

**CITY OF ANNAPOLIS  
REGULAR MEETING OF THE CITY COUNCIL**

March 11, 2013 7:00 p.m.

Call to Order  
Invocation  
Pledge of Allegiance  
Roll Call  
Approval of Agenda

Mayor Cohen  
Alderman Israel  
Mayor Cohen  
City Clerk Watkins-Eldridge

**CITY COUNCIL CITATIONS**

Martha Wood Leadership Award

Mayor Cohen

**MAYOR COHEN'S STATE OF THE CITY ADDRESS  
AND FISCAL YEAR 2014 BUDGET PRESENTATION**

**PETITIONS, REPORTS AND COMMUNICATIONS**

Approval of Journal Proceedings

Regular Meeting February 11, 2013  
Special Meeting February 25, 2013

Reports by Committees

Comments by the General Public

*A person speaking before the City Council with a petition, report or communication shall be limited to a presentation of not more than three minutes.*

**LEGISLATIVE ACTIONS**

**CHARTER AMENDMENT and ORDINANCES – 2<sup>ND</sup> READER**

**CA-2-12 Municipal Elections Coinciding with State of Maryland Elections in 2018 and Onward** – For the purpose of amending the Charter of the City of Annapolis to establish the dates of the primary and general elections to coincide with the State of Maryland in 2018 and extending the length of time in office for the incoming City Council in December 2013 an additional year to December 2018 in order to facilitate this transition period. ***Proposed to be postponed.***

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
9/24/12	10/22/12	10/13/12	12/21/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	9/24/12	11/13/12 2/4/13	Favorable motion failed No action

**O-28-12 Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units** – For the purpose of amending the procedures for the sale and rental of moderately priced dwelling units. ***Proposed to be postponed.***

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
7/23/12	9/24/12	9/14/12	1/21/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	7/23/12	11/13/12	Favorable
Housing and Human Welfare	7/23/12	11/13/12	Favorable
Environmental Matters	1/14/13		
Planning Commission	7/23/12	9/13/12	Favorable w/amd.

**R-8-13 Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis** – For the purpose of expressing the Annapolis City Council's support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
2/11/13	N/A	2/25/13	5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	2/11/13	2/20/13	Favorable
Alcoholic Beverage Control Board	2/11/13	3/6/13	Favorable w/ amd.

**R-9-13 Municipal Elections Coinciding with State of Maryland Elections** – For the purpose of expressing the sense of the Annapolis City Council that the City elections for Mayor, Aldermen and Alderwomen, and City Central Committees should be adjusted to coincide with State gubernatorial elections, and that the City should request that the State authorize, by executive or legislative action as appropriate, inclusion of the City elections on the same ballot used for State of Maryland gubernatorial elections.

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction</i>			

<i>and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
2/11/13	N/A	2/25/13	5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	2/11/13	3/11/13	

**ORDINANCES AND RESOLUTIONS – 1<sup>st</sup> READER**

**O-8-13 Annual Operating Budget: FY 2014** – For the purposes of adopting an operating budget for the City of Annapolis for the Fiscal Year 2014; appropriating funds for expenditures for the Fiscal Year 2014; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and, specifying a rate of interest to be charged upon overdue–property taxes. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

**O-9-13 Capital Improvement Budget: FY 2014** – For the purpose of adopting a capital improvement budget for the Fiscal Year 2014. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13		
Financial Advisory Commission	3/11/13		

**R-12-13 Capital Improvement Program: FY 2014 to FY 2019** – For the purposes of adopting a capital improvement program for the six-year period from July 1, 2013, to June 30, 2019. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13		
Financial Advisory Commission	3/11/13		

**R-13-13 FY 2014 Fees Schedule Effective July 1, 2013** – For the purpose of specifying fees that will be charged for the use of City services for FY 2014. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

**R-14-13 FY 2014 Fines Schedule Effective July 1, 2013** – For the purpose of specifying fines that will be charged for FY 2014. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	3/11/13		

**R-15-13 Position Classifications and Pay Plan** – For the purpose of approving the FY 2014 position classification and pay plan effective July 1, 2013. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13		
Finance	3/11/13		

**O-11-13 Parking Permits for Contractors and Transporters of Merchandise and Materials** – For the purpose of removing the distinction between contractor or merchandise/material transporter use of metered or un-metered parking spaces in determining the calculation of fees. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Public Safety	3/11/13		
Transportation	3/11/13		

**O-12-13 Authorizing an Application Fee and Permit Fee for a Tree Removal Permit** – For the purpose of authorizing the Department of Neighborhood and Environmental Programs to collect an application fee and permit fee for a tree removal permit. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13		
Transportation	3/11/13		

**O-13-13 Authorizing a Fee for a Hearing Before the Board of Port Wardens** – For the purpose of authorizing a fee for a hearing before the Board of Port Wardens. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13		

**O-14-13 Clarification of the Utility Contractor Inspection Fee** – For the purpose of clarifying the utility contractor inspection fee by deleting Section 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure objective and detailed inspection of any improvements and facilities, including water and sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement within easements or rights-of-way; and authorizing an inspection fee that varies by the value of the construction to be performed. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13		

**O-15-13 Clarifying the Fee-in-Lieu for Trees in Development Areas** – For the purpose of clarifying the fee-in-lieu for trees in development areas by addressing the contraction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13		

**O-16-13 Authorizing Local Businesses to be Eligible for a Capital Facilities Payment Plan** – For the purpose of authorizing local businesses to be eligible for a capital facilities payment plan. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction</i>			

<i>and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13		
Finance	3/11/13		

**R-16-13      Extension of Deadline for Submission of Proposed Union Agreements –**  
 For the purpose of postponing until after Monday, March 11, 2013, the submission to the Mayor of proposed memoranda of understanding between employee organizations and the City. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13		
Finance	3/11/13		

**R-17-13      A Revision to the Capital Improvement Budget and Program (Parking Meter Upgrade): FY 2013 to FY 2018 –** For the purposes of revising the capital improvement budget for the Fiscal Year 2013 and the capital improvement program (parking meter upgrade) for the six-year period from July 1, 2012, to June 30, 2018. **Available Monday, March 11.**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

**UPCOMING CITY COUNCIL EVENTS**

Special Meeting: Monday, March 18, 2013, 7:00 p.m. City Council Chambers  
 Work Session: Thursday, March 21, 2013, 1:30 – 4:30 p.m. City Council Chambers

**DRAFT**  
**REGULAR MEETING**  
February 11, 2013

The Regular Meeting of the Annapolis City Council was held on, February 11, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:03 p.m.

Present on Roll Call: Mayor Cohen, Alderman Israel, Paone Alderwomen Hoyle, Finlayson, Aldermen Littmann, Pfeiffer, Arnett

Absent on Roll Call: Alderman Kirby

Staff Present: City Attorney Hardwick, City Manager Mallinoff, Finance Director Miller, Human Resources Director Rensted, Transportation Director Newell, Senior Comprehensive Planner Nash, Assistant City Manager Burke, Senior Transportation Planner Duah

Approval of Agenda

Alderwoman Finlayson move to approve the Regular Meeting agenda as proposed. Seconded. CARRIED on voice vote.

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen invited Aldermen Paone and Alderwoman Finlayson to present the STAR Program with the City Council Citation in recognition of being honored by the Housing Authority of the City of Annapolis as the thirty-second recipient of the prestigious Martha Wood Leadership Award.

“Paint it Red” – Heart Awareness Month

Dr. Martin J Rosenberg, 2003 Medical Pkwy, Suite G-90, Annapolis, Maryland 21401 gave a brief presentation on Heart Health Awareness Month and the “Dare to Care Program” in the City of Annapolis and explained why cardiovascular disease is one of the leading causes of death for woman in our state.

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

Alderman Israel moved to approve the Journal of Proceedings for the Regular Meeting January 14, 2013 and the Special Meeting of January 28, 2013. Seconded. CARRIED on voice vote.

Comments by the General Public

Debbie Yatsuk, 418 Fox Hollow Lane, Annapolis, Maryland 21403 spoke in opposition to O-42-12.

Frank Bradley, 815 Parkwood Avenue, Annapolis, Maryland 21403 spoke in opposition to O-42-12.

- Mayor Cohen declared petitions, reports and communications closed.

PUBLIC HEARING

**O-1-13 Technical Corrections to the Annapolis City Code - Exempt Service – For the purpose of making certain technical corrections to the Annapolis City Code in regards to the exempt service.**

Human Resources Director Rensted gave a brief presentation and answered questions from Council.

