

April 1, 2013



REGULAR SESSION #6

TOWN OF OCEAN CITY, MARYLAND
301 N. BALTIMORE AVENUE, OCEAN CITY, MARYLAND 21842

THE HONORABLE MAYOR AND CITY COUNCIL PRESIDING

MAYOR RICHARD W. MEEHAN

**COUNCIL PRESIDENT LLOYD MARTIN
COUNCIL SECRETARY MARY KNIGHT**

**MARGARET PILLAS
DOUGLAS CYMEK
BRENT ASHLEY
DENNIS DARE
JOSEPH MITRECIC**

ATTENDANCE

Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Doug Cymek, Brent Ashley, Dennis Dare, Margaret Pillas and Joe Mitrecic, City Solicitor Guy Ayres, Finance Director Martha Bennett, Special Events Coordinator Lisa Mitchell, Acting Police Chief/Captain Greg Guiton, City Clerk Kelly Allmond, Members of the Press and Interested Parties.

CALL TO ORDER

Council President Lloyd Martin called the meeting to order at 6:00 p.m. in the Council Chambers of City Hall located at 301 North Baltimore Avenue in Ocean City, Maryland.

PRAYER AND PLEDGE

Council Member Joe Mitrecic led the Prayer and the Pledge of Allegiance.

APPROVAL OF MINUTES

The following minutes were approved as presented.

- A. Work Session dated March 12, 2013
- B. Regular Session #5 dated March 18, 2013

COMMENTS FROM THE PUBLIC

- John Adkins spoke about government spending. Also, he said he opposes any legislation to add oil wells off our coast.
- Al Wendling was told by Captain Guiton that 60% of all taser-related incidents were alcohol-related. Also, he recommended that the Council hold an informal meeting with residents.
- Tony Chirst suggested that the Council review every invoice that is submitted to the Finance Department.
- Herb Pawlukewicz said the Inlet Parking Lot funds should not be given to the OCDC. He also spoke about metered parking, and the golf course.
- Ellie Diegelmann had questions about the evening's agenda. Also, she asked for a return on investment on every special event request.

ITEMS PRESENTED BY THE MAYOR AND CITY COUNCIL

- A. **Proclamation Recognizing April as National Child Abuse Awareness Month**
Present to accept Mayor Meehan's Proclamation was Wendy Meyers, Roberta Baldwin and Monica Martin of the Cricket Center.
- B. **Standing Committee Draft Agendas for week of April 8, 2013**
- Council Member Doug Cymek reviewed the agenda for the Police Commission meeting scheduled for May 13, 2013 at 9:00 a.m. at the Public Safety Building
 - Council Member Joe Mitrecic reviewed the agenda for the Recreation and Parks Committee meeting scheduled for May 14, 2013 at Northside Park
 - Council Secretary Mary Knight reviewed the agenda for the Tourism Committee meeting scheduled for May 13, 2013 at the Convention Center
- C. **Council Member Doug Cymek reported on the Police Commission Organizational Meeting of March 19, 2013 (see attachment A)**

CONSENT AGENDA

Council Member Joe Mitrecic moved to approve the following events as presented; seconded by Council Secretary Knight. The vote was unanimous.

- A. Private Event Approval Request for Meyer/Pope Wedding – Saturday, April 27, 2013
- B. Private Event Approval Request for OC Cruzers – Various dates June - September
- C. 3-Year Private Event Approval Request for Boardwalking for Pets – April 25, 2015
- D. 3-Year Private Event Approval Request for Crab Soup Cook Off – May 9, 2015

MISCELLEANEOUS REPORTS AND PRESENTATIONS

Private Event Approval Request for Swim Ocean City – Saturday, July 20, 2013

Council Member Brent Ashley moved to approve the event; seconded by Council Member Pillas. The vote was 2-5 with Council President Martin and Council Members Knight, Dare, Cymek and Mitrecic opposed. The motion failed.

Council Member Doug Cymek moved to remand this request to the Recreation and Parks Committee for further discussion; seconded by Council Secretary Knight. The vote was 6-1 with Council Member Brent Ashley opposed. The Council asked that the Parks and Recreation review all new events before presenting to the Mayor and Council.

ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY MANAGER AND STAFF

- A. City Engineer Bid Award Recommendation for Fire Headquarters' Addition and Renovation Design Services **Council Member Joe Mitrecic moved to contract with Becker Morgan Group to design renovations and additions to the Fire Headquarters building in the amount of \$89,000; seconded by Council Secretary Knight. The vote was unanimous.**

The Council asked that Fire Chief Chris Larmore detail the intended use of bond funding to renovate Fire Headquarters..

