement, per unit.
- b.1. Apartments, cottages.
- 2. Hotels, motels, inns, motor courts, cabins or other similar establishments offering accommodations on the premises for public rental.
- c. Rooming houses, boarding houses, dormitories or private houses offering rooms for public rental (per room).
- d. Single family home.
- e. Any other rental housing unit.
- f. Short-term rental housing unit.

...

INTRODUCED at a meeting of the City Council of Ocean City, Maryland held on \_\_\_\_\_.

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 \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

\_\_\_\_\_  
MATTHEW M. JAMES, President

\_\_\_\_\_  
HEATHER STANSBURY  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of City Solicitor

\_\_\_\_\_  
ANTHONY J. DELUCA, Secretary





# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 10.E

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Resolution 2024-18 to Authorize Disposal of Surplus Personal Property  
**DATE:** December 6, 2024

**ISSUE(S):** Resolution 2024-18 requesting permission to sell surplus personal property.

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

**FISCAL IMPACT:** To be determined.

**RECOMMENDATION:** Adopt Resolution 2024-18.



Financially Sound Town Government

**ALTERNATIVES:** Do not approve sale.

**RESPONSIBLE STAFF:** Scott Wagner, Public Works Deputy Director  
Dawn Webb, Purchasing Associate

**COORDINATED WITH:** Various departments

**ATTACHMENT(S):** 1. RES - 2024 - Asset Disposal - December 2024.pdf  
2. December Asset Disposal for Council Approval.pdf

**RESOLUTION 2024 -**

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

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

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

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

RESOLVED AND EFFECTIVE this 16th day of December, 2024.

ATTEST:

\_\_\_\_\_  
DIANA L. CHAVIS, Clerk

\_\_\_\_\_  
RICHARD W. MEEHAN, Mayor

Approved as to form:

\_\_\_\_\_  
MATTHEW M. JAMES, President

\_\_\_\_\_  
HEATHER E. STANSBURY  
Ayres, Jenkins, Gordy & Almand, P.A.  
Office of City Solicitor

\_\_\_\_\_  
ANTHONY J. DELUCA, Secretary

LAW OFFICES

AYRES, JENKINS,  
GORDY & ALMAND, P.A.

SUITE 200  
6200 COASTAL HIGHWAY  
OCEAN CITY, MD 21842

## ASSET DISPOSAL LIST

**Asset Disposal Date: December 2024**

Reference #	Equipment #	Year	Make & Description	Model	Serial/VIN Number	Disposal Reason/Notes	Department	Notes	Employee
603	2349	2005	Chevrolet	CK15903	1GCEK14XX5Z184458	End of Life	Wastewater	rusted frames	R. Bradford
604	3322	2016	Ford 1/2T 4x4	F150	1FTMF1E87GKD25408	End of Life	Beach Patrol	rusted frames	B. Arbin
855	3144	2014	Chevrolet Tahoe		1GNSK2E02ER183371	End of Life	Police		M.Colbert
<b>Miscellaneous:</b>									
Description	Manufacturer	Quantity	Price When Purchased/Other	Disposal Reason	Department	Condition	Employee		
Desk with 2 drawers	Unknown	1	Unknown	No Longer Needed	City Manager	Fair	T.McGean		
2010 Trek Mountain Bike #32A	Trek- Serial# WUD092042817E	1	1,400.00	End of Life	Police	Good	M. Colbert		
2016 Trek Mountain Bike #32	Trek - Serial# WTU043C1896K	1	1,400.00	End of Life		Good	M. Colbert		
2016 Trek Mountain Bike #40	Trek Serial# WTU070C0083K	1	1,400.00	End of Life		Good	M. Colbert		
2011 Volcanic Mountain Bike FRAME ONLY#45	Volcanic- Model: V05112	1	1,400.00	End of Life		Fair	M. Colbert		
2014 Trek Mountain Bike #47	Trek, Serial# WTU139C9561H	1	1,400.00	End of Life		Good	M. Colbert		
2011 Volcanic Mountain Bike FRAME ONLY #49	Volcanic- Model: V05111	1	1,400.00	End of Life		Fair	M. Colbert		
2014 Trek Mountain Bike #52	Trek, Serial# WTU139C9914H	1	1,400.00	End of Life		Good	M. Colbert		
2014 Trek Mountain Bike FRAME ONLY #53	Trek, Serial# WTU301C6709H	1	1,400.00	End of Life		Fair	M. Colbert		
2014 Trek Mountain Bike#60	Trek, Serial# WTU016C0658J	1	1,400.00	End of Life		Good	M. Colbert		
2014 Trek Mountain Bike #63	Trek, Serial# WTU016C0666J	1	1,400.00	End of Life		Good	M. Colbert		
2014 Trek Mountain Bike FRAME ONLY#65	Trek, Serial# WTU016C0623J	1	1,400.00	End of Life		Fair	M. Colbert		
2014 Trek Mountain Bike FRAME ONLY #68	Trek, Serial# WTU336C9378H	1	1,400.00	End of Life		Fair	M. Colbert		
Computer Desk Chairs	Unknown	15	Unknown	End of Life		Poor	S.Petito		