Spoke on the ordinance:

Debbie Yatsuk, 418 Fox Hollow Lane, Annapolis, Maryland 21403.

No one from the general public spoke in favor of or in opposition to the ordinance.

- Mayor Cohen declared the public hearing closed.

#### LEGISLATIVE ACTION

#### CHARTER AMENDMENTS, ORDINANCES & RESOLUTIONS – 2<sup>nd</sup> READER

**CA-2-12 Municipal Elections Coinciding with State of Maryland Elections in 2018 and Onward–For the purpose of amending the Charter of the City of Annapolis to establish the dates of the primary and general elections to coincide with the State of Maryland in 2018 and extending the length of time in office for the incoming City Council in December 2013 an additional year to December 2018 in order to facilitate this transition period.**

- Alderman Paone moved to postpone CA-2-12 on second reading until the Regular Meeting on March 11, 2013. Seconded. CARRIED on voice vote.

**CA-3-12 City Finance Requirements–For the purpose of amending the Charter of the City of Annapolis to establish an unrestricted fund balance as part of the annual budget process, authorizing an Audit Committee; and setting a time line for the Finance Director to provide the Comprehensive Annual Financial Report to the City Council.**

City Manager Mallinoff and Finance Director Miller were present and answered questions from Council.

- Alderman Pfeiffer moved to withdraw CA-3-12 on second reading. Seconded. CARRIED on voice vote.

**O-26-12 Revisions to the Zoning Map Amendment Process–For the purpose of amending Chapter 21.34 (Zoning Map Amendments) of the Annapolis City Code by establishing new procedures for local zoning map amendments, sectional zoning map amendments, and comprehensive zoning map amendments.**

Senior Comprehensive Planner Nash was present and answered questions from Council.

- Alderman Arnett moved to adopt O-26-12 on second reading. Seconded.

The Rules and City Government Committee reported favorably with amendments and the Planning Commission reported favorable on O-26-12.

- Alderman Arnett moved to amend O-26-12 as follows:

Amendment #1

Page 2, Line 20:

Strike “AN APPLICATION” and insert “A REQUEST”

Amendment #2

Page 2, Line 21:

Strike "ONLY BY THE PLANNING COMMISSION" and insert "BY A MEMBER OF THE CITY COUNCIL OR THE DIRECTOR OF PLANNING AND ZONING"

Amendment #3

Page 2, Line 27 AND 28:

Strike "AN APPLICATION" and insert "A REQUEST"

Amendment #4

Page 2, Lines 28-29:

Strike "ONLY BY THE PLANNING COMMISSION" and insert: "BY A MEMBER OF THE CITY COUNCIL OR THE DIRECTOR OF PLANNING AND ZONING."

Amendment #5

Page 4, Lines 1-11:

Restore the following text that is marked for deletion in the proposed legislation.

- A. EXISTING USES AND ZONING CLASSIFICATION OF PROPERTIES WITHIN THE GENERAL AREA OF THE PROPERTY THAT IS THE SUBJECT OF THE APPLICATION.
- B. THE SUITABILITY OF THE PROPERTY IN QUESTION TO THE USES PERMITTED UNDER THE EXISTING ZONING CLASSIFICATION COMPARED TO THE USES PERMITTED UNDER THE PROPOSED ZONING CLASSIFICATION.
- C. THE TREND OF DEVELOPMENT IN THE GENERAL AREA, INCLUDING ANY CHANGES IN ZONING CLASSIFICATION OF THE SUBJECT PROPERTY OR OTHER PROPERTIES IN THE AREA AND THE COMPATIBILITY WITH EXISTING AND PROPOSED DEVELOPMENT FOR THE AREA.
- D. WHETHER THERE HAS BEEN A SUBSTANTIAL CHANGE IN THE CHARACTER OF THE NEIGHBORHOOD WHERE THE PROPERTY IS LOCATED OR THAT THERE WAS A MISTAKE IN THE EXISTING ZONING CLASSIFICATION.
- E. THE AVAILABILITY OF PUBLIC FACILITIES, PRESENT AND FUTURE TRANSPORTATION PATTERNS.
- F. THE RELATIONSHIP OF THE PROPOSED AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN.

Page 4, Lines 13-21:

Strike the proposed new language.

- ~~A. POPULATION CHANGE;~~
  - ~~B. THE AVAILABILITY OF PUBLIC FACILITIES;~~
  - ~~C. PRESENT AND FUTURE TRANSPORTATION PATTERNS;~~
  - ~~D. COMPATIBILITY WITH EXISTING AND PROPOSED DEVELOPMENT FOR THE AREA;~~
  - ~~E. THE RELATIONSHIP OF THE PROPOSED AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN;~~
  - ~~F. A SUBSTANTIAL AND UNANTICIPATED CHANGE IN THE CHARACTER OF THE NEIGHBORHOOD WHERE THE PROPERTY IS LOCATED;~~
  - ~~G. A MISTAKE IN THE EXISTING ZONING CLASSIFICATION.~~ Seconded.
- CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Arnett moved to adopt O-26-12 amended on third reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Pfeiffer, Arnett, Israel, Paone,  
Alderwomen Hoyle, Finlayson, Alderman Littmann

NAYS:

CARRIED: 8/0

**O-42-12 Residency of Certain Department Directors - For the purpose of amending the residency requirement for certain department directors by amending Section 2.04.060 of the Code of the City of Annapolis, 2012 Edition.**

City Manager Mallinoff gave a brief presentation and answered questions from Council. Human Resources Director Rensted was also present and answered questions from Council.

- Alderman Arnett moved to adopt O-42-12 on second reading. Seconded.

The Rules and City Government Committee reported favorably with amendments on O-42-12.

- Alderman Israel moved to amend O-42-12 as follows:

On page 1, in lines 19-26:

Strike entire Section 2.04.060 - Residency of Department Directors. Seconded.  
CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Arnett moved to adopt O-42-12 amended on third reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Pfeiffer, Arnett, Israel, Alderwomen  
Hoyle, Finlayson

NAYS: Aldermen Paone, Littmann

CARRIED: 6/2

**R-1-13 Filing of Grant Application with the Mass Transit Administration – For the purpose of authorizing the filing of an application with the Mass Transit Administration of the Maryland Department of Transportation for a Sections 5303, 5304, 5307, 5309, 5310, 5311, 5316, and/or 5317 grants under the Federal Transit Act.**

Transportation Director Newell and Senior Transportation Planner Duah were present and answered questions from Council.

The Transportation Committee reported favorably with amendments on R-1-13.

- Alderman Pfeiffer moved to adopt R-1-13 on second reading. Seconded.

- Alderman Pfeiffer moved to amend R-1-13 as follows:

Throughout the document strike “Mass” and insert “Maryland” Seconded.  
CARRIED on voice vote.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Pfeiffer, Arnett, Israel, Paone,  
Alderwomen Hoyle, Finlayson, Alderman Littmann

NAYS:

CARRIED: 8/0

#### RESOLUTIONS – FIRST READER

**R-3-13** **Advocating for the City of Annapolis to be Named as the Home for a National Continental Congress Center – For the purpose of expressing the sense of the City Council that the City of Annapolis be named as the home for a National Continental Congress Center.**

- Alderman Pfeiffer moved to adopt R-3-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Economic Matters Committee and the Historic Markers Commission.

**R-7-13** **Wayfinding and Signage Master Plan – For the purpose of adopting the Draft Wayfinding and Signage Master Plan as an addendum to the 2009 Annapolis Comprehensive Plan.**

- Alderman Arnett moved to adopt R-7-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Rules and City Government and Transportation Committees and the Transportation Board.

**R-8-13** **Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis – For the purpose of expressing the Annapolis City Council’s support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.**

- Alderman Arnett moved to adopt R-8-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Economic Matters Committee and the Alcoholic Beverage Control Board.

**R-9-13** **Municipal Elections Coinciding with State of Maryland Elections – For the purpose of expressing the sense of the Annapolis City Council that the City elections for Mayor and Aldermen and Alderwomen should be adjusted to coincide with State Gubernatorial Elections, and that the City should request that the State authorize, by executive or legislative action as appropriate, inclusion of the City elections on the same ballot used for State of Maryland Gubernatorial Elections.**

- Alderman Arnett moved to adopt R-9-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Rules and City Government Committee.

