



The Jewel of the Chesapeake Bay
North Beach, Maryland

8916 Chesapeake Avenue | Post Office Box 99
North Beach, MD 20714

410.257.9618 | 301.855.6681
www.northbeachmd.org

**PUBLIC HEARING ON THE DISPOSITION OF 9006 DAYTON AVENUE
7:00 P.M.**

**TOWN COUNCIL MEETING
NORTH BEACH TOWN HALL
FOLLOWING THE PUBLIC HEARING
June 6, 2013**

- I. PLEDGE OF ALLEGIANCE**
- II. ROLL CALL**
- III. APPROVE AGENDA**
- IV. APPROVAL OF MINUTES**
 - A. Minutes from the May 9, 2013 Town Council Meeting
- V. SCHEDULED APPOINTMENTS**
 - A. Mr. Charlie Bowman from Maryland Rural Water Association Recognition
 - B. Update from CPH on the 3rd Street Park Project
- VI. PUBLIC SAFETY REPORT**
 - A. Sheriff's Department
- VII. TREASURER'S REPORT**
- VIII. REPORTS**
 - A. Public Works Supervisor
 - B. Code Enforcement Officer
 - C. Town Engineer
 - D. Waterfront Manager
- IX. BOARDS AND COMMISSIONS**
 - A. Appointment to the North Beach Board of Appeals

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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X. BUSINESS ITEMS

- A. Update on the Historic Preservation Commission
- B. Sale of the Property at 9006 Dayton Avenue

XI. ORDINANCES AND RESOLUTIONS

- A. Ordinance 13-04: FY 2013 Budget Adjustments – Voting
- B. Ordinance 13-05: FY 2014 Budget – Voting
- C. Resolution 13-03: A Resolution for the Application for Community Legacy Program Funds for Development of 3rd Street Park within The Town of North Beach - Voting

XII. MAYOR AND COUNCIL REPORTS

XIII. PUBLIC COMMENT

XIV. CLOSED SESSION MEETING

XV. ADJOURNMENT

Upcoming Meetings and Events

- 1) Saturday, June 8, 2013 at 6:00 p.m. – Summer Concert on the Pavilion “Chester River Runoff
- 2) Thursday, June 13, 2013 at 7:30 p.m. – University of Maryland Presentation on the designs of the Performing Arts Building
- 3) Friday, June 14, 2013 – Campfire on the Beach – 7:00 p.m.
- 4) Saturday, June 15, 2013 – Eat, Drink Go Local – 12:00 p.m. – 6:00 p.m.
- 5) Monday, June 17, 2013 – Public Safety Meeting – 7:00 p.m.
- 6) Saturday, June 22, 2013 – Dragon Boat Races – 9:00 a.m. – 3:00 p.m.
- 7) Saturday, June 22, 2013 – Movie on the Beach as dusk – “Madagascar”
- 8) Thursday, July 11, 2013 – Town Council Meeting – 7:00 p.m.

All agendas are subject to change up until the time of the meeting.

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**Minutes from the May 9, 2013
Town Council Meeting
7:00 pm**

X___ Mayor Frazer	X___ Joanne Hunt	___ Buddy Jenkins
___ Mr. Benton	X___ Stacy Wilkerson	___ John Shay
X___ Mr. Dotson	___ Donnie Bowen	X___ Dawn Richardson
X___ Mr. McNeill	X___ John Hofmann	X___ Sgt. Jones
X___ Mr. Hummel	___ Richard Ball	
X___ Ms. Schiada	X___ Mr. Wilcox	

APPROVAL OF AGENDA AND MINUTES

- a) MOTION made by Ken Wilcox to approve the agenda as presented. Seconded by Greg Dotson. All in favor.
- b) MOTION made by Greg Dotson to approve the Town Council Minutes from the April 11, 2013 Meeting. Seconded by Ken Wilcox. Motion carries.
- c) Minutes from the May 2, 2013 Work Session. MOTION made by Greg Dotson to approve the minutes as submitted. Seconded by Ken Wilcox. Motion carries.

SCHEDULED APPOINTMENTS

- a) Mayor Frazer presented Betty Carlson Jameson with a token of appreciation from the Town for her 33 years as a member of the Planning Commission.
- b) Grace Mary Brady was in attendance and she presented a few pictures of structures from St. Mary's County. How things can change overtime.
- c) Jenny Plummer-Welker from Calvert County was in attendance to discuss the Land Preservation, Parks and Recreation Plan for Calvert County.

SHERIFF'S DEPARTMENT REPORT

- a) In March the Sheriff's Department responded to 197 calls for service in North Beach. This is up from 176 calls in March 2013. The calls are up based on the Deputies doing self initiated checks.

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TREASURER'S REPORT

- a) Treasurers Report: Reporting Period: 4/1//13 – 4/30/13: Beginning Balance \$722,444.05; Total Debits: \$390,459.21; Total Credits: \$610,995.37; Ending Balance: \$501,907.89. MOTION made by Greg McNeil to accept this report as presented. Seconded by Greg Dotson. Motion carries.