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 11.A

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Public Comments  
**DATE:** November 21, 2024

---

**ISSUE(S):** Comments from the Public

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

**FISCAL IMPACT:** Not Applicable

**RECOMMENDATION:** Not Applicable



Excellent Service through a High Performing Town Organization

**ALTERNATIVES:** Not Applicable

**RESPONSIBLE STAFF:** Not Applicable

**COORDINATED WITH:** Not Applicable

**ATTACHMENT(S):** None



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 12.A

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Comments from the City Manager  
**DATE:** December 6, 2024

---

**ISSUE(S):** City Manager Comments

**SUMMARY:** A. The next Mayor and City Council meeting is Monday, January 6, 2025.  
B. Department Activity Report

**FISCAL IMPACT:** Not Applicable

**RECOMMENDATION:** Not Applicable



Excellent Service through a High Performing Town Organization

**ALTERNATIVES:** Not Applicable

**RESPONSIBLE STAFF:** Terence J. McGean, PE, City Manager

**COORDINATED WITH:** Not Applicable

**ATTACHMENT(S):** 1. Department Activity Report 12.2024.docx



# INTEROFFICE MEMORANDUM

## FROM THE OFFICE OF THE CITY MANAGER

To: The Honorable Mayor and Members of the City Council  
From: Terry J. McGean, City Manager  
Re: Department Activity Report  
Date: November 14 – December 11, 2024

The following information is intended to keep the Mayor and Council well-informed of ongoing issues, activities, programs, and services within the City.

### Mayor's Office

- Attended the following:
  - Council Meetings, Work Sessions, Transportation, Tourism and Police Commission Meetings
  - Met with various stakeholders and town staff regarding offshore wind opposition
  - MD Board of Public Works Meeting regarding US Wind West OC Harbor Permit
  - HMRA Dinner Meeting
  - Met with Amy Thompson, OC Chamber of Commerce
  - Met with citizens at Sunset Park concerned about the Kyma project
  - Chesapeake Charities Luncheon with Town Lobbyist Bruce Bereano
  - Senator Ben Cardin's Roundtable
  - Winterfest of Lights Opening Ceremony
- Interviewed with the following:
  - Bulldog – Radio Station 98.1
  - Mike Bradley – Radio Station 92.7
  - Bill Baker and Jessica – Radio Station 101.7
  - Various media outlets

### City Manager's Office

#### CITY MANAGER

- Attended the following:
  - Council Meetings, Work Sessions, Transportation, and Police Commission Meetings
  - Various meetings with C3 Presents Representatives
  - Various off-shore wind meetings
  - Winterfest of Lights
  - Various Sports Complex Meetings
  - On-Boarding Meet and Greet
  - Off-shore wind fundraiser
  - Interviewed with various media outlets
- Working with staff on the following:
  - Video for 150<sup>th</sup> Anniversary Celebration
  - Pension Meeting
  - Tram PR Meeting
  - Off-Season Action Meeting
  - Beach Patrol Seasonal EE Meeting
  - Meetings with Chief Bowers
  - FOP Meeting
  - Met with City Solicitor to discuss legal matters
  - Met with HR director on personnel matters

#### DEPUTY CITY MANAGER

- Attended the following:
  - Work Sessions Council Meetings
  - RS Council Meeting
  - Department Head Meetings
  - Planning Commission
  - BZA Hearings
  - City Managers Meeting

Regular Session dated December 16, 2024

- Motor Event Task Force Meeting
- Ribbon Cutting Fire Station
- Central Square Demo
- Insurance Zoom, Traylor parks
- Active Shooter Training
- Met with Staff to discuss the following:
  - Rec & Park- Eagles Landing Remediation/ Eagles Landing Budget Review
  - Planning and Community Development – Short-Term Rental Restrictions, Enforcement, Inspections, Resort Homes / Dormers
  - City Solicitor to discuss legal matters
  - Fire Department / Grants and Required Gear
  - Risk / Responsibilities of staff Diabetic attendee, post-accident testing

#### BUDGET MANAGER

---

- Entered FY 26 principal and interest figures
- City Clerk, HR, Finance, Risk Management FY 26 City Manager budget meetings
- FY 26 Convention Center pre-budget meeting
- October Room Tax report

#### GRANTS COORDINATOR

---

- Submitted:
  - Additional information to support school bus safety grant application
  - GOCPP BJAG grant acceptance documents
    - Supports LPR technology upgrades
- Met with colleagues to discuss the following:
  - Procurement policy for grants
  - Civil Rights grant requirements
  - Road to Zero (highway safety) grant
- Attended the following:
  - Emerging Leaders training sessions
  - Grant management software beta testing software sessions
  - Grant management training session
  - FEMA AFG Trainings and Q&A Session
  - Road to Zero grant training webinar
  - DHCD meeting regarding SDF (Bank of Ocean City) grants