#### BUSINESS AND MISCELLANEOUS

##### 1. Budget Revision Request

**Budget Revision Request, Department of Planning and Zoning, Control Number GT-13-13 – Department Justification: The Main Street Coordinator position was vacated in January 2013. This transfer will serve to fund the Main Street Coordinator position for the second half of the fiscal year 2013.**

Assistant City Manager Burke gave a brief presentation on the budget revision request. Finance Director Miller was also present and answered questions from Council.

The Finance Committee reported favorably on GT-13-13.

Assistant City Manager Burke was present and answered questions from Council.

- Alderman Arnett moved to approve budget revision request GT-13-13. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 8:56 p.m.

Regina C. Watkins-Eldridge, MMC  
City Clerk

**DRAFT**  
**SPECIAL MEETING**  
February 25, 2013

The Special Meeting of the Annapolis City Council was held on February 25, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:07 p.m.

Present on Roll Call: Mayor Cohen, Aldermen Israel, Paone, Alderwomen Hoyle, Finlayson, Aldermen Littmann, Kirby, Arnett

Absent on Roll Call: Alderman Pfeiffer arrived at 7:12 p.m.

Staff Present: City Attorney Hardwick, Planning and Zoning Director Arason, Finance Director Miller, Development/Special Projects Coordinator Lefurge, Transportation Director Newell

**CITY COUNCIL CITATIONS**

**"Paint the Town Red"**

John C. Astle, 11 Bladen St., James Senate Office Building, Room 123 Annapolis, MD 21401 gave a brief presentation on Heart Health Awareness Month and the "The Heart Health Foundation" he also explained why cardiovascular disease is one of the leading causes of death.

Dr. Martin J Rosenberg, 2003 Medical Pkwy, Suite G-90, Annapolis, Maryland 21401 was also present.

**Annapolis Opera**

Lee Finney, 801 Chase Street, Suite 304, Annapolis, Maryland 21401 representing the Annapolis Opera on behalf of the citizens of Annapolis accepted the City Council Citation in recognition of the 30<sup>th</sup> Anniversary of the outstanding conductor and music director Ro Gretz.

**PETITIONS, REPORTS AND COMMUNICATIONS**

- Alderman Paone moved to amend the agenda to have business and miscellaneous item # 2 after petitions, reports and communication. Seconded. CARRIED on voice vote.

**Comments by the General Public**

Joe Budge, 9 Randall Court, Annapolis, Maryland 21401 representing Ward One Residents Association spoke on parking and parking management.

- Mayor Cohen declared petitions, reports and communications closed.

The order of the agenda was amended to allow for business and miscellaneous item # 2.

**2. Approval of Special Event Application**

Development/Special Projects Coordinator Lefurge gave a brief presentation and answered questions from Council.

- Alderman Paone moved to approve the Special Event Application Form # 016-13, Event Date 3/10/13 for the St. Patrick's Day Parade. Seconded. CARRIED on voice vote.

Mr. John O'Leary, 1201 Crummell Avenue, Annapolis, was present and answered questions from Council.

The order of the agenda was resumed.

LEGISLATIVE ACTIONS  
ORDINANCES – 2<sup>ND</sup> READER

**O-51-11Amd. Use and Redevelopment of Property in C2 Zoning Districts – For the purpose of adding certain provisions governing use and redevelopment of property located in a C2 Zoning District.**

- Alderwoman Finlayson moved to postpone (90 day) O-51-11 amended on third reading until May 27, 2013. Seconded. CARRIED on voice vote.

**O-52-11Amd. Rezoning Parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A – For the purpose of rezoning parcels [1244] 1247 and 1255, Grid 20, Tax Map 52A to C2, “Conservation Business” Zoning District.**

- Alderwoman Finlayson moved to postpone (90 day) O-52-11 amended on third reading until May 27, 2013. Seconded. CARRIED on voice vote.

**O-31-12 Merging the Transportation Board and Parking Advisory Commission – For the purpose of merging the Transportation Board and Parking Advisory Commission due to significant overlap in their current roles and responsibilities.**

Transportation Director Newell gave a brief presentation and answered questions from Council.

- Alderman Pfeiffer moved to adopt O-31-12 on second reading. Seconded.

The Rules and City Government and the Transportation Committees reported favorably with amendments and the Public Safety Committee reported favorably on O-31-12.

- Alderman Israel moved to amend O-31-12 as follows:

In 2.48.320 add a new section A that reads "For purposes of this section the term "transportation" includes all aspects of “transportation” including, but not limited to, parking of motor vehicles on city streets and in city owned parking facilities.

Change section A to B, B to C and C to D

On page 2, in line 17, after "(one from each ward)" add "2 ad hoc members as defined in section C.1.B,"

On page 2, in line 21, delete "THREE" and insert "FIVE"

On page 3, in line 11, delete "SEVEN" and insert "EIGHT" Seconded. CARRIED on voice vote.

- Alderman Pfeiffer moved to amend O-31-12 as follows:

On page 3, in line 17, strike "February 1" and replace with "January 15". Seconded. CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Pfeiffer moved to adopt O-31-12 amended on third reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Arnett, Israel, Paone, Alderwomen

Hoyle, Finlayson, Aldermen Littmann, Kirby, Pfeiffer

NAYS:

CARRIED: 9/0

ORDINANCE – 1<sup>st</sup> READER

**O-2-13 Lease of City Dock Space to Chesapeake Marine Tours – For the purpose of authorizing for fiscal year 2019 the lease of certain municipal property located at the City Dock to Chesapeake Marine Tours, Inc. for the docking and mooring of certain boats.**

- Alderman Arnett moved to adopt O-2-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Economic Matters and Environmental Matters Committees.

BUSINESS and MISCELLANEOUS

**1. Preliminary Review of 44 Hudson Street, LLC Annexation pursuant to City Code Section 2.52.040.**

- Alderman Arnett moved to have the applicants work with the Finance, Public Works, Neighborhood and Environmental Programs and the Planning and Zoning Departments to provide the necessary studies for proper consideration of this petition. Seconded. CARRIED on voice vote.

**3. Budget Revision Request**

**GT-14-13, Department Public Works dated 2/8/13, Justification for request: To record budget to reflect transfer to Water Capital Project from Water Operations, and to record receipt of Water Funds to cover cost of repairs to wellhead #5.**

Finance Director Miller gave a brief presentation and answered questions from Council.

The Finance Committee reported favorable on the budget revision request.

- Aldewoman Finlayson moved to approve budget revision request GT-14-13. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 8:03 p.m.

Regina C. Watkins-Eldridge, MMC  
City Clerk

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Charter Amendment No. CA-2-12

4 Introduced by: Alderman Pfeiffer at the Request of the Charter Revision Commission  
5  
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7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
9/24/12	10/22/12	10/13/12	12/21/12
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	9/24/12	11/13/12	No action taken.

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10 **A CHARTER AMENDMENT** concerning

11 **Municipal Elections Coinciding with State of Maryland Elections in 2018 and Onward**

12 **FOR** the purpose of amending the Charter of the City of Annapolis to establish the dates of  
13 the primary and general elections to coincide with the State of Maryland in 2018 and  
14 extending the length of time in office for the incoming City Council in December 2013 an  
15 additional year to December 2018 in order to facilitate this transition period.