REPORTS

Staff Reports: Public Works Department, Code Enforcement, Waterfront Supervisor and Town Engineer are attached to this report.

BOARDS AND COMMISSION

- a) Appointment to the Planning Commission: MOTION made by Gwen Schiada to appoint Mickey Hummel to the North Beach Planning Commission. Seconded by Greg Dotson. Councilman Hummel abstains. Motion carries.
- b) North Beach Board of Appeals: The North Beach Board of Appeals vacancy has been advertised. There is one vacancy at this time. Two individuals have expressed an interest in the position. This item will be added to the June agenda for a decision.

BUSINESS ITEMS:

- a) Contract for sale of property at 9006 Dayton Avenue: This property is owned by the Town. A contract has been obtained. There will be a public hearing scheduled for June 6, 2013 Town Council meeting. This is a requirement when the Town sells property.
- b) Wetlands Elevated Trail Bids: Three bids were received. The bids range between \$100,000 and \$250,000. These bids are higher than expected. Mayor Frazer is requesting these bids be rejected and the project be re-bid. MOTION made by Ken Wilcox to reject these bids and re-bid the project. Seconded by Greg McNeil. All in favor. Motion carries.
- c) Museum visit with the County Commissioners and Town Council Members: Working with the County to come up with some dates for the tour.

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Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox



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ORDINANCES AND RESOLUTIONS

- A) Ordinance 13-03: North Beach Livability Code: MOTION made by Randy Hummel to pass the code as presented. Seconded by Greg Dotson. All in favor.
- B) Ordinance 13-04: FY 2013 Budget Adjustments – Ken Wilcox introduced the Ordinance
- C) Ordinance 13-05: FY 2014 Budget – Greg Dotson introduced the Ordinance

Meeting closed 8:20 pm on a Motion made by Randy Hummel. Seconded by Greg McNeil. All in favor. Motion carries.

Submitted:

Mark R. Frazer, Mayor

Stacy L. Wilkerson, Town Clerk

Mark R. Frazer, Mayor

Council Members: Mike Benton Gregory Dotson Gregory McNeill Randy Hummel Gwen Schiada Kenneth Wilcox

Memo



CALVERT COUNTY SHERIFF'S OFFICE TWIN BEACHES PATROL

Date: June 2, 2013

To: Stacy Wilkerson

From: First Sergeant Roscoe Jones

Re: Sheriff's Office Report-North Beach

In May, the Sheriff's Office handled 189 calls for service in North Beach. This is down from 197 calls in April.

Call Breakdown for May:

120 calls were self-initiated (patrol checks, follow-up investigations, etc)

69 calls were received by other means (citizens, alarm companies, etc)

Of the 189 calls, we handled:

- 2 Assaults (Closed by arrests)
- 0 CDS Violations
- 5 Thefts (1 closed, 4 are under investigation)
 - *Theft of GPS from UNLOCKED vehicle*
 - *Theft of Documents from UNLOCKED vehicle (Found & Returned)*
 - *Tampering with UNLOCKED vehicle (Entered, nothing stolen)*
 - *Theft of shoes (Closed)*
 - *Theft of lawn mower*
 - *Theft of flower baskets*

(3 Thefts from Auto's, 1 tampering with Auto, all in San Francisco by the Bay)

- 2 Destruction's of Property (1 closed, 1 under investigation)
 - *Windshield damaged by juvenile (Closed, handled by parents)*
 - *Broken car window (Under investigation)*
- 0 DWI

Breakdown of Dispatched/Self Initiated Calls

911 Hang up - 2	House/Building check - 3	Suspicious vehicle - 3
Accident – 3	Intoxicated person - 1	Theft - 9
Alarm – 5	Loud party/music - 1	Traffic complaint - 1
Assault - 2	Missing person - 1	Traffic assignment - 11
Assist motorist - 1	Notification - 1	Unauthorized use of M/V - 1
Assist sick/injured - 1	Parking complaint -2	Unknown problem - 1
Attempt to locate - 4	Patrol check – 99	Warrant service - 1
Check Welfare- 4	Person w/weapon – 1 (Unfounded)	
Destruction of Property – 3	Police information – 3	
Disorderly – 6	Peace/Protective order - 1	
Domestic –4	Sexual Assault – 1 (Handled by CIT)	
Eviction - 1	Special assignment – 2	
Fight – 1 (Unfounded)	Suicide Attempt – 1 (Emergency Petition)	
Fireworks Complaint - 1	Summons service – 1	
Follow up - 15	Suspicious person - 4	

****Note – The reportable incident totals on page 1 may differ from the dispatched totals on page 2. The breakdown on page 2 represents all calls dispatched/self initiated by the sheriff's office. The totals listed on page 1 may be less due to factors the deputy learns upon arrival to the scene****

TOWN OF NORTH BEACH TREASURER'S REPORT

Reporting Period 05/01/13- 05/31/13

PNC Bank:

Beginning Balance 05/01/2013	\$ 502,155.89	
Total Debits (+)	\$ 334,443.31	
Total Credits (-)	\$ 411,396.09	
Ending Balance 05/31/2013	\$ 425,203.11	Last Year: \$ 135,814.74
Investments (MLGIP/General Fund)	\$1,283,217.61	Last Year: \$1,001,873.79
(MLGIP/Sewer Capital)	\$ 33,960.84	Last Year: \$ 383,672.10
(MLGIP/Water Capital)	<u>\$ 7,419.02</u>	<u>Last Year: \$ 137,318.32</u>
Total Cash	\$1,749,800.58	Last Year: \$1,658,678.95

CASH RECEIPTS OVER \$7,500.00

\$ 9,267.28-Comcast Franchise Payment
 \$ 65,553.51-Calvert County Tax Payment (April 2013)
 \$ 41,887.03-Local Income Tax & Other (May 2013)
 \$147,945.87-Transfer from CC Acct. to General

CASH DISBURSEMENTS OVER \$7,500.00

\$ 25,762.72- Payroll W/E 5/11/2013
 \$ 26,691.42- Payroll W/E 5/25/2013
 \$ 32,346.27- Town of Chesapeake Beach- WWTP
 \$ 32,333.60- Southern Maryland Paving & Sealcoating- Town Parking Lot
 \$ 10,236.40- Atlas Construction- Town Parking Lot
 \$ 67,997.10- Dissen & Juhn- Wave Barrier Project
 \$ 20,909.07- Southern Maryland Recycling- Trash Contract/March
 \$ 20,909.07- Southern Maryland Recycling- Trash Contract/April
 \$ 24,253.53- Metro Bobcat- Purchase of Trac Loader
 \$ 16,909.20- Stallings National Enterprises- Dayton Avenue House

To: Mayor Frazer and Town Council Members

From: Don Bowen

Date: 6-4-2013

Subject: Monthly Report

The following is a summary of task the Public Works Department has been working on in addition to routine task.

- 1) Block 4 Public Parking lot. Parking lot is 95% complete, all that is remaining is installing sign, finish landscaping and small area of stripping needs to be completed. Project is projected to come in under estimated budget.
- 2) Had failures of two sewer pumps, one located at Bay Ave, and the other at Greenwood Ave pumping station. Pulled pumps and sent out to repair shop to be rebuilt. Had to set up temporary pump at Greenwood Ave. Installed spare at Bay Ave. Both pumps are now back and have been reinstalled. Pump stations are back in normal operating mode.
- 3) Had heavy rain on 5-28-2013 which caused flooding on 5th street from Bay to Chesapeake, also on Bay and Chesapeake in this area. Storm water pumps came on when called for and flooding receded quickly. Rain water caused drainage issues in other areas of town also.
- 4) Working with Mr. Hoffman on pier remodeling project, wetlands trail project and drainage issues throughout town.
- 5) Built and installed memorial for Buddy Simonds at the tot lot area.

MEMORANDUM

TO: Mayor & Town Council

FROM: John A. Hofmann, P.E. Town Engineer & Zoning Administrator

RE: Monthly Report

DATE: June 2013

The following is the status of activities that are being worked on:

Corps of Engineers Wetland Revitalization Project

The Corps has submitted the project to the Division office in New York. After their approval, Headquarters in Washington must approve the Baltimore office starting on the engineering for design and permits. The first step after Headquarters approval will be for the Baltimore office to prepare a project agreement for town approval that covers the Town's participation in funding for the design phase. The Project Agreement will contain a Project Management Plan that will establish milestones for the Corp's design effort. This will help the Town monitor the Corp's future progress on the project. The best estimate on schedule is that the design work will start in October 2013 and take one year to complete.

Boat Slip Dredge

We are pursuing permits and working with DNR on funding.

9th Street Flood Mitigation Project

Only 3 of the 12 land owners from whom easements are required have signed their agreements. We are arranging additional contacts with the ones who have not responded to encourage them to approve the easement agreements. We are working with the federal and state permitting agencies on the tidal wetland permits.

New Fishing Platform for Town Pier.

The project was advertised for bids in May. Since we have now received Mr. Emory's piling report we are changing the bid opening to later in June so we can add to the project the repairs and replacement pilings in the tee section that Mr. Emory recommends.

Wetland Trail

The project has been advertised for rebid to attract better bidder interest. .

DNR Parcels

The Board of Public Works did not take action on the transfer in May as scheduled. We are waiting for DGS to give us a new schedule for BPW action.

Block 4 Parking Lot

Construction is completed. We are evaluating changes to the location of the walkway connection to 7th Street with Mr. Russo.

Pier upgrade project

We are continuing with the design for the upgrades including new decking and lighting for the Town pier. Mr. Emory has recommended work to repair damage or deteriorated pilings. We will be adding this work to the drawings and specifications for the Project.

3rd Street Park

CPH is schedule to review the revised Preliminary Plan with Town Council at their June meeting.

Zoning Ordinance & Map

I am working with the Planning commission on drafting changes to the Zoning ordinance and Map to be recommended to Town council.