#### INTERNAL AUDITOR

---

- Monthly Procurement Card Review
- Payroll Review each pay period
- Internal Audits
  - Primary Residence Incentive Program – final submitted
  - Golf Operations – final submitted
  - Fire Department
    - Inventory and Medical Supply – ongoing
    - Asset and Equipment - ongoing
- Daily Transportation revenue review
- Counterfeit Money Training November 19 for Winterfest employees
- Timekeeping project purchase and installation/implementation
- City Hall training for Timekeeping test pilot
- Timekeeping project - Aladtec scheduling for OCPD to work with TCP product. Waiting on TCP issue resolution

#### City Clerk

---

- New Passports: 27
- Public Information Requests: 4

Regular Session dated December 16, 2024

- Senior Citizen Bus Passes: 28
- Prepaid General Bus Pass: 0
- Caine Keys Permits: 0
- Vintage License Plates: 14
- Little Salisbury/Caribbean Drive Boat Ramp: 0
- Conferred with City Manager, City Solicitor and management on various items
- Completed/published Mayor and Council agendas
- Attended Mayor and Council meetings
- Finalized Mayor and Council minutes
- Prepared legal advertisements
- Completed public requests for information and various research projects
- Revising records retention policy per Archive directives to resubmit
- Held beach equipment rental franchise auction; preparing results for MCC consideration
- Provided instruction on new agenda management, minutes and live streaming system
- Staff attended in-house training opportunities, TimeClock Plus training, and MMCA quarterly meeting

### Emergency Management

#### EMERGENCY MANAGEMENT DIVISIONAL HIGHLIGHTS

- Attended a Community Lifeline Status System webinar
- Our Ocean City CERT team took part in the Ocean City Christmas parade and also assisted OCPD with traffic during the event
- Coordinated, along with the National Disaster Preparedness Training Center, on the delivery of a Tornado Awareness Class to our Town Employees and volunteers
- Completed all required monitoring, planning, and operational related items for the Town. All required reports and updates to the Maryland Department of Emergency Management (MDEM) and FEMA completed for this operational period

#### Communications Divisional Highlights

- Completed digital CAD layout for new situational awareness monitors in fire stations
- Tested, interviewed and hired replacement for open dispatcher position
- Continued internal review and discussion of shared inter-departmental CJIS-NCIC responsibilities

#### Electronics Divisional Highlights

- Assisted Atlantic Emergency with parts ID for OCFD new Fire trucks
- PO has been issued for logging recorders
- Requested RMA for gang chargers from Eastern Communications that will not charge our aftermarket batteries. Asked purchasing to no longer order these units
- Working on Demo data radios for SCADA system in conjunction with Worcester County
- Meeting with OCPD services Lt., Procurement Mgr. and Deputy PW Director reference Police vehicle ID's
- Prepared and issued 35 radios to Special events for Winterfest usage
- Powered down FMLP station 100.3 in Ocean Pines for tower inspection 11/15
- Updated the issued status of Council member Knights radio to Council Member Yates. Radio ID 2681005
- Budget entries completed and sent to Director of Emergency Services
- Requested and received budgetary pricing for 2 consoles for OC1 dispatching solution
- Received approval to issue out parts needed for Winter radio request for special events
- Hot standby due to major fiber cutover for Worcester County new site in Snow Hill
- Reported issue and took monitoring offline of supro1 for weekend of the 15th due to an unexplained restart
- Manually had to start services on our Pro after service from Eastern Communications to fully correct supro1 monitoring
- Sent radio breakdown per department to Budget director



Regular Session dated December 16, 2024

- Renewed the following FCC licenses WPPN841, KXI891, KXI892, KGF710 and KD53147
- Beach Patrol Divisional Highlights

#### Recruiting and Testing

- Registered 19 candidates for Pre-Employment Physical Skills Evaluations for the 2025 season (33 registered last November)
- We hired 11 people from our August 2024 tests for 2025 in Ocean City (14 hired in August 2023) prior to going into our spring off-site testing schedule.
- Staffed a recruiting event at Stephen Decatur Middle School's job fair
- Increased Social Media presence for Recruiting
- Posted a new 5-minute recruiting video on our website and social media.
- Finalized scheduling for spring off-site Pre-employment Physical Skills Tests for tryouts for our 2025 rookies (York, Annapolis, Ocean Pines and Salisbury (2 xs)
- Maintained and increased efforts to remain in contact with prospective employees for 2025

#### Facility and Equipment

- Completed end-of-season cleaning, winterizing and closedown of all buildings
- Rotating all vehicles, ATVs and Personal Watercraft in for annual service
- Completing complete inventory of equipment, supplies and uniforms in preparation for re-ordering and re-supplying for our 2025 season
- Ordering and receiving equipment and supplies for the 2025 season

#### Public and Community Outreach

- Public Education Coordinator made weekly posts to several forms of social media emphasizing safety, public awareness and recruiting
- Hosted National Aquarium seal steward training, Human Resources, Emergency Services and OCDC meetings in our classroom (multiple times)
- Set up and configured an expanded Winterfest Train display in a new location at the Convention Center
- Staffed volunteers for each evening the Winterfest Train extravaganza was open to the public
- Utilized Winterfest Train display as a recruiting and beach safety education platform, welcoming 100's of visitors each evening