- B. City Clerk Bid Award Recommendation for Vehicle Vending Franchise
Council Secretary Mary Knight moved to award Popsy Pop LLC and Ron Bright the four year vehicle vending franchise for the amount of \$71,200.00 annually; seconded by Council Member Ashley. The vote was unanimous.
- C. Finance Administrator Bid Award Recommendation for Bond Counsel
Council Member Brent Ashley moved to hire McGuireWoods LLP as bond counsel; seconded by Council Secretary Knight. The vote was unanimous.
- D. Continued discussion of Electronic Control Devices presented by OCPD Captain
Council Secretary Mary Knight moved to purchase eight (8) tasers from Taser International, Inc. for the amount of \$11,433.85; seconded by Council Member Cymek. The vote 5-0 with Council Member Margaret Pillas and Council Member Brent Ashley abstained.

ITEMS REFERRED TO AND PRESENTATIONS FROM THE CITY SOLICITOR

First Reading – **Ordinance 2013-7** to Amend Chapter 30 Entitled Environment (removes resident agent requirement for rental properties but imposes the requirement as part of a plan for compliance for rental properties with documented noise violations) **Council Member Joe Mitrecic moved to approve the First Reading of Ordinance 2013-7; seconded by Council Secretary Knight. The vote was unanimous.**

COMMENTS FROM THE CITY MANAGER

Review of tentative work session agenda for April 9, 2013

- A. Bid Opening – Transit Advertising
- B. High Tide Music Festival Update and Request for use of the Inlet Lot presented by Tom Russell and Ken MacDonald of Founders Entertainment
- C. City Engineer Bid Award Recommendation for Storage Area Network Appliances and Server Equipment
- D. Transportation Superintendent Request to Purchase Bus Spare Parts
- E. Consideration of proposal to provide credit/debit card payment option for bus customers presented by the Finance Administrator
- F. Public Works Director Discussion of Terminating Transportation Discount Coupon Booklets
- G. Public Works Director Request to Fund AVL Hardware/Software for Bus Fleet
- H. Public Works Director Request to allocate funds for Humane Society Building Repairs

- I. Second Reading – Ordinance 2013-07 to Amend Chapter 30 Entitled Environment (imposes resident agent requirement as part of a plan for compliance for rental properties with noise violations)
- J. Presentation of FY 14 Financial Operating Plan by City Manager David Recor, ICMA-CM

City Manager Recor advised the Council that commission meeting reports will be scheduled for review in the 2nd Regular Session of every month, and, the commission meeting agendas will be scheduled for review in the 1st Regular Session of every month.

He advised Council Member Ashley that the Council Agenda Request Form is available online.

He advised Council Member Pillas that Staff is working on a spreadsheet with all costs for in-kind services for special events.

Lastly, he reported that the selection process for the Chief of Police position is progressing well.

COMMENTS FROM THE MAYOR AND CITY COUNCIL

Council Member Joe Mitrecic asked that citizens state their name and address for the record when speaking.

Council Member Brent Ashley spoke about the municipal bankruptcy in Stockton, California

ADJOURN

Council Secretary Mary Knight moved to adjourn at 7:43 p.m.; seconded by Council Member Mitrecic. The vote was unanimous.

Approved
4.15.13
Lucy J. Alenmond
City Clerk

POLICE COMMISSION MEETING MINUTES

OPEN SESSION

April 8, 2013 9:00 a.m.

Present: Mayor Rick Meehan, Council President Lloyd Martin, Commission Chairperson Doug Cymek, City Manager David Recor, Council Member Dennis Dare, Acting Chief Michael Colbert, Captain Kevin Kirstein

1. The March 19, 2013 Police Commission Organizational Session Minutes were approved.
2. Discussion of proposed meeting dates conflicting with town holidays.