NORTH BEACH WELCOME CENTER

WATERFRONT REPORT

June 6, 2013

Revenue 4/28/12 to 6/2/2012 \$ 60,664.00
4/28/13 to 6/2/2013 \$ 32,057.00 - \$ 28,607.00 over last year/same period
(Decrease due to 8 rained out days and poor weather Memorial Day weekend.)
Memorial Day Weekend 2012 - \$ 34,146.00 revenue, 3,255 guests
Memorial Day Weekend 2013 - \$ 9,288.00 revenue, 1,394 guests

Guest Counts 4/28 to 6/2/13

<u>Visitors</u>		<u>Residents</u>		<u>Total</u>	
<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>
6,149	3,220	2,740	1,397	8,889	4,617

(Count is down due to rain and cloudy conditions and poor holiday weekend turnout.)

Zip Code Report

Prince Georges Co.	236
Calvert County	194
Virginia	175
Washington DC	115
Montgomery Co.	84
Anne Arundel Co.	69
Maryland (other)	46
Baltimore	22
Charles Co.	18
St. Mary's Co.	10

(Zip Code Count is per family, not per person.)

Rentals

	May 2012	May 2013
Single Kayak	0	2
Paddleboard	0	2
Bicycle	4	24
Double Kayak	3	6

Richard Ball, Waterfront Manager

Welcome Center: 410.286.3799

Home: 410.286.3988

Cell: 410.474.4516

rball@northbeachmd.org , humphrey72357@comcast.net

May 7, 2013

Elizabeth N. Lawton
Post Office Box 166,
North Beach, MD 20714

Town of North Beach,
8916 Chesapeake Avenue,
North Beach, MD 20714

Dear Mayor Frazer,

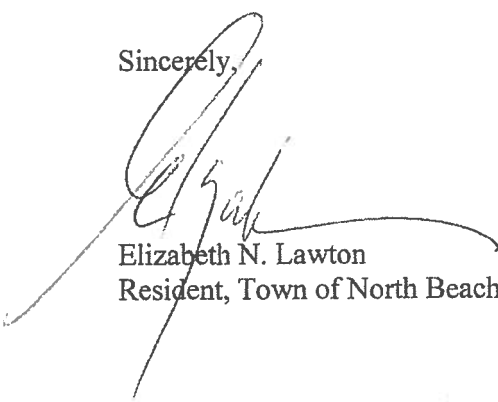
This letter is in response to e-mail dated May 6, 2013 announcing a vacancy on the North Beach Board of Appeals.

As you are aware, in the past eight (8) years, I have tried in many different ways to contribute to the developing of North Beach, and have simply not found the right place to be. Given my background in Systems Engineering and Project Management, perhaps these skills could be transferrable to benefit the Town. It is my desire to ensure that we are able to grow and thrive however, to also preserve our colorful history.

Enclosed is my (functional) resume that you can see if there is a fit for this Board. It is comprehensive.

Please consider me in the decision to fill the vacancy position on the Board of Appeals. I would be honored to serve the Town in this capacity.

Sincerely,



Elizabeth N. Lawton
Resident, Town of North Beach

Elizabeth N. Lawton, PMP®

Post Office Box 166, North Beach, Maryland 20714-0166
elizabethlawton@hotmail.com; (202) 369-0574

Knowledge, Skills, Abilities

- | | | |
|-------------------------------------|-----------------------------------|--|
| • Strategic Planning & Partnerships | • Information Technology | • Change & Culture Management |
| • Acquisitions & Integrations | • Engineering & Manufacturing | • Customer Allegiance & Satisfaction |
| • Organic Business Growth | • Performance & Quality Standards | • Commercial & Government Customer Support |
| • Budget Planning/P&L Management | • Risk Management | • Multi-Cultural Environments |
| • Operations Management | • Leadership & Staff Development | |
| • Logistics Management | | |

Professional Experience

Executive / Leadership

Responsibilities: Plan and implement policies, objectives, and activities of the organizations to ensure continuing operations and increased productivity. Direct, prepare and/or coordinate a) budget and financial activities to fund and sustain operations and increase efficiency; b) department activities concerned with cost and pricing, marketing and sales, or delivery of products and services; and c) human resources activities to include hiring and retention plans, selecting managers, staff and consultants, professional development and training, performance assessments and determining compensation and benefit packages. Review and evaluate company and staff performance in meeting objectives, determine improvement in areas such as policy changes, customer support and program/project management. Collaborate with staff members to coordinate activities and discuss and resolve issues. Approve and/or negotiate: 1) contracts with government or non-government customers; and 2) teaming agreements with other organizations. Manage company culture.