#### Administrative

- Completed 2025-2026 budget preparations and entered into AS400
- Completed and mailed Fall/Winter employee Newsletter along with Individual certification and personnel forms
- Distributed, reviewed and disaggregated data from an employee survey on "Pay and Incentives"
- Began a review and confirmation of Surf Rescue Technician certifications and a preliminary verification on returning numbers and applicants for promotion to Crew Chief or appointment as an assistant Crew Chief for 2025

#### Finance

- The 2024 Bonds sale was on December 5<sup>th</sup> at 11:00 AM
- The winning bid of 3.438438% for the Bonds was submitted by Brownstone Investment Group, LLC
- The settlement on the Bonds sale will be December 12<sup>th</sup>
- The Assistant Finance Director completed the October financial statements
- The Finance Director and Payroll Manager are working with other town employees and Time Clock Plus personnel on the new timekeeping system
- The November quarterly utility invoices were sent to customers

#### Purchasing:

- Gov Deals Listing - \$3,448,180.31 representing 2994 transactions
  - Month of October 2024 – \$41,471.00 Items sold - 26

Regular Session dated December 16, 2024

- o Month of November 2024 – \$1,435.00 Items sold - 2
- Current Proposal/BIDS in progress
  - o B01-25 – Northside Park Fence Replacement
    - Last Day for Questions – 11/5/2024 at 3PM
    - Addendum Posting – 11/12/2024 at Close of Business
    - Proposal Due Date – 12/9/2024 at 10AM
    - Opening Date – 12/10/2024 at 1PM
  - o B02-25 – Tarry A Deck Repair – Project currently in funding process with Jennie Knapp and Terry McGean per Hal Adkins
  - o B01-25 – Northside Park Fence Replacement
    - Last Day for Questions – 11/5/2024 at 3PM
    - Addendum Posting – 11/12/2024 at Close of Business
    - Proposal Due Date – 12/9/2024 at 10AM
    - Opening Date – 12/10/2024 at 1PM
  - o P04-25 – Canoe, Kayak, and Stand-Up Paddleboard Concessions
    - Pre-Proposal Meeting – 12/5/2024 at 2PM
    - Last Day for Questions – 12/19/2024 at 3PM
    - Addendum Posting – 12/20/2024 at Close of Business
    - Proposal Due Date – 1/7/2024 at 3PM
    - Opening Date – 1/9/2025 at 10AM
- Gas and Diesel Pricing, last time we bought - Volatile market
  - o Diesel October 2024 - \$2.299 November 2024 - \$2.353
  - o Gas October 2024 - \$2.140 November 2024 - \$2.141
- Gas – Average Daily Pump
  - o November 2024 – 357.97 Gallons
  - o October 2024 – Average 453.50 Gallons
  - o September 2024 – Average 501.70 Gallons
- Diesel – Average Daily pump
  - o November 2024 – 389.27 Gallons
  - o October 2024 – Average 678.20 Gallons
  - o September 2024 – Average 939.30 Gallons

#### Fire

- Old Tower 706 – The old Tower 706 is going to be sold by a broker company. We have a completed a contract with Brindlee Mountain Fire Apparatus to broker the selling of the unit. More to come.
- New Engines – The two new Pierce Engines will be in production and the expected deliver in June 2025.
- Diversity Training – All career and volunteer personnel are required to complete this training by December 31, 2024. There remains a number of personnel that have not completed the training. Get it done immediately!
- Training Passport – Get your Training Passport skills done on a routine basis during drill nights and station training activities.

Today's Date	Reviewed Permits Turn Around Times (Business Days M-F)					
	Permit Category	Benchmark	M-T-D (Avg)	Y-T-D (Avg)	Y-T-D Min	Y-T-D Max
11/30/2024	Fire Protection Systems	14	4.2	3.9	0	19
	Small Permit (<\$100K)	5	1.5	1.8	0	18
Current Month	Medium Permit (\$100K-\$1M)	11	6.6	2.5	0	16
11	Large Permit (>\$1M)	15	9.0	4.4	0	14
	TOTAL PERMITS		5.0	2.7	0	19

Regular Session dated December 16, 2024

Approved Permits Turn Around Times (Business Days M-F)					
Permit Category	Benchmark	M-T-D (Avg)	Y-T-D (Avg)	Y-T-D Min	Y-T-D Max
Fire Protection Systems	14	4.8	7.1	0	64
Small Permit (<\$100K)	5	0.8	4.5	0	96
Medium Permit (\$100K-\$1M)	11	6.7	5.3	0	117
Large Permit (>\$1M)	15	9	18.1	0	41
TOTAL PERMITS		5.1	5.7	0	117

Permits Reviewed		
Permit Category	M-T-D	Y-T-D
Fire Protection Systems	6	113
Small Permit (<\$100K)	10	153
Medium Permit (\$100K-\$1M)	22	108
Large Permit (>\$1M)	1	9
TOTAL PERMITS	39	383

Nov	Plan Reviews Received	Permits Received	Bonfire Permits	Special Events	Inspections/ Property Checks	Field Operations CFS	Complaints & Referrals	Fire Protection Deficiencies
	27	1	14	3	100	33	6	112

### Human Resources

- 2025 General Employee Pay Increases and Pay Tables approved by Mayor & Council.
- Town employees surpassed the 85% mark on the mandatory Diversity and Harassment training.
- To date, attendance at various professional development opportunities has reached 2000 participants (not unique employees).
- The Town concluded its annual Emerging Leaders course with 14 inspiring graduates ready for the next step in their employment career.
- Human Resources is preparing for the launch of NeoGOV On-Board environment set for early 2025.
- The Laserfiche electronic records initiative continues to take shape with representatives to address document management and archiving.