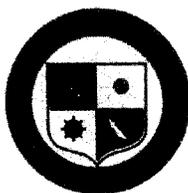
October Meeting will be held Friday, October 11, 2013

November Meeting will be held Friday, November 8, 2013

3. Budget Overview by Acting Chief Colbert –under what was submitted last year, including allowing for raises to the bargaining unit and proposed increases for civilians and staff.
Additions to budget:
 - a. Additional Public Safety Aides (“PSA’s”) to be assigned to shifts, frees up sworn officers to do police work.
 - o PSA’s are assigned to front desk, parking ticket meter writers, act as couriers between south and north divisions.
 - o Statement of charges needs original signature – can no longer use electronic signature - PSA’s can be used for courier to get documents to PSB quickly.
 - o Captain Kirstein will attend Maryland Chief’s meeting and will get more information on what other communities are doing in this regard.
 - b. Additional Tasers. 8 were recently approved by the Council; 14 more are needed. The cost for 14 more remains in the budget.
 - c. New roof. The City’s Engineer has determined that the PSB Building is in need of a new roof will which cost approximately \$600,000.
4. Summer staffing estimates – 105 seasonal officers (35% returning seasonal officers). The Training & Recruiting Section tested over 700 applicants. Question raised if we need to do this recruiting every year – it was explained that yes, to get the quality of seasonal officer, it is imperative that we travel to colleges to recruit for our seasonal officers.
 - a. Total seasonal officers will go down as some are offered full-time employment by other police departments.

- i. We do not replace the seasonal officers that depart for full time employment.
 - b. Housing – almost full – possibility that we might be looking for another 1 or 2 houses for our seasonal employees. This program works well for everyone involved.
- 5. Other business –
 - a. Discussion held concerning the new MOU with the County concerning continued responsibility for prisoners once transported to Snow Hill.
 - i. If our prisoner needs transport from Snow Hill to hospital, we would be called to transport except in emergency, then we would be called to meet at the hospital.
 - b. Any effect to budget? Not much, this is a rare occurrence.
 - c. Captain Guiton and Lt. Harmon will present more information to Council at April 9 closed session
 - d. Our detention capacity:
 - i. Standard 40 (two individuals per cell)
 - ii. Maximum 80 (four individuals per cell)
 - iii. Holding 30 (temporary while waiting to be processed)
 - iv. Total Maximum Capacity 110
 - e. Maryland state law changes will mean more arrestees will be released on citation rather than brought to detention.
 - i. There are certain criteria that must be met for an arrestee to be released on citation
 - ii. Maryland may decriminalize small amounts of marijuana – civil citation would be similar to underage alcohol ticket.

The next meeting of the Police Commission will be Monday, May 13, 2013 at 9:00 AM at the Public Safety Building, 6501 Coastal Highway, Ocean City, MD 21842



TOWN OF OCEAN CITY
301 N. BALTIMORE AVENUE
OCEAN CITY, MARYLAND 21842

APRIL 9, 2013 ✦ WORK SESSION

In attendance: Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Margaret Pillas, Doug Cymek, Brent Ashley, Dennis Dare and Joe Mitrecic, City Solicitor Guy Ayres, Council Member Margaret Pillas, Public Works Director Hal Adkins, Special Events Coordinator Lisa Mitchell, Transportation Superintendent George Thornes, City Engineer Terry McGean, City Clerk Kelly Allmond, Members of the press and interested parties.

CALL TO ORDER

Council President Lloyd Martin called the meeting to order at 11:01 a.m. in the Council Chambers of City Hall located at 301 North Baltimore Avenue in Ocean City, Maryland; **Council Member Joe Mitrecic moved to convene into closed session to: (1) consult with counsel to obtain legal advice; (2) discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal before the contract is awarded or bids are opened if public disclosure would be detrimental to the competitive bidding process; and, discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation or any matter affecting one or more appointees, employees or officials over whom it has jurisdiction. The vote was unanimous.**

REPORT ON CLOSED SESSION: APRIL 9, 2013 – 11:00 A.M. – 1:00 P.M.

Council President Lloyd Martin reopened the meeting at 1:00 p.m. and reported that legal, contractual and personnel matters were discussed in closed session. Persons present were: Mayor Rick Meehan, Council President Lloyd Martin, Council Secretary Mary Knight, Council Members Doug Cymek, Brent Ashley, Dennis Dare, Margaret Pillas and Joe Mitrecic, City Solicitor Guy Ayres, Acting Chief Captain Mike Colbert, Lieutenant Elton Harmon, Public Works Director Hal Adkins, Convention Center Director Larry Noccolino, Human Resources Director Wayne Evans, Executive Office Associate Diana Chavis.

COMMENTS FROM THE PUBLIC

- Al Wendling commented on the upcoming budget hearings.
- John Adkins commented on the upcoming budget hearings.