Positions:

- [01] Principal Consultant, Lawton Consulting (2012-Present)
- [02] Owner, Wellness in American Schools, 501(C)(3); (2008-Present)
- [03] Federal Business Development Manager, ECOtality (2012)
- [04] Owner, Nutritious Harmony LLC (2006-2012)
- [09] Expeditionary Warfare Logistics Department Officer, Surface Warfare Center Port Huemene, California (2001-2002)
- [13] Division Officer (Logistics), Reserve Staff Unit/Commander Submarine Force – Pacific, Honolulu HI (1994)
- [14] Division Officer (Transportation), Navy Cargo Handling Battalion Port Hueneme, California: Battalion Training Officer, Detachment Officer In Charge (1992-1994):

Accomplishments:

- [01] Founding Member developing a Joint Venture for Service-Disabled Veteran-Owned / Veteran-Owned Small Business and transitioning Military Veterans to participate in the Energy Security career field.
- [01][03] Co-Chairperson for the Metropolitan Washington Council of Governments (MWCOG) Electric Vehicle (EV) Working Group focused on the deploying of EVs and EV Infrastructure in the DC/MD/VA Metropolitan Area, and supporting DOE EV Everywhere Initiative.
- [02] Implemented Southern Maryland's Regional Military Veteran Family Appreciation Day engaging multiple Local, State and Federal stakeholder. Coordinated with various Veteran Services Organizations (VSO) and Military Services Organizations (MSO), public and private organizations including government and non-government organizations. Reduced event operating cost from \$19,000 to \$6,000 in 2 years (2010 and 2011).
- [03] Instrumental in acquiring the company's first EVSE to Energy Management System pilot program at Marine Corps Base (MCB) Camp Pendleton within 6 months of securing position.
- [03] Managed Fleet electrification infrastructure study at Joint Base Lewis-McChord, Washington State.
- [03] Defined and initiated implementing a three-point strategy to acquire multiple General Services Administration (GSA) Schedules to advance and expedite Business Development activities.
- [04] Contracted over \$400,000 in wellness training for TEAM SHIPS at Naval Sea Systems Command, SE DC.

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[04] Maintained operations including Human Resources functions for having At Will employees. Employed five personnel and two independent contractors.

[04] Senior advisory member of Veterans Entrepreneurship Task Force (VET-Force) resulting in 2010 Presidential Executive Order which supported advancing Veteran-Owned and Service-Disabled Owned Small Business concerns. Executed strategic planning functions for the Vietnam Veterans operated organization as well as prepared information for response to White House and Congressional inquiries.

Systems Engineer / Project Manager

Responsibilities: Assessed and documented end-user needs. Directed technicians, engineers and technical staff in the building, testing, and modifying of system prototypes using computer simulations of working or theoretical models. Selected hardware and software to meet information technology requirements and system specifications. Reviewed blueprints, wiring diagrams and schematic drawings. Monitored equipment and ensure modifications for system to conformance with specifications. Tested, evaluated and verified hardware and software interface to meet operational and performance requirements for overall system. Analyzed test data. Provided technical support to designer, engineers and other team members throughout the systems design, development and implementation process. Wrote reports. Provided user recommendations for new or existing equipment with regard to installation, upgrades, or enhancements. Authored policy, and programmatic (including maintenance) documents and engineering instructions. Liaison for, and with, the organizations decision-makers. Managed stakeholders.

Positions:

[05] Combat Weapon Systems Engineer, Naval Sea Systems Command (2007-2008)

[06] Sr. Systems Engineer, Independent Contractor (2006-2007)

[07] Sr. Technical Director, Anteon Corporation (2004-2006)

[08] Human Systems Integration (HSI) Project Officer, PEO Ships/Naval Sea Systems Command (2004-2006)

[10] Logistics Manager (Acquisition), Area Air Defense Commander Capability Program Office/PEO Theater Surface, Combatants, Naval Sea Systems Command (1999-2001)

[13] Radar Technician, Port Services/Naval Station Long Beach (1980-1981)

Accomplishments:

[05] Implemented Naval Warfare Systems Certification Policy, Manning and Training Criteria.

[06] [07] Authored White Paper identifying contracting language and specifications for Human Performance testing, verification and validation requirements to support implementing a Navy-wide Human Systems Performance Assessment Capability Concept of Operations.

[07] Developed Human Performance and Systems Engineering Criteria in the Department of Navy's Human Capital Strategy for Integrate Learning Environment and Sailor distribution system defining the Sea Warrior Program.

[08] Defined HSI systems engineering methods and incremental working group approach for a Total Ship/System engineering process and tools used in the mission and performance analyses of mid-life upgrade candidates modernizing the DDG51 Class Destroyer.

[08] Defined HSI modernization architectural framework for input to OPNAV N12 SEAPRINT Enterprise Database requirements.

[08] Member, Strategies, Architecture and Standards Group, Navy Enterprise Resource Planning Program. Drafted Operational Requirements Document.

[10] Defined Human Factors Engineering requirements demonstrating knowledge, skills and abilities required to operate, maintain and support for the AADC system/sub-systems throughout its life-cycle: research and development to disposal.

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Logistics Subject Matter Expert

Responsibilities: Directed comprehensive logistical functions for product/system life cycles support, including acquisition, distribution, delivery, recycling, reuse, and disposal. Directed operations to achieve cost, schedule and productivity goals. Resolved logistics systems, transportation and customer issues. Collaborated with other departments/organizations to integrate logistics with business information systems and processes. Managed strategic or tactical purchasing, material requirements planning, inventory control, warehousing, and shipping and receiving. Directed warehousing operations to include achieving quality, safety and transportation management objectives. Prepared and/or maintained metrics, reports and process documentation, including cost, schedule and training records. Negotiated with suppliers or customers to improve supply chain sustainability. Analyzed financial impact of logistic operations. Implemented new and/or improved supply chain processes.