### Information Technology

- Signed contract with Comcast for new VOIP phone system
  - implementation kick-off call 11/19/2024
  - All existing numbers will transfer
  - This solution will bring calibration tools to staff
- Continuing to work on City Watch upgrades
  - Grant was received for downtown camera refresh
    - Boardwalk
    - Sunset Park
  - Conversion to Genetec for backend on track for January rollout
- Working with Verizon Wireless for solutions to poor network performance during large special events in IPL

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

Regular Session dated December 16, 2024

---

**BUILDING/INSPECTIONS**

---

- 2024 Plan and Permit Reviews: November saw an increase in building permit applications for new construction, reflecting a broader rise in permit activity. Construction values also saw a slight uptick. In September, 60 building permits were issued, surpassing the 5-year monthly average of 48. The construction value for October was \$5,119,154 compared to the 5-year average of \$7,131,146.4 (This is skewed based on 2023 dramatic increase of \$13, 761, 739 in construction value)
- New Residential and Residential Alteration Permits Issued (> \$100,000):
  - 401 Harbour Dr
  - 505 136<sup>th</sup> St
  - 13214 Colonial Rd
- Board of Port Wardens: December 12<sup>th</sup>, 2pm

---

**PLANNING/ZONING/ENVIRONMENTAL/GIS**

---

- Planning Commission Notice: The next regular Planning Commission meeting will take place on Tuesday, Tuesday, December 17, 2024, at 6:30 PM
  - PZ# 24-18100017 Dead Freddie's
  - PZ #24-14100004 Hugh Cropper IV for JAMB, LLC 2100 Philadelphia Ave
- Board of Zoning Appeals (BZA): The next BZA meeting will take place on December 12<sup>th</sup>, 2024, at 6:00 pm. 1 case scheduled

---

**Police**

---

---

**CRIMINAL INVESTIGATION DIVISION:**

---

- Paul Baynard pled guilty to 1st Degree Assault in reference to a triple stabbing that occurred on the Boardwalk in June of 2022. He was sentenced to 20 years incarceration, with ten years suspended.
- The Forensic Services Unit received fingerprint hits on a theft case and a burglary case which identified the suspect in each case.

---

**PATROL DIVISION:**

---

- Statistics:
  - Calls For Service – 2,732
  - Total Arrests – 2,161
  - Firearms Seized – 54 YTD
  - Weapons Seized (non-firearm) – 215 YTD
- Training and Special Details:
  - Training
    - Advanced Roadside Impaired Driving Training
    - NTOA Basic Negotiations Course
    - Law Enforcement International Torch Run Conference
    - Multiple Recruiting Trips/Events
  - Special Events
    - OC Running Fest – Inlet Parking Lot – 11/2
    - Storm Warriors 5K – Boardwalk – 11/9
    - Winterfest of Lights – 11/21 – daily
    - Freestate Corvette Parade – 11/9
    - OC Turkey Trot – Boardwalk – 11/28
    - City Council Work Session 11/12 & 11/26
    - City Council Meetings 11/4 & 11/18
    - MADD Awards

---

**SUPPORT SERVICES DIVISION**

---

- Arrest and Detention
  - Total Prisoners Processed – 70
    - Adult – 69

Regular Session dated December 16, 2024

- Juvenile – 1
- Property/Evidence
  - Total Submissions – 29
    - Evidence – 15
    - Safekeeping/To Be Destroyed – 7
    - Returned Property – 7
    - Correspondence – 0
- Training and Recruiting
  - Recruiting
    - Newark, New Jersey Area Recruiting
    - Western New York Recruiting
    - South Central Pennsylvania Recruiting
    - Camden County College Recruiting
    - Ohio and Pennsylvania Area Recruiting
    - Pittsburgh Area Recruiting
    - Wilmington, Lower New Jersey Recruiting
    - Delaware Recruiting
  - Training Conducted
    - Long Gun Training
    - K9 Training
    - Advanced Roadside Impairment Training
    - ICS 300 & 400 Training
    - QRT Training
    - Investigation and Prosecution of near-fatal strangulation cases
    - Field Training Course
    - Basic negotiator training course
    - Critical decision-making for complex coordinated attacks training
    - Sexual Assault Response Team (SART) Training
- Records Section
  - Case Files sent to States Attorney and other Agencies – 146
  - Public Requests for reports – 30
  - Digital Media Requests – 233
  - Background checks – 12
  - Expungement Orders Processed – 64
  - NIBRS Crime Reporting (hours) – 8
  - Incident Reports Processed – 160
  - Parking Online Appeals Resolved – 0
  - Parking Telephone Calls (hours) – 10
  - Inlet License Plate Review (hours) – 0
  - FOIA Requests – 7
  - Vehicles Towed (Police) – 35
  - Vehicles Towed (Private) – 0
  - – 22