16 **BY** repealing and re-enacting with amendments the following portions of the City Charter:  
17 Article II, Section 2  
18 Article II, Section 5  
19

20 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
21 **COUNCIL** that the Charter of the City of Annapolis shall be amended to read as follows:

22 **Sec. 2. - General election dates.**

23 The citizens and residents of the City of Annapolis qualified to vote for members of the General  
24 Assembly of Maryland, and otherwise qualified by the registration and election laws for such  
25 cases made and provided, shall elect by ballot, every four (4) years, beginning in [1985] 2018,  
26 on the first Tuesday after the first Monday in November OR AS MAY BE DETERMINED BY  
27 THE STATE OF MARYLAND BOARD OF ELECTIONS, a mayor; and the qualified voters, in  
28 each ward shall at the same time elect by ballot one (1) resident of the ward as alderman.  
29

30 **Sec. 5. - Primary election dates; municipal election dates; term dates.**

31 Nomination for a mayor and for one (1) alderman from each ward in the city shall be made by  
32 direct vote of the respective political parties at primary elections to be held in the city for the  
33 several candidates for mayor and, in each ward of the city, for the several candidates for  
34 aldermen, on the third Tuesday of September in each year in which municipal elections in the  
35 city are to be held OR AS MAY BE DETERMINED BY THE STATE OF MARYLAND BOARD  
36 OF ELECTIONS. Municipal elections shall be held on the first Tuesday after the first Monday in  
37 November in every fourth year, beginning with the year [1985] 2018 OR AS MAY BE

1 DETERMINED BY THE STATE OF MARYLAND BOARD OF ELECTIONS. However, in the  
2 event an election will occur on the same day as the public observance of a religious holiday, or  
3 in case of severe weather, the board of supervisors of elections shall have the authority to  
4 reschedule the election to a day within one week of the day prescribed by this section OR AS  
5 MAY BE DETERMINED BY THE STATE OF MARYLAND BOARD OF ELECTIONS. The mayor  
6 and aldermen elected at each municipal election shall qualify in the manner prescribed by  
7 Article II, Section 3 of this Charter, and shall take office on the first Monday in December of the  
8 year in which they are elected and shall hold office until the first Monday in December in the  
9 fourth year following, or until their successors are elected and qualify. IN ORDER FOR  
10 MUNICIPAL ELECTIONS TO COINCIDE WITH STATE OF MARYLAND ELECTIONS, THE  
11 CITY COUNCIL TERM FOR THE CITY COUNCIL BEGINNING ON THE FIRST MONDAY OF  
12 DECEMBER 2013 WILL EXTEND AN ADDITIONAL YEAR TO THE FIRST MONDAY OF  
13 DECEMBER 2018.

14  
15 **SECTION II: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
16 **COUNCIL** that the date of adoption of this Resolution is \_\_\_\_\_, 2012, and the amendments of  
17 the Charter of the City of Annapolis, hereby enacted shall become effective on \_\_\_\_\_, 2012,  
18 unless a proper petition for referendum hereon shall be filed as permitted by law within 40 days  
19 of adoption, provided a complete and exact copy of this Resolution shall be continuously posted  
20 on the bulletin board in the City Hall until \_\_\_\_\_, 2012, and provided further that a copy of the  
21 title of this Resolution shall be published in "The Capital", a newspaper of general circulation in  
22 the City of Annapolis, or in any other newspaper of such general circulation, once in each of the  
23 weeks on, \_\_\_\_\_, 2012, \_\_\_\_\_, 2012, \_\_\_\_\_, 2012, and \_\_\_\_\_, 2012.  
24

25 **SECTION III: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
26 **COUNCIL** that the Mayor is hereby specifically commanded to carry out the provisions of  
27 Section II hereof, and, as evidence of such compliance, the Mayor shall cause to be maintained  
28 appropriate certificates of publication of the newspaper or newspapers in which the title of the  
29 Resolution shall have been published and if a favorable referendum is held on the Charter  
30 change, shall declare the Charter change hereby enacted to be effective on \_\_\_\_\_, 2012, by  
31 affixing his signature hereto in the space provided on the effective date of change.  
32

33 **SECTION IV: AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY**  
34 **COUNCIL** that as soon as the Charter Amendment hereby enacted shall become effective,  
35 either as provided herein or following a referendum, the Mayor shall send to the Maryland  
36 Department of Legislative Services a copy of this Resolution showing the number of Aldermen  
37 and Alderwomen voting for and against it and a report on the votes cast for or against the  
38 amendment hereby enacted at any referendum thereon and the date of such referendum.  
39

40 The above Charter Amendment was enacted by the foregoing Resolution which was  
41 passed at a Meeting of the Annapolis City Council on \_\_\_\_\_, 2012; \_\_\_\_\_ voting in the  
42 affirmative, \_\_\_\_\_ voting in the negative, \_\_\_\_\_ abstaining and \_\_\_\_\_ absent and the said  
43 Resolution becomes effective in accordance with law on the \_\_\_ day of \_\_\_\_\_ 2012.  
44

45  
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47  
48 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
49  
50

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ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

1 **Policy Report**

2 **CA-2-12**

3 **Municipal Elections Coinciding with State of Maryland Elections in 2018**  
4 **and Onward**

5  
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7  
8 The proposed charter amendment would amend the Charter of the City of Annapolis to  
9 establish the dates of the primary and general elections to coincide with the State of  
10 Maryland in 2018 and extend the length of time in office for the incoming City Council in  
11 December 2013 an additional year to December 2018 in order to facilitate this transition  
12 period.

13 The proposed charter amendment is based on the recommendation of the 2011  
14 Annapolis Charter Revision Commission that reported:

15 “City elections should be moved to coincide with state elections. There are two  
16 primary reasons for doing this. First, it saves the City money to piggyback on the  
17 state elections. Second, it will almost certainly improve voter turnout, which is  
18 now embarrassingly low in City elections.”

19  
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24  
25 Prepared by Jessica Cowles, Legislative and Policy Analyst, Office of Law at  
26 [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov) or (410) 263-1184.  
27

**Proposed Amendment to CA-2-12  
Municipal Elections Coinciding with State of Maryland Elections in 2018  
and Onward**

**Amendment #1**

Insert "and Alderwoman" in all instances.

Page 1: Line 28, Line 31, Line 34

Page 2: Line 6



City of Annapolis City Council  
Standing Committee Referral Action Report

Date: 11/13/12

To: Jessica Cowles,  
City of Annapolis Office of Law,  
Legislative and Policy Analyst

The Rules and City Government Committee has reviewed CA-2-12 and  
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Motion failed

Roll Call Vote:

Ald. Israel, Chair NO

Ald. Hoyle absent Ald. Arnett YES

Meeting Date 11/13/12

Signature of Chair Richard Gordon

FISCAL IMPACT NOTE

**Legislation No:** CA-2-12

**First Reader Date:** 9/24/12

**Note Date:** 10/13/12

**Legislation Title: Municipal Elections Coinciding with State of Maryland Elections in 2018 and Onward**

**Description:** For the purpose of amending the Charter of the City of Annapolis to establish the dates of the primary and general elections to coincide with the State of Maryland in 2018 and extending the length of time in office for the incoming City Council in December 2013 an additional year to December 2018 in order to facilitate this transition period.

**Analysis of Fiscal Impact:** This legislation will postpone the costs incurred to conduct an election to the following year. Combining State of Maryland and City of Annapolis elections will provide a convenience to voters.

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**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance No. O-28-12**

Introduced by: Mayor Cohen

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	180 Day Rule
7/23/12	09/24/12	09/14/12	01/21/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	07/23/12	11/05/12	Favorable
Planning Commission	07/23/12	09/13/12	Favorable w/amd.

8  
9 **AN ORDINANCE** concerning

10 **Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units**

11 **FOR** the purpose of amending the procedures for the sale and rental of moderately priced  
12 dwelling units.

13 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
14 City of Annapolis, 2011 Edition  
15 Section 20.30.130  
16

17 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
18 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

19 **CHAPTER 20.30 – MODERATELY PRICED DWELLING UNITS.**

20 **20.30.130 - Procedures for sale and rental of MPDUs.**

21 [A. Procedures for Sale or Rental of MPDUs.]

22 [1]A. Every MPDU required under this chapter [must] SHALL be [rented or] sold OR RENTED to  
23 eligible persons to be used for his or her OR THEIR own residence.

24 [2]B. Before offering any MPDUs for sale or rent, the applicant [must] SHALL notify the  
25 Department of Planning and Zoning of the proposed offering and the date on which the  
26 applicant will be ready to begin marketing to eligible persons. The notice [must] SHALL include:

27 1. THE ADDRESS OF EACH MPDU OFFERED FOR SALE OR RENT; [a. Whether the units  
28 will be sold or rented;]

29 2. IDENTIFICATION OF WHICH MPDUS SHALL BE SOLD AND WHICH SHALL BE

1 OFFERED FOR RENT;

2 [b. The number of units offered;]

3 [c]3. The number of bedrooms IN EACH MPDU OFFERED;

4 [d]4. The floor area for each [unit type] MPDU;

5 [e]5. A description of the amenities [offered] in each MPDU; [unit and a statement of the  
6 availability of each unit for sale or rent;]

7 [f]6. A vicinity map of the offering; and

8 [g]7. Other information or documents as the Department of Planning and Zoning finds  
9 necessary [to determine] FOR compliance with this chapter. [This notice by the Department of  
10 Planning and Zoning shall be issued within thirty days of the date from which the applicant first  
11 submitted its notice to commence marketing.]