Positions:

- [09] Expeditionary Warfare Logistics Department Officer, Surface Warfare Center Port Huemene, California (2001–2002)
- [10] Acquisition Logistics Manager: Area Air Defense Commander Capability (AADC)/PEO Theater Surface Combatants, Naval Sea Systems Command (1999-2001)
- [14] Division Officer (Transportation), Navy Cargo Handling Battalion Port Hueneme, California: Battalion Training Officer, Detachment Officer In Charge (1992–1994)
- [19] Training Officer, Ships Intermediate Maintenance Activity, Long Beach
- [20] Inventory and Warehouse Manager and Shipping and Receiving Supervisor, USS Prairie AD-15 (1983-1986)
- [21] Supply Support Supervisor, USS Prairie AD-15 (1982 – 1983)
- [22] Warehouse and Purchasing Clerk: Naval Station Long Beach California (1981-1982)

Accomplishments:

- [09] Directed, guided and motivated 130 civilian personnel in Integrated Logistics Support (ILS) for over 10 In-Service gun and missile systems, and display programs, with a budget of \$30M.
- [09] Aligned Department's goals to support Command-wide change initiatives resulting in implementing an Integrated Supportability Assessment (ISA). The ISA process was adopted in the Command's Safe, Effective and Affordable Review (SEAR) process used to evaluate ship platform and weapon system readiness.
- [09] Recognized as a *Command Innovator* for revitalizing a command-wide focused investment approach to managing Commercial Off-The-Shelf (COTS) products.
- [10] AADC Team received Department of Navy FY 2000 Procurement Excellence Award for the System's Engineering Development Model (EDM).
- [10] Defined the performance-based supportability and reliability-centered maintenance strategy for the AADC EDM.

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Enabling Expertise

Business and Financial Management

Responsibilities: Prepared operating budgets. Directed the preparing of budget reports; reviewed and analyzed budgeting and accounting reports for completeness, accuracy and to maintain control of expenditures. Provided technical assistance for analyzing cost, distributing budgets, and preparing contracting bidding and billing rates. Approved funding requests. Determined financial resource requirements and managed program budgets. Reviewed and performed cost-benefit analysis. Interpreted and defined budget policies and directives

Positions:

- [11] Business/Financial Execution Officer, STANDARD Missile Program Office/PEO Theater Air Defense (1995-1999)
- [15] Principal Financial Controls Administrator, McDonnell Douglas Corporation/USAF C-17 (1990-1994)
- [17] Program Controls Administrator; Hughes Aircraft Company/USN BSY-1 Weapons Launching System (1988-1990)
- [18] Program Controls Analyst, Hughes Aircraft Company/USA PLRS (1986-1988)

Accomplishments:

- [11] Designed and implemented Program Management Information System for managing of over \$98M sub-contracted effort to 13 field activities, improving the cycle time of funds flow resulting in exceeding comptroller benchmarks in 13 of 18 appropriations.
- [11] Resolved \$800M in problem disbursements. This significantly contributed to a successful MS II EDM decision for the Navy Area TBM Defense Program.
- [11] Co-chaired working group responsible for selecting the Financial Management Information System (FMIS) used by the newly established PEO Theater Surface Combatants.
- [15] Business Manager USAF C-17 Full Scale Engineering Development (FSED) and Production Aircraft Contract. Co-Chairman Performance Measurement Baseline Board dispositioning over \$30M in engineering change requests monthly.

Government Contract Management

Responsibilities: Represented organization in formulating policy and/or negotiating contracts and monitoring performance. Developed and implemented contract management instructions, policies, and procedures. Participated in the developing specifications for equipment and information technology systems. Directed or coordinated personnel, or facilitated activities, engaged in purchasing materials, equipment, machinery, and supplies. Located vendors. Prepared and processed requisitions; maintained records. Resolved disputes.

Positions:

- [15] Principal Financial Controls Administrator, McDonnell Douglas Corporation/USAF C-17 (1990-1994)
- [12] Operations Officer, Defense Contract Management Agency, Los Angeles (1994-1995)
- [16] Asst. Division Officer, Asst. Operation Officer, Asst. ADP (Information Technology) Officer, Navy Regional Contracting Center Long Beach, CA Detachment 419 (1988-1992)
- [20] Supply Support Supervisor, USS Prairie AD-15 (1982-1983)
- [21] Warehouse and Purchasing Clerk, Naval Station Long Beach California (1981-1983)

Elizabeth N. Lawton, PMP®

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Health & Wellness Coach / Project Manager

Responsibilities: Develop wellness programs and/or services, such as yoga and holistic lifestyle classes ensuring a diversity of offerings. Conduct or facilitate training sessions and/or seminars. Prepare and maintain wellness- and fitness-related schedules, records, or reports. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the integrative wellness industry. Organize, schedule and oversee wellness events and/or programs. Prepare and execute strategic, operational, purchasing and maintenance plans. Lead seminars and teach instructional courses. Instruct individuals or groups in strategies and performance principles, such as ways of moving the body, hands, or feet, to achieve desired results. Teach proper breathing techniques. Plan, organize and conduct counseling sessions for individuals, small groups that enable participant to achieve maximum health benefits. Evaluate and determine skills. Monitor progress and preview performance to adapt levels of fitness areas for potential improvement. Explain and observe safety precautions. Adjust coaching techniques, based on the strengths and weaknesses of the client. Provide direction, encouragement, and motivation.