## Public Works

### ADMINISTRATION

- Gorman Avenue Water Plant Ferric Chloride & Clarifier Renovations- Waiting for delivery of the new clarifier assemblies. Ferric Chloride tanks have been installed as well as structural elements. Installation of mechanical piping and electrical control wiring for the Ferric C12. Ferric pumps have been installed. Waiting for the new generator at Gorman WTP.
- Montego Bay Storm Drain & Roadwork- Asphalt paving on Colonial and Constitutional scheduled to begin December 12, 2024.

Regular Session dated December 16, 2024

- Montego Bay Wastewater Pump Station Improvements- Installation of the new Motor Control Center and rewiring the facility is in progress.
- 8<sup>th</sup> Street Water Main & Sewer Upgrades – Work has started on 8<sup>th</sup> to upgrade the water and sewer mains between Wilmington Lane & Baltimore Avenue.
- 44<sup>th</sup> Street WTP – Waiting on Special Replacement Valves to continue work.
- 14<sup>th</sup> Street WTP – New filter media being installed along with misc. renovations.
- 112<sup>th</sup> Street-New Water House Services and Fire Hydrants are complete. Storm Drain Replacement 70% Completed.
- 94<sup>th</sup> Street Water Main Upgrade- 12" Water Main Pipe installation from Rusty Anchor to the end of 94<sup>th</sup> Street is complete. The entire main has been Pressure and Bacteria Testing has been approved. The contractor will now fall back and begin installing new house service connections.
- 99<sup>th</sup> Street Water & Sewer Installation – Project waiting on coordinate information to begin work.
- Thunder Island Storm Drain Replacement – Project is 50% complete with new pipe and structures installed.
- Worcester Street Water Pumping Station-Waiting for the replacement generator to be delivered.
- Baltimore Avenue 15<sup>th</sup> to 33<sup>rd</sup> Street paving is complete. Permanent "thermoplastic" crosswalks forthcoming; but temperature sensitive as to installation.
- St. Louis Sewer Force Main – Final connections scheduled for a January 2025 start when flows are at the lowest.
- Airport Maintenance Hanger Roof Replacement Project – Installation of structural upgrades in progress.
- Wastewater Treatment Plant Headworks and Influent Pump Station Improvements- Design is at the 60% stage with updated documents in hand.
- Elevator Systems: Review and reconcile maintenance records and invoicing with Vendor.
- Fire Alarm Systems: Bus Barn remote annunciator system removed with approval of FM.
- Fire Sprinkler Systems: Schedule and coordinate quarterly inspections.
- HVAC Systems: Continue to address outstanding Convention Center Phase III items.
- PW Cellular Sites: Verizon's proposed modification plans for 1<sup>st</sup> and 136<sup>th</sup> street water tank sites approved. Coordinating construction and inspection schedules.
- Standby Generator Systems: Assist with troubleshooting/commissioning of Fire Station #3 system.

#### AIRPORT

---

- Taxiway design reimbursement from FAA in progress.
- Henry Relocation/Property Acquisition, new residence complete move in progress.
- Runway 02/20 MIRL edge lighting flight check scheduled for December.

#### CONSTRUCTION

---

- Worth has been replacing sidewalks on St. Louis Ave. working from Somerset St. heading north to the Southside of the Rt. 50 bridge, they will continue replacing sidewalks heading north to 1st. St.
- Water crew is working on several work orders, installing new water services, repairing-replacing small meters, and have been working on repairing water leaks.
- Carpenters are working on repairing life guard stands, working on several workorders daily and replacing bad boards on the boardwalk.
- Electricians have been working on several different work orders throughout the Town and they have wired up NSP for Winterfest.

#### ENGINEERING

---

- Downtown Recreation Complex (DRC), Complete
- Ocean Bowl Admin Building, Project is in Construction Phase: Placing first floor slab and starting first floor walls, Completion date June 2025.