12 [3]C. The Department of Planning and Zoning [will] SHALL maintain a list of eligible persons and  
13 [must] SHALL SEND WRITTEN NOTICE TO [notify] eligible persons OF AN MPDU OFFERING  
14 [by mail and by newspaper] prior to the start of the marketing period. THE NOTICE SHALL  
15 INCLUDE A STATEMENT INDICATING THAT IF NO ELIGIBLE PERSON RESPONDS IN  
16 WRITING TO THE NOTICE WITHIN FIFTEEN (15) BUSINESS DAYS AFTER THE DATE OF  
17 THE NOTICE, OR IF ELIGIBLE PERSONS DO RESPOND WITHIN FIFTEEN (15) BUSINESS  
18 DAYS AFTER THE DATE OF THE NOTICE BUT DO NOT QUALIFY FOR FINANCING OR  
19 CANNOT PURCHASE THE MPDU FOR ANY OTHER REASON, OR IF NO ELIGIBLE  
20 PERSON HAS ENTERED INTO A CONTRACT OF SALE FOR THE MPDU WITHIN NINETY  
21 (90) DAYS AFTER THE START OF THE MARKETING PERIOD, THE CITY MAY PURCHASE  
22 THE MPDU AT THE PURCHASE PRICE ESTABLISHED FOR THE MPDU, BUT THAT IF THE  
23 CITY DOES NOT OPT TO PURCHASE THE MPDU, THE DEPARTMENT OF PLANNING AND  
24 ZONING INTENDS TO ISSUE A WRITTEN NOTICE TO THE APPLICANT AUTHORIZING  
25 THE APPLICANT TO OFFER THE MPDU TO THE GENERAL PUBLIC FOR SALE. THE  
26 DEPARTMENT OF PLANNING AND ZONING SHALL NOT BE REQUIRED TO ISSUE ANY  
27 FURTHER NOTICE TO ELIGIBLE PERSONS BEFORE AUTHORIZING THE APPLICANT TO  
28 OFFER THE MPDU FOR SALE TO THE GENERAL PUBLIC.

29 [4]D. An applicant [must] SHALL not sell or rent any [unit] MPDU to aN ELIGIBLE [qualified]  
30 person as defined in this chapter] until such person has obtained a certificate of eligibility issued  
31 by the Department of Planning and Zoning. [from the buyer or lessee. A copy of each certificate  
32 must be maintained on file by the Department of Planning and Zoning.]

33 [5]E. IF NO ELIGIBLE PERSON HAS ENTERED INTO A CONTRACT OF SALE FOR ANY  
34 MPDU OFFERED FOR SALE WITHIN ninety (90) days after the start of a marketing period,  
35 THE CITY [Department of Planning and Zoning] may purchase THE MPDU AT THE  
36 PURCHASE PRICE ESTABLISHED FOR THE MPDU [a for sale MPDU if no eligible person  
37 has entered into a purchase agreement or contracted to buy that MPDU]. IF THE CITY  
38 PURCHASES AN MPDU UNDER THESE CIRCUMSTANCES, THE STATUS OF THE MPDU  
39 AS A FOR SALE MPDU SHALL NOT CHANGE. THE CITY [The Department of Planning and  
40 Zoning] shall only [rent or] sell the CITY OWNED MPDU to an eligible person AND THE CITY  
41 OWNED MPDU SHALL BE SUBJECT TO THE PROVISIONS OF THIS CHAPTER.

42 F. IF THE CITY OPTS NOT TO PURCHASE AN MPDU FOR WHICH NO ELIGIBLE PERSON  
43 HAS ENTERED INTO A CONTRACT OF SALE WITHIN THE NINETY (90)

1 DAY MARKETING PERIOD TO ELIGIBLE PERSONS, THE DEPARTMENT OF PLANNING  
2 AND ZONING SHALL PROVIDE WRITTEN NOTICE TO THE APPLICANT CONTAINING AN  
3 AUTHORIZATION TO MARKET THE MPDU TO THE GENERAL PUBLIC FOR SALE AT THE  
4 APPROVED PURCHASE PRICE. THE DEPARTMENT OF PLANNING AND ZONING SHALL  
5 NOT ISSUE AN AUTHORIZATION TO MARKET TO THE GENERAL PUBLIC UNLESS ALL  
6 REQUIREMENTS OF THIS CHAPTER HAVE BEEN SATISFIED. THE STATUS OF AN MPDU  
7 FOR SALE SHALL NOT CHANGE AS A RESULT OF AN OFFERING TO THE GENERAL  
8 PUBLIC, AND ALL MPDUS THAT ARE SOLD TO THE GENERAL PUBLIC SHALL BE  
9 SUBJECT TO MPDU INCOME REQUIREMENTS AND SHALL BE OFFERED TO RESIDENTS  
10 OF ANNE ARUNDEL COUNTY.

11 [6]G. The deposit required with the sales contract for the purchase of an MPDU shall not exceed  
12 one thousand dollars.

13 [7]H. Every buyer or renter of an MPDU, INCLUDING THOSE MPDUS BOUGHT OR LEASED  
14 BY MEMBERS OF THE GENERAL PUBLIC UNDER THE PROVISIONS OF THIS CHAPTER,  
15 [must] SHALL occupy the [unit] MPDU as his or her OR THEIR primary residence during the  
16 [control] OCCUPANCY period. [Each] EVERY buyer and renter [must] SHALL certify before  
17 taking occupancy that he or she OR THEY SHALL [will] occupy the [unit] MPDU as his or her  
18 primary residence during [the] ANY occupancy period. The Director of Planning and Zoning may  
19 require an MPDU owner who does not occupy the [unit] MPDU as [his or her] A primary  
20 residence to offer the unit for resale [to an eligible person] under the [resale] provisions of THIS  
21 CHAPTER [Section 20.30.140] OR MAY REQUIRE A RENTER WHO IS NOT AN ELIGIBLE  
22 PERSON TO VACATE. [Every MPDU required under this chapter must be offered to the  
23 general public for sale or rental to a good-faith purchaser or renter to be used for his or her own  
24 primary residence, except units offered for sale or rent to a non-profit corporation, whose  
25 purpose is to provide housing for persons of moderate income.]

26 [8]I. An owner of an MPDU [may] SHALL not rent the [unit] MPDU unless the renter is an  
27 eligible person, and the rental is approved in writing by the Department of Planning and Zoning  
28 annually. ALL ANNUAL RENTAL RENEWALS SHALL BE GOVERNED BY TITLE 17 OF THE  
29 ANNAPOLIS CITY CODE.

30 [9]J. ANY MPDU OWNER WHO RENTS AN MPDU TO AN INELIGIBLE PERSON [Any rent  
31 obtained for a MPDU that is rented to an ineligible person must] SHALL [be paid] PAY ALL  
32 SUCH RENT into the CITY'S Homeownership Assistance Trust Fund [by the owner within  
33 ninety] THIRTY (30) days after the Department of Planning and Zoning notifies the owner of the  
34 rental violation. THE DEPARTMENT OF PLANNING AND ZONING MAY ASSESS THE  
35 OWNER [Any amount unpaid after ninety days is grounds for the Department of Planning and  
36 Zoning to assess] a monthly fee that is equal to the HUD fair market rent for the MPDU["] FOR  
37 EACH MONTH THAT RENT WAS CHARGED AND RECEIVED IN VIOLATION OF THIS  
38 CHAPTER.  
39

40 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
41 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.  
42

43 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
44  
45

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

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Regina C. Watkins-Eldridge, MMC, City Clerk

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Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

1 **Policy Report**

2  
3 **O-28-12**

4  
5 **Amending the Procedures for the Sale and Rental**  
6 **of Moderately Priced Dwelling Units**

7  
8 The proposed ordinance would amend the procedures for the sale and rental of  
9 moderately priced dwelling units (MPDU). Specifically, if the City opts not to purchase  
10 an MPDU for which no eligible person has entered into a contract of sale within the 90  
11 day marketing period to eligible persons, the Department of Planning and Zoning shall  
12 provide written notice to the applicant containing an authorization to market the MPDU  
13 to the general public for sale at the approved purchase price. The Department of  
14 Planning and Zoning shall not issue an authorization to market to the general public  
15 unless all requirements of Chapter 20.30 of the City Code have been satisfied. The  
16 status of an MPDU for sale shall not change as a result of an offering to the general  
17 public and all MPDUs that are sold to the general public shall be subject to MPDU  
18 income requirements and shall be offered to residents of Anne Arundel County.