NEW BUSINESS

- A. Bid Opening – Transit Advertising **Council Member Doug Cymek moved to acknowledge the bids from: (1) Gateway Outdoor Advertising, Inc., (2) Sayin' It Loud, and (3) Direct Media USA; seconded by Council Member Ashley. The vote was unanimous.**

- B. High Tide Music Festival Update and Request for use of the Inlet Lot presented by Tom Russell and Ken MacDonald of Founders Entertainment **Council Member Brent Ashley moved to the event with remand to Staff to negotiate the profit-sharing agreement in the Memorandum of Understanding and Inlet Parking Lot arrangements; seconded by Council Member Pillas. The vote was unanimous.**

- C. City Engineer Bid Award Recommendation for Storage Area Network Appliances and Server Equipment **Council Member Doug Cymek moved to approve the purchase of the storage area network appliance from ePlus for the amount of \$25,506.71; seconded by Council Member Ashley. The vote was unanimous.**

- D. Transportation Superintendent Request to Purchase Bus Spare Parts **Council Secretary Mary Knight moved to approve the purchase of bus spare parts for the amount of \$5,185.27; seconded by Council Member Ashley. The vote was unanimous.**

- E. Consideration of proposal to provide credit/debit card payment option for bus customers presented by the Finance Administrator **Council Secretary Mary Knight moved to accept the proposal from Electronic Transit Systems Corporation to develop a mobile application for pay-by-phone services for bus customers; seconded by Council Secretary Knight. The vote was unanimous.** Also, **Council Member Brent Ashley moved to approve the fee structure as presented; seconded by Council Secretary Knight. The vote was unanimous.**

- F. Public Works Director Discussion of Terminating Transportation Discount Coupon Booklets **Council Secretary Mary Knight moved to accept Director Adkin's recommendation to terminate the discount coupon book program; seconded by Council Member Pillas. The vote was unanimous.**

- G. Public Works Director Request to Fund AVL Hardware/Software for Bus Fleet **Council Secretary Mary Knight moved to approve the purchase of AVL services from Air-Trak for the amount of \$16,250.00 (installation) and to contract with Air-Trak for one year in the amount of \$8,732.50; seconded by Council Member Cymek. The vote was unanimous.**

- H. Public Works Director Request to allocate funds for Humane Society Building Repairs **Council Secretary Mary Knight moved to allocate up to \$60,000.00 from the FY13 Humane Society account; seconded by Council Member Cymek with remaining funds to be posted in the General Fund. The vote was 6-1 with Council Member Pillas opposed.** Council Member Margaret Pillas explained that she is only opposed to posting residual funds to the General Fund.

- I. Second Reading – Ordinance 2013-07 to Amend Chapter 30 Entitled Environment (imposes resident agent requirement as part of a plan for compliance for rental properties with noise violations) **Council Secretary Mary Knight moved to ratify Ordinance 2013-07; seconded by Council Member Ashley. The vote was unanimous.**

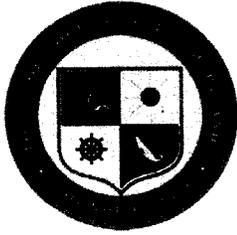
- J. Presentation of FY 14 Financial Operating Plan by City Manager David Recor, ICMA-CM (see Attachment A).
 - 1) **Council Secretary Mary Knight moved to implement paid parking in the City Hall and Public Safety parking lots; seconded by Council Member Cymek. The vote was unanimous.**

- 2) Council Secretary Mary Knight moved to increase the Inlet Parking Lot flat rate, for July 4th only, to \$50.00; seconded by Council Member Cymek. The vote was unanimous.
- 3) Council Secretary Mary Knight moved to continue the dialogue about alternative funding for solid waste; seconded by Council Member Mitrecic. The vote was 5-2 with Council Members Ashley and Pillas opposed.
- 4) Council Member Joe Mitrecic moved to support the Mayors letter to the State of Maryland for a stay on sequestering grant funding for the operation of the Salisbury Regional Airport air traffic control tower; seconded by Council Member Pillas. The vote was unanimous.

Mayor Meehan announced that as a result of the government sequester, the Blue Angels are unable to participate in the air show. He advised that Mr. Lilley is optimistic about Plan B.

ADJOURN

Council Member Joe Mitrecic moved to adjourn; seconded by Council Member Cymek. The vote was unanimous.