Regular Session dated December 16, 2024

- ELGC Kitchen Remodel, Project is in Construction Phase: Pouring addition slab, framing interior walls. Anticipated Completion Date is March 10, 2025.
- Museum Elevator Addition, Project on hold waiting for funding bids expired on November 28<sup>th</sup>.
- Bank of Ocean City Museum, completed we continue to fine tune the HVACR system.
- OCPD Downtown Substation, Construction Phase: Roof framing and roofing. Project expected completion early July 2025.
- Public Safety Floor, Construction Phase: Completed.
- Friendship Road Dredge Disposal Site, Project is in Construction Phase: We are continuing to monitor erosion control on the site, weekly.
- Convention Center Elevator, Project is in Construction Phase: Demolition work underway on the Large Freight elevator, continuing onto the small freight, North and South Passenger elevators. Anticipated Completion Date is December 24, 2025.
- Convention Center Escalator, Project is in Construction Phase: Started demolition.
- Convention Center South Stair, Design Phase: (99%) Drawings are being reviewed and bid package is being developed.
- IT Renovations and Expansion, Bid Phase: We are in the process of getting bid package to Procurement, Anticipated completion date Spring 25
- OCDC Porch Renovation, Project is in Bid Phase: Waiting for signed contracts. Construction start date December 2024 anticipated completion date is March, 2025.
- NSP Community Room Ceiling, Bid Phase: Bidding anticipated start date April 2025.
- NSP Fence, Bid Phase: Anticipated construction January 25
- Edgewater Ave Revetment, Bid Phase: waiting for signed contract. Anticipated completion Spring 25.
- Staff helped multiple departments with Concepts, Design and Budgeting.
- Staff continues to issue permits and monitor progress.
- Existing Easements: Staff is continuing the scanning of historical Town Easement documents such that the documents will be readily available and accessible.
- Staff continues to assist all departments with facility issues, project scopes, budgets, bidding and construction management.

#### MAINTENANCE

---

- No issues with the Christmas parade last weekend, teardown underway
- 100% completion PWM staff for Mandatory Diversity training
- Maintenance worker and HEO class II are available positions
- **Ronnie Shockley's last working day is December 31<sup>st</sup>, 2024. He will retire after 47+ years**

#### SERVICE CENTER

---

- Installing special ordered parts as they come in.
- One mechanic position is still open.
- Inspecting beach patrol trucks and ATV's.
- DOT inspections continue.
- Closing job orders.
- Performing maintenance on tire changer.
- Updating garage computers.
- Working with Alan Tye for yearly lift inspections

#### SOLID WASTE

---

- Dumpster & Barrel Painting
- Working with Service Center on DOTs
- Majority of Seasonal employees have been let go (4 seasonal employees remain)
- Employees using leave
- Ocean Pines is using Truck #339 for leave program

Regular Session dated December 16, 2024

---

#### TRANSPORTATION/PARKING

---

- Recruiting efforts are underway for seasonal staff. Pay rates are final, and a proposal on hiring incentives will be forthcoming this week. We will mail out applications before the end of the year. Appearances by the "Smile"-branded bus are planned for job fairs and shopping centers. We plan outreach to local community service and volunteer firefighting organizations, among other efforts.
- The Transportation Committee made a recommendation to adjust our intended fleet replacement request to the MTA and FTA for our FY26 grant funding. We will be exploring options before the Public Notice period begins at the end of January.
- The MTA has advised it will be moving forward with contract authority to procure our Zero Emission Transition Plan study in April. Completion of this study is mandatory to become eligible for MTA and FTA funding for electric transit vehicles and infrastructure. In the meantime, we plan to continue procuring Diesel-fueled buses.
- The next Transportation Committee meeting is scheduled for Tuesday, January 14th.

---

#### WASTEWATER

---

- Ocean Outfall cleaning has been completed.
- Ocean Outfall internal rover inspection complete early morning hours December 10, 2024.
- Contractor has started concrete repairs on west equalization tanks.
- Effluent Pump "B" has been removed from service for refurbishing.
- Replacement Effluent Pump "A" VFD drive has been installed and is on line.
- Secondary Pump #1 VDF replacement is scheduled first week of December.

---

#### WATER

---

- 44<sup>th</sup> street plant A side work continues, B side still functional.
- Johnston construction 50% complete, filter media replacement work at 15<sup>th</sup> street plant.
- Johnston construction, blasting and prepping pipe in basement for new paint at 15<sup>th</sup> street plant.
- Contractors prepping fiberglass caustic tanks for recoating. 15<sup>th</sup> street plant.

#### Recreation & Parks

---

#### ADMINISTRATION

---

- Tournament Reservations continue to come in for 2025, with many of our anticipated reservations already having sent in applications
- The NSP office carpet replacement is underway, four of the eight administrative office carpets to be replaced this year were replaced on Dec 2<sup>nd</sup>
- Continued improvements are being made to online registration website and other RecTrac software enhancements; training on mass text messaging and waitlist capabilities are being set up internally
- Continued work on preparing a reasonable budget submission for all divisions of operation; budget submitted per deadline
- Continued work on department projects, including NSP Shoreline, 94<sup>th</sup> Street Basketball/Pickleball, Bayside Park at 3<sup>rd</sup> Street, Eagle's Landing Clubhouse and Flood Remediation, NSP Ceiling replacement, Kyma impacts to Sunset Park, NSP Kayak/Canoe/SUP Concession, Bayside Park building, etc.