Positions:

- [a] Holistic Health Practitioner, Independent Consultant (2006–present)
- [b] Yoga Practitioner, Independent Consultant (2012-present)
- [2] Owner, WIAS Inc. 501(C)(3) (2008-present)
- [4] Owner, Nutritious Harmony LLC (2006–2012)
- [c] Wellness Coach, Crystal City Sport&Health Clubs (2008-2009)

Accomplishments:

- [b] Creating *Yoga for Youth Wellness* supporting afterschool program for Barstow Acres, Prince Fredrick, MD.
- [b] Implementing breathing, meditation and Yoga Basic classes at Abigail Francisco's School of Classical Ballet in North Beach, MD.
- [4] Author "[A Choice About Change, Essentials in Living Healthier.](#)" E-book available on Amazon.com.
- [4] Created Workforce FIT training programs for Executive and Workforce Wellness training.
- [c] Initiated Wellness Program at Crystal Gateway and Crystal Park Sport&Health Clubs in Arlington, Virginia.

Fitness Center Manager

Responsibilities: Manage and maintain fitness facility. Coordinate facility operations between Fitness Director and Membership staff and resolve problems. Collect payment and handle customer accounts. Participate in financial activities such as maintaining membership account and product inventory and sales. Greet and register guests. Answer questions pertaining to on-going programs and events sponsored by the local facility and corporate office. Resolve complaints. Inspect facility to ensure healthy, safety and comfort of members and guests. Manage maintenance staff.

Position:

- [d] Manager On Duty (MOD), Crystal Gateway Sport&Health Club (2004-2009)

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Education

- Graduate, MS Systems Engineering, Johns Hopkins University (2006)
- EMBA, University of Southern California (1995) (24 Semester Hours)
- BA, Finance and Banking, National University, (1987)

Certifications

- Pathways Network Essentials [Network+] / Anne Arundel Community College (pending)
- Project Management Professional / Program Management Institute (2012)
- DOD Acquisition Professional Community Member – Level 2 Contracting (1999)
- USN Administrative Contracting Officer (1994)
- USN Procurement Contracting Officer (1992)

Other Certifications

- Yoga Practitioner/Yoga Alliance (pending)
- Holistic Health Practitioner/American Association of Drugless Practitioners (2007)

Training Certificates

- Certificate in Environmental Technology / College of Southern Maryland (on-going)
- Microsoft Office 2010 & MS Windows 7 Network / Microsoft Elevate America Program (on-going)
- Yoga Teacher, Radiantly Alive Yoga (2012)
- Program Management Professional / Program Management Academy (2011)
- Veterans In Procurement / Montgomery County Chamber of Commerce (2010)
- Basic Truths and Frequencies of Healing, Levels I/II / Eric Pearl's Reconnective Healing (2009)
- Raw Food Chef Certification, Level 1 / Alissa Cohen's Living on Live Food (2009)
- Health Counselor Immersion Program / Institute for Integrative Nutrition (2008-2009)
- Health Counselor / Institute for Integrative Nutrition (2007)
- SAP/Enterprise Resource Planning (ERP) - Project Management and Plant Management (2003)
- The Rules and Law of Government Appropriations / Defense Acquisition University (DAU) (2003)
- Earned-Value Management (EVM) Workshop / DAU (1999)
- Fundamentals of Business Financial Management / DAU (1999)
- Systems Acquisition / DAU (1999);
- Earned Value Management / DAU (1998)
- Contract Pricing / DAU (1998)
- Solving the Risk Equation: Risk and Quality Management / DAU (1998)
- Practical Comptrollership Course / DAU (1997)
- Executive Development / University of Southern California (1993)
- Government Contract Management / University of Phoenix (1992)

TOWN OF NORTH BEACH

ORDINANCE 13-04

May 9, 2013

THE PURPOSE OF THIS ORDINANCE IS TO AMEND THE BUDGET FOR FISCAL
YEAR 2013 TO ALLOW FOR ADJUSTMENTS TO SEVERAL LINE ITEMS
IN THE FY 2013 BUDGET TO THE
GENERAL, SEWER AND WATER ACCOUNTS.

WHEREAS, State Law and the Charter for the Town of North Beach requires an ordinance be drafted and submitted to the Mayor and Town Council for adjustments to budget line items, for budget amendment purposes;

WHEREAS, As a result of budget review for the FY13 budget year there are several line items where the amount allocated either needs to be increased or decreased.