TOWN OF
OCEAN CITY

The White Marlin Capital of the World

TO: The Honorable Mayor and Members of the City Council
FROM: David L. Recor, ICMA-CM, City Manager
RE: Preliminary Town of Ocean City FY14 Financial Operating Plan
DATE: April 5, 2013

Attached for the Mayor and City Council's review and discussion on the April 9, 2013, Work Session Agenda, please find a CD containing the complete raw budget data from the Town's AS400 mainframe as prepared by Department Heads, the Budget Manager and City Manager. As of this date, the Preliminary Town of Ocean City FY14 Financial Operating Plan totals \$130,396,993 as follows:

<u>Fund</u>	<u>Budget</u>
General	\$78,272,716
Water	\$7,432,931
Wastewater	\$12,638,289
Transportation	\$9,764,890
Airport	\$1,488,873
Golf Course	\$2,145,848
Convention Center	\$6,981,045
IT	\$1,859,753
Service Center	\$5,298,117
Vehicle Trust	\$2,229,590
Risk Management	\$2,284,941
TOTAL	\$130,396,993

In the Fall of 2012, the Mayor and City Council initiated a much anticipated strategic planning process by collaborating with staff and community residents to create a 15-year Vision for the Town of Ocean City. In addition, 5-year Goals for the community were established as follows:

- 1) Financially Sound Town Government
- 2) 1st Class Resort and Tourist Destination
- 3) More Livable Community for Residents
- 4) Excellent Service Through a High Performing Town Organization
- 5) Revitalized Ocean City: Development and Redevelopment

The Town of Ocean City FY14 Financial Operating Plan attempts to recognize these 5-year Goals as well as the tentative Priorities established by the Policy and Management Agenda identified in the Strategic Planning process.

While the CD provided includes complete preliminary budget details from the Department to City Manager level, the traditional Budget Book, featuring a narrative highlighting revenue

and personnel changes, changes in Department operations as well as summary comments will be provided at the Work Session on April 9.

Department budget reviews have been scheduled with the Mayor and City Council for Thursday, April 11, Friday, April 12, Tuesday, April 16, and Wednesday, April 17. In addition, two wrap-up Work Sessions are scheduled for Thursday, April 18 and Friday, April 19.

The preliminary FY14 General Fund budget totals \$78,272,716 and is based on the Constant Yield Tax Rate of .4620 plus an additional .0244 for a total preliminary tax rate of .4864. Based on an average assessed value of \$221,000, the average tax bill would increase by \$39.56 when compared to the 2013 tax rate of .4585.

Reaching this preliminary FY14 General Fund budget figure required a great deal of collaboration and cooperation with our Departments. Together, staff reduced proposed expenditures by more than \$4.2 million dollars including \$3 million in personnel and operating expenditures in addition to \$1.2 million dollars in proposed new vehicle purchases. These expenditure reductions were equivalent to .0330 on the preliminary tax rate.

Both the FOP and IAFF bargaining unit contracts have been ratified and are scheduled to be presented to the Mayor and City Council at the Regular Session on April 15, 2013. The costs of year one of both collective bargaining agreements as well as an equivalent average salary adjustment for general employees has been included in the preliminary FY14 General Fund budget.

Other noteworthy preliminary FY14 General Fund expenditures include:

	<u>Expense</u>
Employee salary adjustments FOP, IAFF and General Employee	\$924,508
Roof replacement at the Public Safety Building and 65 th Street Garage	\$871,000
Principal & Interest – 2012 Bonds	\$796,985
Six (6) positions in Fire/EMS	\$292,462
Transfer to Airport	\$109,955
FICA on salary adjustments	\$70,725
TOTAL	\$3,015,635

In addition, "Pay As You Go" Street Paving has been reduced by \$830,000, i.e., from \$2 million to \$1,170,000.

During our initial review of the preliminary FY14 Financial Operating Plan, staff will be prepared to discuss a number of opportunities to increase revenues and/or decrease expenditures including:

- 1) Additional parking revenue
 - 2) Solid Waste funding alternatives
 - 3) Transportation service reductions
 - 4) Stormwater Utility
-

We will also be prepared to discuss the Town's Capital Improvement Plan, including the categories and value of unfunded projects, as well as the \$735,000 of unfunded "Pay as You Go" projects planned for FY14.

We look forward to working with the Mayor and City Council as we begin this dialogue. If you have any questions prior to the Work Session on April 9, please do not hesitate to contact me.

cc: Jennie Knapp, Budget Manager
Department Heads