---

#### RECREATION PROGRAMS & SENIORS

---

- Winter programs began on November 16th with indoor soccer; numbers are down a little from last year in soccer and futsal, but youth basketball league numbers have remained steady, and a high school division for boys has been added
- Adult Soccer is underway with more participants than in years past
- Pizza with Santa took place on December 4th, a chilly night but all had fun
- Continued work is being done on Spring/Summer Splash Guide 2025
- Camp Director Agreements are being sent out so the camp's website can be updated by January 1st for 2025 Summer Camps



Regular Session dated December 16, 2024

#### PARKS

- Attended Maryland Recreation & Parks Operations University; Beautification Committee meeting; Department Senior Staff meeting; Diversity in the Workplace training; Sexual Harassment in the Workplace training; and Mayor and City Council meeting (Northside Park Fence Replacement bid opening)
- Collaborated with the Director, Recreation Superintendent, and Procurement Manager to compose bid documents for Northside Park Canoe, Kayak, and SUP concession operations; attended pre-bid meeting
- Assisted Procurement Manager to compose bid documents for contracted Landscape Maintenance services
- Winterfest: completed setup of displays & string lights; set up new train ride; provided nightly staffing for operations Wednesday through Sunday and daily trash cleanup and display troubleshooting Thursday through Monday
- Set up and removed soccer walls in the east gym weekly for weekend programs
- Winterized water systems in Fiesta Park building, Tennis Center building, Entry Park fountain, and all outdoor drinking fountains
- All staff returned to work zones after Winterfest opening night to complete the final mowing of the season, irrigation winterization, annual cutbacks and cleanups of plant material, leaf cleanup, weed control, tree pruning, etc.

#### GOLF OPERATIONS

- Completed budget entry at the department level
- Met with area gold court operators to discuss transition to a destination tee sheet; new tee sheet expected to be operational on January 1<sup>st</sup>, 2025
- Held Turkey Trot Open on November 23<sup>rd</sup>; the event was sold out with 128 players

#### GOLF MAINTENANCE

- Maintenance focused on final cleanup and offseason preparations
- Aerated, top dressed, and applied soil amendments to all greens
- Seasonal staff is finished for the year—very appreciative of their efforts
- Working with Worcester County Public Works officials to schedule offseason irrigation system repairs
- Selected contractor to perform offseason drainage and course repair work
- Full-time staff continues to work hard; play is winding down, but the course is still in excellent condition

#### Risk Management

- 11/15 Conducted loss control walk-through of Winterfest site to assess for hazards before opening to the public.
- 11/18 Met with Winterfest seasonal employees and reviewed safety guidelines.
- 12/5 Had a preliminary meeting with the Deputy Director of Public Works, Safety and Training to review the new Maryland Heat Standards Guidelines and set a framework for compliance

#### Tourism & Business Development

- Attending Sports Venue Forum and US Sports Congress with site visits
- Working on 2025 Media Plan for Leisure.
- All departmental budgets submitted
- Continued evaluation of Clipper world Races
- Escalator, Elevator installs continuing at CC
- 150th Plan approved and starting implementation
- Boardwalk Arch repainting and lighting continues
- Boardwalk signage plan continuing
- C3 concert announced this week. Lineup Wednesday tickets on sale Friday
- Working with C3 on new layouts, inlet and beach
- Working on landscaping plan for CC

Regular Session dated December 16, 2024

- Starting CC main sign refurbishing
- Working on storage for new sports flooring for CC
- Reviewed flooring type and solutions for sports flooring in CC. Hope to purchase in 2025

---

SPECIAL EVENTS

---

- POST-EVENT: Character Breakfast
  - First year was considered a success by Tourism and by our event patrons
  - Just over 150 guests attended to enjoy breakfast and photos with 12 characters
  - Including a donation by the Recreation and Park Boosters, the two-hour event covered its expenses with net positive income
- POST-EVENT: OC Christmas Parade
  - The parade had its largest number of participant registrations in recent history at 74 entries
  - Duration: 105 minutes
- EXECUTION: Winterfest of Lights
  - Attendance currently mirroring 2022 with one event day cancelled due to rain
  - Gift shop & Santa photos sales are following 2023 performance pace
  - The addition of children's rides has been successful with positive response from patrons in general
  - Surrey rides canceled for 2024
- PLANNING: New Year's Eve Fireworks
  - Two show sites: Beach near Dorchester Street and pier at Northside Park
  - Both shows will be larger displays than previous years to usher in 150<sup>th</sup> anniversary of Town
- PLANNING: Springfest 2025
- Reviewing how 2025 will be used as transition year for event moving forward into 2026 and beyond
- PRIVATE EVENTS: 2024
  - The Nao Victoria Foundation will not be sending the El Galeon stateside in 2025
  - OC Air Show: Blue Angel's advanced site visit in late November was successful
  - OC Bikefest: Town invoices have been paid in full
- PLANNING: FY26 Budget
  - Continuing to review new event opportunities and changes to benefit Tourism and our Town event productions



# TOWN OF OCEAN CITY

*The White Marlin Capital of the World*

Agenda Item # 13.A

Council Meeting December 16, 2024

**TO:** The Honorable Mayor, Council President and Members of Council  
**THRU:** Terence J. McGean, PE, City Manager  
**FROM:** Diana Chavis, City Clerk, MMC  
**RE:** Comments from the Mayor and City Council  
**DATE:** November 21, 2024

---

**ISSUE(S):** Mayor and 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