19  
20 Any MPDU owner who rents an MPDU to an ineligible person shall pay all such rent into  
21 the City's Homeownership Assistance Trust Fund 30 days after the Department of  
22 Planning and Zoning notifies the owner of the rental violation. The Department of  
23 Planning and Zoning may assess the owner a monthly fee that is equal to the HUD fair  
24 market rent for the MPDU for each month that rent was charged and received in  
25 violation of this chapter.

26  
27 Prepared by Jessica Cowles, Legislative and Policy Analyst, Office of Law at  
28 [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov) or (410) 263-1184.  
29



City of Annapolis City Council  
Committee & Commission Referral Action Report

Date: 11/05/12

To: Jessica Cowles,  
City of Annapolis Office of Law,  
Legislative and Policy Analyst

The Housing and Human Welfare Committee has reviewed 0-28-12 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Kirby, Chair yes    Ald. Hoyle yes    Ald. Silverman n/A

Meeting Date 11-5-12

Signature of Chair Kenneth A Kirby



City of Annapolis City Council  
Standing Committee Referral Action Report

Date: 11/13/12

To: Jessica Cowles,  
City of Annapolis Office of Law,  
Legislative and Policy Analyst

The Rules and City Government Committee has reviewed 0-28-12 and  
has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

*with the understanding that  
Staff will work on legislation  
to revamp the MPDU program*

Roll Call Vote:

Ald. Israel, Chair yes

Ald. Hoyle yes

Ald. Arnett yes

Meeting Date 11/13/12

Signature of Chair *Rebel Grand*



PLANNING COMMISSION  
(410) 263-7961  
MUNICIPAL BUILDING  
ANNAPOLIS, MARYLAND 21401

September 13, 2012

**MEMORANDUM**

**To: Annapolis City Council**

**From: Planning Commission**

**Re: Findings on Ordinance 0-28-12; Procedures for the Sale and Rental of Moderately Priced Dwelling Units.**

**SUMMARY**

The proposed amendment to City Code Title 20 Chapter 20.30.130 modifies the procedure for developers to sell their MPDUs if the City cannot find eligible buyers within the specified marketing period. The amendment would change the law to allow sale to the public once the 90-day marketing period is completed and the Department is not interested in purchasing the MPDU.

On September 6, 2012, the Planning Commission held its regularly scheduled meeting and heard the proposed amendment, being properly advertised in accordance with the Annapolis City Code.

**STAFF RECOMMENDATION**

At the meetings referenced above, the Planning and Zoning staff presented their analysis of the amendment in a report dated August 29, 2012. Staff recommended approval of the amendment.

**PUBLIC HEARING AND DELIBERATION**

In accordance with the Annapolis City Code a public hearing was held and the public was invited to comment on the Application. No member of the public spoke at the public hearing.

**RECOMMENDATION**

In the discussion, it became clear that there was an inadvertent grammatical error in the language of the proposed amendment. The correct wording should be:

“IF NO BUYER WHO IS INCOME ELIGIBLE AND AN ANNE ARUNDEL COUNTY RESIDENT IS FOUND WITHIN 30 DAYS OF THE NOTICE TO SELL TO THE GENERAL PUBLIC THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING SHALL HAVE THE AUTHORITY TO WAIVE THESE REQUIREMENTS.” (Change underlined).

The Planning Commission, by a vote of 5-0-1, recommends approval of the amendment, as further amended.

Adopted this 4th day of October, 2012

Annapolis City Council  
"Rodgers Property" Findings  
October 20, 2005  
Page 2

A handwritten signature in cursive script that reads "Dr. Eleanor Harris". The signature is written in dark ink and is positioned above the printed name.

Dr. Eleanor Harris, Chair

Planning Commission Amendment to O-28-12  
Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units

Page 2, Line 8 insert: “IF NO BUYER WHO IS INCOME ELIGIBLE AND AN ANNE ARUNDEL COUNTY RESIDENT IS FOUND WITHIN 30 DAYS OF THE NOTICE TO SELL TO THE GENERAL PUBLIC, THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING SHALL HAVE THE AUTHORITY TO WAIVE THESE REQUIREMENTS.”



*City of Annapolis*

**DEPARTMENT OF PLANNING AND ZONING**

145 Gorman Street, 3<sup>rd</sup> Floor, Annapolis, Maryland 21401

Chartered 1708 Annapolis 410-263-7961 • FAX 410-263-1129 • MD Relay (711)

JON ARASON, AICP  
DIRECTOR

September 19, 2012

**MEMORANDUM**

**TO:** Annapolis Planning Commission

**FROM:** Jon Arason  
Planning Director

**RE:** Ordinance No. O-28-12 Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units

**Ordinance O-28-12**

Ordinance No. O-28-12 proposes amending City Code Title 20 Chapter 20.30.130 Procedures for the Sale and Rental of Moderately Priced Dwelling Units. As currently written in this section, there is no provision for developers to have the ability to sell MPDUs if the city cannot find eligible buyers within the 90-day marketing period and opts not to purchase the MPDUs once the 90-day marketing period ends. This amendment would change the law to allow sale to the public once the 90-day marketing period is completed and the Department is not interested in purchasing the MPDU(s).

**Background**

In FY 2004, the original MPDU Program legislation created an inclusionary zoning requirement for new developments in the City is to provide additional moderately priced dwelling units (MPDU) for sale or for rent to Annapolis residents of modest means. These residents include young adults, city employees, teachers, and residents approaching retirement age, residents who are service personnel that work in city businesses.

The goal of the original legislation was to produce more moderately priced housing so that city residents can afford to purchase or rent decent housing. This program will help distribute low and moderate-income households throughout the city or will provide funds for future affordable housing. The legislation gave the City a 90-day marketing period in which it would refer eligible households. After the 90-day marketing period, Planning and Zoning could purchase the property. However, the legislation never addressed the problem of what happens if the city does not have enough eligible households to refer during the marketing period and the Planning and Zoning Department not buy the units. This would put the developer in a position of have units that he/she would be unable to sell. Thus causing private developers constructing MPDUs under this chapter to incur loss or penalty as a result and violates the intent of the legislation.

**Recommendation**

The proposed ordinance would amend the procedures for the sale and rental of moderately priced dwelling units (MPDU). Specifically, if the City decides not to purchase an MPDU for which no eligible person has entered into a contract of sale within the 90 day marketing period to eligible persons, the Department of Planning and Zoning shall provide written notice to the applicant containing an authorization to market the MPDU to the general public for sale at the approved purchase price.

The Department of Planning and Zoning shall not issue an authorization to market to the general public unless all requirements of Chapter 20.30 of the City Code have been satisfied. The status of an MPDU for sale shall not change because of an offering to the public and all MPDUs that are sold to the public shall be subject to MPDU income requirements and shall be offered to residents of Anne Arundel County.

City staff recommends amending the attached legislation to allow the Director of Planning and Zoning the authority to waive both the income and county residency requirement in the event that the developer still, cannot find a buyer for the MPDU.

Staff would recommend adding the following language to the proposed legislation on page 3 line 8:

IF NO BUYER WHO IS INCOME ELIGIBLE OR AN ANNE ARUNDEL COUNTY RESIDENT IS FOUND WITHIN 30 DAYS OF THE NOTICE TO SELL TO THE GENERAL PUBLIC, THE DIRECTOR OF THE DEPARTMENT OF PLANNING AND ZONING SHALL HAVE THE AUTHORITY TO WAIVE THESE REQUIREMENTS.

FISCAL IMPACT NOTE

**Legislation No:** O-28-12

**First Reader Date:** 7-23-12

**Note Date:** 9-14-12

**Legislation Title: Amending the Procedures for the Sale and Rental of Moderately Priced Dwelling Units**

**Description:** For the purpose of amending the procedures for the sale and rental of moderately priced dwelling units.

**Analysis of Fiscal Impact:**

This legislation produces no significant fiscal impact.

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-8-13**

**Introduced by: Alderman Pfeiffer**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
2/11/13			5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	2/11/13		
Alcoholic Beverage Control Board	2/11/13		

8  
9 **A RESOLUTION** concerning

10 **Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container**  
11 **Alcoholic Beverage License in the City of Annapolis**

12 **FOR** the purpose of expressing the Annapolis City Council's support of House Bill 145 and  
13 Senate Bill 244 before the General Assembly regarding an alcoholic beverage license  
14 component for refillable containers for holders of Class A (package goods) and Class D  
15 (taverns) alcoholic beverage licenses.