NOW, THEREFORE BE IT ORDAINED, that the Town of North Beach will make adjustments to the FY 2013 budget as outlines in the back up detail attached and made a part of this ordinance as Exhibit "1".

AND BE IT FURTHER ORDAINED that this Ordinance shall become effective on the ____ day of _____, after being read at two successive Town Council meetings as required by Section 19-311 of the Charter.

EFFECTIVE DATE OF:

By order of The Town Council
Town of North Beach, Maryland

Mark R. Frazer, Mayor

Page 2

Ordinance No: 13-04

FY 2013 BUDGET ADJUSTMENT GENERAL, SEWER AND WATER FUNDS

Date: May 9, 2013

VOTE:

 Benton
 Dotson
 Hummel
 McNeil
 Schiada
 Wilcox

CERTIFICATION

I, HEREBY CERTIFY, that as the duly
Appointed Town Clerk, that the foregoing

ORDINANCE NO: 13-04

Was adopted on the _____ day of _____, with
Council Members present and voting
with _____ Aye and ____ Nay votes.

Stacy Wilkerson, Town Clerk

TOWN OF NORTH BEACH

May 9, 2013

ORDINANCE 13-05

OPERATING BUDGETS FOR THE GENERAL FUND,
SEWER AND WATER AND CAPITAL PROJECTS
FUND FY 2014

WHEREAS, State Law and the Charter for the Town of North Beach requires specific action to be taken each year related to submission, publication and public hearings on and adoption of an annual operating budget for the Town, and

WHEREAS, All the requirements relating to submission, publication and public hearings on the annual operating budget have been met, and

NOW, THEREFORE BE IT RESOLVED, that the attached Town of North Beach, Maryland Budget for Fiscal Year 2014 is hereby adopted as the annual operating budget for the General Fund, Sewer and Water Fund and Capital Projects for Fiscal Year 2014 for the Town of North Beach, Maryland.

READ AND ADOPTED THIS _____ DAY OF _____.

EFFECTIVE DATE OF _____.

Budget year starts: July 1, 2013

BY ORDER OF THE TOWN COUNCIL
TOWN OF NORTH BEACH, MARYLAND

Mark R. Frazer, Mayor

VOTE:

_____ Benton
_____ Dotson
_____ Hummel
_____ McNeil
_____ Schiada
_____ Wilcox

CERTIFICATION

I, HEREBY CERTIFY, that as the duly appointed Town Clerk, that the foregoing
ORDINANCE NO: 13-05 was adopted on the _____ day of _____, with
Council Members present and voting with _____ Aye and _____ Nay votes.

Stacy L. Wilkerson, Town Clerk

North Beach, Maryland

An Amendment to the Fiscal Year 2014 Budget

Mr. McNeill, for himself offers the following amendment:

Section 1. Findings:

- (a) The Town Council chose to purchase properties in town for the purpose of creating parking; and
- (b) That it was understood the lot on the south east corner of Chesapeake Ave and 5th Street (here after referred to as "The Property"), which the Town currently rents and uses for seasonal parking, would be developed; and
- (c) that such development would begin in the Fall of 2013; and
- (d) that The Property would not be available to rent after the Fall of 2013, and
- (e) that the purchase of such other lots was financed through bond; and
- (f) that part of the debt service on such bonds would be offset by savings realized in not renting The Property; and
- (g) that plans to develop the property have been postponed, and
- (h) that the FY 2014 North Beach Town Budget, has budgeted approximately \$6000 for the rental of The Property in the spring of 2014, beyond the date the Council understood the property to no longer be available.

Section 2.

Under GENERAL FUND EXPENSES, GENERAL SERVICES, the amount of \$32,950 listed for GROUND RENT/PARKING in fiscal year 2014, be reduced by \$6000 to \$26,950.

Town of North Beach
Resolution 13-03

A RESOLUTION FOR THE APPLICATION FOR COMMUNITY LEGACY
PROGRAM FUNDS FOR DEVELOPMENT OF 3RD STREET PARK WITHIN THE
TOWN OF NORTH BEACH

WHEREAS, The Mayor and Town Council of the Town of North Beach, Maryland, are committed to providing its citizens and area residents with programs, facilities and infrastructure that enhance the quality of life in North Beach; and

NOW THEREFORE, BE IT RESOLVED, By the Mayor and Town Council of North Beach, Maryland, that the Town of North Beach make formal application to the Maryland Department of Housing and Community Development Community Legacy Program in the amount of \$250,000.00 dollars for the purpose of developing the 3rd Street Park as part of the Town's planned open space.

AND BE IT ALSO FURTHER RESOLVED, that this Resolution _____ shall take effect from the date of its passage by the Town Council.

READ AND ADOPTED THIS ____ DAY OF JUNE 2013.

By Order of the Town Council of
The Town of North Beach, Maryland

Mark R. Frazer, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of North Beach, Maryland, that on the ____ day of June 2013 with ____ Aye votes and ____ Nay votes.

Stacy L. Wilkerson, Town Clerk