

October 17, 2011
Regular Session #19
Mayor and Council
Town of Ocean City

Council Member Richard W. Meehan
Council President James S. Hall
Council Secretary Lloyd Martin

Council Member Margaret Pillas
Council Member Mary Knight
Council Member Doug Cymek
Council Member Joe Hall
Council Member Brent Ashley

ATTENDANCE

Mayor/Interim City Manager Rick Meehan, Council President James S. Hall, Council Secretary Lloyd Martin, Council Members Margaret Pillas, Mary Knight, Doug Cymek, Joe Hall and Brent Ashley, City Solicitor Guy Ayres, Private Events Coordinator Lisa Mitchell, Human Resource Director Wayne Evans, Interim City Clerk Wayne Pryor, Deputy City Clerk Kelly Allmond, Members of the Press and Interested Parties.

CALL TO ORDER

Council President Jim Hall called this Regular Session to order at 6:00 p.m., in the Council Chambers of City Hall, 301 Baltimore Avenue, Ocean City, Maryland 21842.

PRAYER & PLEDGE

Reverend John Ranney of St. Peters Lutheran Church led the prayer and Mayor Rick Meehan led the Pledge of Allegiance.

ITEMS PRESENTED BY THE MAYOR AND COUNCIL

Interim City Manager/Mayor Rick Meehan that in the November 1, 2011 Work Session, the following discussions are scheduled:

- (1.) Recognition of Retirees Victor Bunting, Robert Noll, Charles Bean, Jr., Brasure Lynch and Barry Neeb
- (2.) Police Chief Update Presented by: Chief Bernadette DiPino
- (3.) Tourism Department Update Presented by: Deb Turk, Tourism Director
- (4.) State Highway Administration Fall Meeting Presented by: Donnie Drewer, District Engineer
- (5.) Discussion Town Contribution Payment Options for the Health Savings Account Presented by: Human Resource Director Wayne Evans
- (6.) Update on Public Safety Building Leaks Presented by City Engineer Terry McGean
- (7.) Update on the Caroline Street Comfort Station Presented by City Engineer Terry McGean
Update on the Snow Removal Policy Presented by: Public Works Director Hal Adkins

APPROVAL OF MINUTES

The following were approved as presented:

- A. Work Session – dated September 27, 2011
- B. Regular Session #18 – dated October 3, 2011
- C. Pension Meeting – dated August 3, 2011

PRIVATE EVENT PERMIT REQUESTS

Private Events Coordinator Lisa Mitchell presented the following:

- A. Tom Russell, Founders Entertainment gave a presentation on the proposed Founders Entertainment Music Festival on Saturday, June 2-3, 2012. Present for questions and comment were Yoni Reisman and Jordan Wolowitz of Founders Entertainment. **Council Member Knight moved to approve the event with the following stipulations: (1) Founders Entertainment enter into a Memorandum of Understanding with the Mayor and Council; and (2) Founders Entertainment will satisfactorily compensate the affected Beach Equipment Franchises; seconded by Council Secretary Martin. The vote was unanimous.**
- B. OC Christmas Parade, on Saturday, every December through December 7, 2013. **Council Member Cymek moved to approve; seconded by Council Member Knight. The vote was unanimous.**

UNFINISHED BUSINESS

Human Resource Director Wayne Evans presented options for the City Manager Search Process (see Attachment A). **Council Member Knight moved to request that Director Evans proceed with the Request for Proposal for an Executive Search Firm; seconded by Council Member Pillas. The vote was unanimous.**

ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY SOLICITOR

City Solicitor Ayres presented the following for approval:

- A. Second Reading – Ordinance 2011-32 to Amend Chapter 110, Entitled Zoning (defines unenclosed, outdoor dining and clarifies required parking for outdoor dining areas). **Council Secretary Martin moved to ratify Ordinance 2011-32; seconded by Council Member Knight. The vote was unanimous.**
- B. Second Reading – Ordinance 2011-33 Authorizing the Mayor and City Council to Enter into a Memorandum of Understanding and a Fifty-Year Lease Agreement for the Construction of and Rental of a New Ocean City Arts Center Building at the Present Site of the Building Utilized by the Art League of Ocean City, Inc. **Council Member Knight moved to ratify Ordinance 2011-33; seconded by Council Secretary Martin. The vote was 5-2 with Council Members Ashley and Pillas opposed.**
- C. Second Reading – Ordinance 2011-34 to Authorize the Sale of Surplus Personal Property **Council Member Joe Hall moved to ratify Ordinance 2011-34 as amended; seconded by Council Secretary Martin. The vote was unanimous.**
- D. Resolution 2011-10 Approving the Application and Receipt of Financing for Community Legacy Projects (OCDC Community Legacy Projects) **Council Secretary Martin moved to ratify Resolution 2011-10; seconded by Council Member Knight. The vote was unanimous.**

ITEMS AND PRESENTATIONS FROM THE CITY MANAGER

- A. Upcoming Bid Openings for a Northside Park Solar Hot Water System; Airport Terminal Renovations and Facility Upgrades; Airport Terminal Building Roof Rehabilitation and Bulk PC Purchase **Council Member Joe Hall moved to approve; seconded by Council Secretary Martin. The vote was unanimous.**

- B. Public Works Director Hal Adkins requested approval to extend Concrete Crushing Contract with StoneTech for three more years. **Council Member Cymek moved to approve; seconded by Council Member Joe Hall. The vote was unanimous.**
- C. Director Adkins requested approval to loan the Town's Refuse Truck Rental to the Ocean Pines Association from November 15, 2011 through December 28, 2011. **Council Member Joe Hall moved to approve; seconded by Council Member Ashley. The vote was unanimous.**

COMMENTS FROM CITIZENS

John Adkins reminded the Council that the Town spent \$60,000.00 to recruit new officers who were never hired. Also, he encouraged the Council to factor in hourly wage and benefits to labor costs as required for a special event. Also, he advised that the Public Service Commission requires that Delmarva Power & Light fix any reported streetlights within five days. The Mayor said he will send DPL a letter to have them fixed.

Herb Pawlukewicz ask the Council to fix the sidewalk ends for handicap access.

Rena Thaler thanked the Staff, Mayor and Council for cooperation with the Art League's new building project.

COMMENTS FROM THE MAYOR & COUNCIL

Council Member Pillas asked City Engineer McGean to report on any leaks on the Second Floor of the Public Safety Building.

Council Member Ashley asked for a review of Chamber Visitor Guide Agreement. Secondly, he wants Convention Center Director Rick Hamilton to present a list of new bookings for the Convention Center. Thirdly, he asked for a future discussion on allowing horseback riding on the beach.

Council Member Cymek asked for a follow-up discussion on Scoot Coupes.

Mayor Meehan thanked all participants of the Breast Cancer Walk/run. He announced the OC Tag Rally on Saturday, October 22, 2011 at 8:00 a.m. from 15th Street to the Inlet and asked that the \$125.00 Special Event Fee be waived. **Council Member Cymek moved to approve the waiver; seconded by Council Member Knight. The vote was unanimous.**

ADJOURNMENT

Council Secretary Martin moved to adjourn; seconded by Council Member Pillas. The vote was unanimous.

**TOWN OF OCEAN CITY MARYLAND
REQUEST FOR PROPOSAL
EXECUTIVE SEARCH FIRM**

Introduction:

The Town of Ocean City Maryland, population 7500 +/-, with a seasonal population 300,000 +/- is a dynamic community. Ocean City Maryland stretches along 10 miles of beautiful beach from the Ocean City Inlet to the Delaware state line. The community has a thriving economic development program.

The Town of Ocean City operates under a Council-Manager form of government. There are seven council members elected at large to staggered 4-year terms, and a Mayor elected at large every 2 years. On the Thursday following each election, the council elects their President who serves at their pleasure. The President of the Council presides over the meetings and sets the agendas. The Chief elected official is the Mayor, who represents the Town before all state and local agencies. The Mayor and City Council hire a professional City Manager to handle the daily operations of the town. The City Manager also serves as the chief financial officer.