16  
17 **WHEREAS,** Senator Astle and Delegate George have introduced legislation in the General  
18 Assembly that would create in the City of Annapolis a refillable container  
19 license to sell draft beer for consumption off the licensed premises; and  
20

21 **WHEREAS,** HB 145 and SB 244 respond to the growing popularity of limited editions of  
22 micro-brewed beer and provide environmental benefits by requiring fewer cans  
23 and bottles by re-using refillable containers; and  
24

25 **WHEREAS,** the refillable container license would be a component of an existing Class A  
26 (package goods) or Class D (taverns) alcoholic beverage license; and  
27

28 **WHEREAS,** the refillable container would have a capacity of less than 32 ounces and not  
29 more than 128 ounces; and  
30

31 **WHEREAS,** HB 145 and SB 244 would establish an annual license fee of \$500 for an  
32 applicant whose alcoholic beverage license does not have an off-sale privilege;  
33 and  
34

1 **WHEREAS,** HB 145 and SB 244 would establish an annual license fee of \$50 for an  
2 applicant whose alcoholic beverage license does have an off-sale privilege;  
3 and  
4

5 **WHEREAS,** there are currently 17 Class A alcoholic beverage license holders and 1 Class  
6 D alcoholic beverage license holder in the City of Annapolis.  
7

8 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that R-8-13  
9 expresses the support of House Bill 145 and Senate Bill 244 before the General Assembly  
10 regarding an alcoholic beverage license component for refillable containers for holders of Class  
11 A (package goods) and Class D (taverns) alcoholic beverage licenses.  
12

13  
14 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that copies of this  
15 Resolution shall be sent to the Anne Arundel County Executive, the Anne Arundel County  
16 Council, the Governor of Maryland, the President of the Senate, the Speaker of the House of  
17 Delegates, and the District 30 General Assembly delegation.  
18

19  
20 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
21  
22

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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28 **EXPLANATION**

29 CAPITAL LETTERS indicate matter added to existing law.  
30 [brackets] indicate matter stricken from existing law.  
31 Underlining indicates amendments.  
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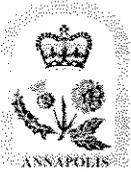
## **Policy Report**

**R-8-13**

### **Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis**

The proposed resolution would express the Annapolis City Council's support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov) or 410.263.1184.



City of Annapolis City Council  
Standing Committee Referral Action Report

Date: 2/20/13

To: Jessica Cowles,  
City of Annapolis Office of Law,  
Legislative and Policy Analyst

The Economic Matters Committee has reviewed R-8-13 and has taken the following action:

Favorable

Favorable with amendments

Unfavorable

No Action

Other

Comments:

Roll Call Vote:

Ald. Paone, Chair yes

Ald. Finlayson yes

Ald. Israel yes

Meeting Date 2/20/13 Signature of Chair Judith M. Paone



City of Annapolis City Council  
Committee & Commission Referral Action Report

DATE: February 11, 2013  
TO: Alcoholic Beverage Control Board Chair  
FROM: Theresa R. Bucalo, CMC  
Deputy City Clerk

ISSUE BEFORE THE BOARD: R-8-13 has been attached:

The Alcoholic Beverage Control Board has reviewed R-8-13 and has taken the following action:

- Favorable
- Favorable with amendments
- Unfavorable
- No Action
- Other
- Comments: see attached:

On Monday, February 11, 2013 the City Council referred the following to the Alcoholic Beverage Control Board:

**R-8-13**      **Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis – For the purpose of expressing the Annapolis City Council’s support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.**

Date 3-6-13

Signature of Chair

\*\*\*\*\*Please return to the City Clerk’s Office when complete. Thank you for your assistance with this matter.

- **RESOLUTION R-8-13**

City Council referral of R-8-13 to the Alcoholic Beverage Control Board regarding support of an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcohol beverage licenses.

Member Miron moved a favorable recommendation of Resolution R-18-13 regarding support of an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcohol beverage licenses with the following comments;

Senate Bill 244 reads that the refillable container “would have a capacity of less than 32 ounces and not more than 128 ounces.” It is believed that the Bill should read “would have a capacity of not less than 32 ounces and not more than 128 ounces.” Therefore, resolution R-8-13 should be amended accordingly. Seconded. CARRIED on voice vote.

House Bill 145 originally read that the refillable container “would have a capacity of less than 32 ounces and not more than 182 ounces.” The Bill has been amended to read “would have a capacity of not less than 32 ounces and not more than 128 ounces.”

**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-8-13**

Introduced by: Alderman Pfeiffer

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
2/11/13			5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	2/11/13		
Alcoholic Beverage Control Board	2/11/13		

**A RESOLUTION** concerning

**Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis**

**FOR** the purpose of expressing the Annapolis City Council's support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.

**WHEREAS,** Senator Astle and Delegate George have introduced legislation in the General Assembly that would create in the City of Annapolis a refillable container license to sell draft beer for consumption off the licensed premises; and

**WHEREAS,** HB 145 and SB 244 respond to the growing popularity of limited editions of micro-brewed beer and provide environmental benefits by requiring fewer cans and bottles by re-using refillable containers; and

**WHEREAS,** the refillable container license would be a component of an existing Class A (package goods) or Class D (taverns) alcoholic beverage license; and

**WHEREAS,** the refillable container would have a capacity of less than 32 ounces and not more than 128 ounces; and

**WHEREAS,** HB 145 and SB 244 would establish an annual license fee of \$500 for an applicant whose alcoholic beverage license does not have an off-sale privilege; and

NOT  
A

1 **WHEREAS,** HB 145 and SB 244 would establish an annual license fee of \$50 for an  
2 applicant whose alcoholic beverage license does have an off-sale privilege;  
3 and  
4

5 **WHEREAS,** there are currently 17 Class A alcoholic beverage license holders and 1 Class  
6 D alcoholic beverage license holder in the City of Annapolis.  
7

8 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that R-8-13  
9 expresses the support of House Bill 145 and Senate Bill 244 before the General Assembly  
10 regarding an alcoholic beverage license component for refillable containers for holders of Class  
11 A (package goods) and Class D (taverns) alcoholic beverage licenses.  
12

13 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that copies of this  
14 Resolution shall be sent to the Anne Arundel County Executive, the Anne Arundel County  
15 Council, the Governor of Maryland, the President of the Senate, the Speaker of the House of  
16 Delegates, and the District 30 General Assembly delegation.  
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19 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
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ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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28 **EXPLANATION**

29 CAPITAL LETTERS indicate matter added to existing law.  
30 [brackets] indicate matter stricken from existing law.  
31 Underlining indicates amendments.  
32

## **Policy Report**

**R-8-13**

### **Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis**

The proposed resolution would express the Annapolis City Council's support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov) or 410.263.1184.

FISCAL IMPACT NOTE

**Legislation No:** R-8-13

**First Reader Date:** 2/11/13

**Note Date:** 2/25/13

**Legislation Title: Expressing Support for House Bill 145 and Senate Bill 244 – Refillable Container Alcoholic Beverage License in the City of Annapolis**

**Description:** For the purpose of expressing the Annapolis City Council's support of House Bill 145 and Senate Bill 244 before the General Assembly regarding an alcoholic beverage license component for refillable containers for holders of Class A (package goods) and Class D (taverns) alcoholic beverage licenses.

**Analysis of Fiscal Impact:** This legislation expresses the support of the Annapolis City Council for HB145 and SB 244 which would authorize the City of Annapolis to offer an alcoholic beverage license component for refillable containers to eligible alcoholic beverage license holders. This expression of support produces no direct fiscal impact.

1 CITY COUNCIL OF THE  
2 City of Annapolis

3  
4 Resolution No. R-9-13

5 Introduced by: Mayor Cohen and Alderman Pfeiffer  
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LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
2/11/13			5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	2/11/13		

8  
9 **A RESOLUTION** concerning

10 **Municipal Elections Coinciding with State of Maryland Elections**

11 **FOR** the purpose of expressing the sense of the Annapolis City Council that the City elections  
12 for Mayor, Aldermen and Alderwomen, and City Central Committees should be adjusted  
13 to coincide with State gubernatorial elections, and that the City should request that the  
14 State authorize, by executive or legislative action as appropriate, inclusion of the City  
15 elections on the same ballot used for State of Maryland gubernatorial elections.