Additional information is available online at www.oceancitymd.gov.

Objective

Ocean City Maryland is seeking proposals from qualified firms to perform executive search services in regard to the selection and recruitment of a qualified individual for the position of City Manager.

Scope of Work

Ocean City Maryland requires a candidate search for the position of City Manager. The purpose of the proposal is to demonstrate to the City the qualifications, competence, and capability of the company submitting the proposal. Ocean City Maryland seeks, through this RFP, a firm to identify, screen, and recruit candidates for the City Manager position. The firm is to utilize their experience and knowledge of executive searches to translate the City's needs into a detailed recruiting profile of the position and environment, then to encompass a nationwide search.

The firm will provide three to five competent candidates for final evaluation by the City. A written biography and evaluation of each candidate will be provided by the search firm. In addition, the search firm will document all scholastic, professional, and personal references by the candidates.

Preparation and Submittal Instructions

Official submittal of the proposal shall consist of one original proposal clearly marked "Original" and five (5) copies of the proposal enclosed in a sealed envelope and sent to the Town of Ocean City, 301 Baltimore Avenue PO Box 158 Ocean City Md 21842. Faxed proposals will be rejected.

The City is requesting an electronic copy of the proposal be submitted on CD and be included in the packet. This copy does not meet the conditions of an official proposal. The required format for the electronic copy is Microsoft Word.

The submitted proposal must be received by the City Manager's office prior to the time and date specified. The respondent must insure that the proposal is actually delivered. Late proposals will not be considered.

All proposals will be kept confidential during the negotiation process. Except for the trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the contract is awarded.

Respondents may withdraw their proposal at any time prior to the time specified as the closing time for acceptance of proposals. However, no respondent shall withdraw or cancel their proposal for a period of ninety (90) days after closing date for acceptance of proposals.

All cost directly or indirectly related to preparation of a response to the RFP or any oral presentation required to supplement and/or clarify a proposal which may be required by the City shall be the sole responsibility of and shall be borne by the respondent.

During proposal development, respondents questions regarding the RFP or the process should be directed to Wayne Evans, Director of Human Resources, Ocean City Maryland, call 410-289-8778 or via email at wevans@oceancitymd.gov.

The Town of Ocean City, Maryland requests that respondents to the Request for Proposal do not contact the City Staff and or any member of the City Council or the Mayor during the proposal process and evaluation phase.

Consideration of Proposal

The City reserves the right to accept or reject any or all proposals, to waive any and all informalities and technicalities, and to accept the offer considered to be in the best interest of the Town of Ocean City.

The City also reserves the right to reject the proposal of any respondent who previously failed to perform properly or complete on time, agreements of similar nature, or to reject the proposal from any respondent who is not in a position to perform specified requirements contained therein.

Selection Criteria

Interested firms must submit the following information for review by an evaluation committee. This information will be evaluated according to the stated criteria to determine the firm to be awarded a contract to conduct a search for a City Manager for the Town of Ocean City.

25%: A statement of qualifications, history and experience of the firm to include identification of all key personnel who will be assigned to the project and the specific role of each individual.

25%: An explanation of the firm's objectives and approach to the candidate search including an outline of the process and methodology to be utilized, along with a timeline by which the processes will occur.

25%: A list of client references, specifically from executive searches for the position of City Manager.

25%: The cost of associated fees and expenses for the project, including but not limited to rates and estimated hours.

The committee will review the proposals and will recommend one firm to the City Council. The City Council will have the final authority to award the contract.

Additional Requirements:

1. A list of required information needed by the firm to perform the requested services.
2. A list of any other individuals or groups that the respondent believes would be beneficial to include in compiling the profile.
3. Documentation of errors and omissions and professional liability insurance.
4. A detailed recruiting profile is to be submitted prior to the search.