16  
17 **WHEREAS,** proposed Charter Amendment CA-2-12 was introduced on September 24,  
18 2012 and legislative action is pending before the Annapolis City Council; and

19 **WHEREAS,** proposed Charter Amendment CA-2-12 would amend the Charter of the City of  
20 Annapolis to establish the dates of the City's primary and general elections to  
21 coincide with the State of Maryland gubernatorial elections; and  
22

23 **WHEREAS,** only the State of Maryland, by authorization through executive or legislative  
24 action, may permit inclusion of the City elections on the same ballot used for  
25 State of Maryland gubernatorial elections.  
26

27 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that this  
28 resolution expresses the sense of the Annapolis City Council that the City elections for Mayor,  
29 Aldermen and Alderwomen, and City Central Committees should be adjusted to coincide with  
30 State gubernatorial elections, and that the City should request that the State authorize, by  
31 executive or legislative action as appropriate, inclusion of the City elections on the same ballot  
32 used for State of Maryland gubernatorial elections.  
33

34  
35 **AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that copies of this  
36 Resolution shall be sent to the Anne Arundel County Executive, the Anne Arundel County

1 Council, the Governor of Maryland, the President of the Senate, the Speaker of the House of  
2 Delegates, and the District 30 General Assembly delegation.

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**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

## **Policy Report**

**R-9-13**

### **Municipal Elections Coinciding with State of Maryland Elections**

The proposed resolution would express the sense of the Annapolis City Council that the City elections for Mayor, Aldermen and Alderwomen, and City Central Committees should be adjusted to coincide with State gubernatorial elections, and that the City should request that the State authorize, by executive or legislative action as appropriate, inclusion of the City elections on the same ballot used for State of Maryland gubernatorial elections.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov) or 410.263.1184.

FISCAL IMPACT NOTE

**Legislation No:** R-9-13

**First Reader Date:** 2/11/13

**Note Date:** 2/25/13

**Legislation Title: Municipal Elections Coinciding with State of Maryland Elections**

**Description:** For the purpose of expressing the sense of the Annapolis City Council that the City elections for Mayor, Aldermen and Alderwomen, and the City Central Committees should be adjusted to coincide with State gubernatorial elections, and that the City should request that the State authorize, by executive or legislative action as appropriate, inclusion of the City elections on the same ballot used for State of Maryland gubernatorial elections.

**Analysis of Fiscal Impact:** This legislation expresses the sense of the City Council and authorizes the City to request the State take executive or legislative action to include the City elections on the ballot with State gubernatorial elections. If the State responds favorably and City and State elections are on the same ballot, the City's potential savings in machine rentals, judges, and other expenses is \$89,000 each election.

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**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance No. O-8-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

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**A ORDINANCE** concerning

**Annual Operating Budget: FY 2014**

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**FOR** the purposes of adopting an operating budget for the City of Annapolis for the Fiscal Year 2014; appropriating funds for expenditures for the Fiscal Year 2014; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and, specifying a rate of interest to be charged upon overdue-property taxes.

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**WHEREAS,** pursuant to Section 6.16.010 of the Annapolis City Code, on March 11, 2013, the Mayor submitted to the City Council the proposed annual operating budget for the Fiscal Year 2014; and

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**WHEREAS,** on \_\_\_\_\_ the Annapolis City Council held a public hearing on the operating budget for the City of Annapolis for the Fiscal Year 2014 and the constant yield tax rate; and

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**WHEREAS,** the citizens of Annapolis, employees of the City of Annapolis and all interested persons have been given an opportunity to express their views concerning the Fiscal Year 2014 budget; and

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**NOW THEREFORE:**

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**SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that the annual operating budget for the Fiscal Year 2013 available at <http://www.annapolis.gov/Government/Departments/Finance/Budgets.aspx> is hereby approved and finally adopted for such fiscal year; and funds for all expenditures for the purposes specified in the budget for the Fiscal Year 2014 are hereby appropriated in the amounts therein specified and will be used by the City in the sums itemized in said budget hereby adopted for the principal

1 objectives and purposes thereof, and the total sum of funds herein provided for the respective  
2 departments and major operating units thereof, boards, commissions and agencies.

3  
4 **SECTION II: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
5 **COUNCIL** that a tax rate of sixty-five (\$0.65) on each one hundred dollars (\$100.00) of  
6 assessable property in the City of Annapolis be and the same is hereby imposed on all  
7 assessable property for the fiscal year ending June 30, 2014, to be collected pursuant to the  
8 provisions contained in Article VII of the Charter of the City of Annapolis and all other provisions  
9 pertaining to tax levies in said Charter, the said tax rate of sixty-five (\$0.65) on each one  
10 hundred dollars (\$100) shall be used for the operation of the General Fund of the City of  
11 Annapolis.

12  
13 **SECTION III: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
14 **ANNAPOLIS CITY COUNCIL** that a tax rate of one dollar sixty-six cents (\$1.66) on each one  
15 hundred dollars (\$100.00) of personal and operating property in the City of Annapolis be and the  
16 same is hereby imposed on all personal and operating property for the fiscal year ending June  
17 30, 2014, to be collected pursuant to the provisions contained in Article VII of the Charter of the  
18 City of Annapolis and all other provisions pertaining to tax levies in said Charter, the said tax  
19 rate of one dollar sixty-six cents (\$1.66) on each one hundred dollars (\$100) shall be used for  
20 the operation of the General Fund of the City of Annapolis.

21  
22 **SECTION IV: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
23 **ANNAPOLIS CITY COUNCIL** that it shall be the duty of the Director of Finance of the City of  
24 Annapolis to collect the sums set apart for the several funds, to keep separate receipts and  
25 amounts thereof, to deposit the same to the credit of funds as required by the several Acts and  
26 Ordinances relating to and providing for the several bonds issued, and to receive on account  
27 thereof only current money and legal tender of the United States.

28  
29 **SECTION V: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
30 **ANNAPOLIS CITY COUNCIL** that taxes levied by this Ordinance remaining unpaid on October  
31 1, 2014, except for taxpayers who elect to make a partial payment before October 1 with the  
32 balance due later as allowed by State law, shall be overdue, and from and after that date shall  
33 bear interest, to be collected with said taxes, at the rate of one and one-half percent (1.5%) per  
34 month until paid.

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36 **SECTION VI: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
37 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect on July 1, 2013.

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39 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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41  
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

42  
43 **EXPLANATION**

44 CAPITAL LETTERS indicate matter added to existing law.

45 [brackets] indicate matter stricken from existing law.

46 Underlining indicates amendments.

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**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance No. O-9-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13		
Financial Advisory Commission	3/11/13		

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**A ORDINANCE** concerning

**Capital Improvement Budget: FY 2014**

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**FOR** the purpose of adopting a capital improvement budget for the Fiscal Year 2014.

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**WHEREAS,** Section 6.16.030 of the Code of the City of Annapolis requires the Annapolis City Council to approve a capital improvement budget for each fiscal year; and

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**WHEREAS,** on \_\_\_\_\_, 2013, the Annapolis City Council held a public hearing on the capital budget for the City of Annapolis for the Fiscal Year 2014; and

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**WHEREAS,** the capital improvement budget was referred to the Planning Commission, which (after notice published in a newspaper of general circulation in the City seven days prior to the meeting) held a meeting, to receive evidence and testimony as it judged to be relevant to the proper consideration of the capital budget and program; and

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**WHEREAS,** a capital improvement budget for the Fiscal Year 2014 has been prepared and proposed by the Mayor and submitted to the Annapolis City Council for its consideration and approval.

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**NOW, THEREFORE, BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that pursuant to Section 6.16.030 of the Code of the City of Annapolis, the Budget for the Capital Improvement Program for the Fiscal Year 2014, attached to this ordinance and made a part hereof, be and the same is hereby adopted and approved.

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**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.



# Capital Improvement Program

*Proposed*

**Fiscal Year 2014-2019  
City of Annapolis, Maryland**



FY2014 – FY2019  
Capital Improvement Program  
*Proposed*

City of Annapolis  
Maryland  
March, 2013

City of Annapolis  
 FY14-FY19 Capital Improvement Program  
*Proposed*

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Appendix A - Capital Planning and Budget Policy – Proposed Amendments

Appendix B - Scoring of Capital Projects in preparation for FY14 - Summary

## INTRODUCTION

### *Authority*

The preparation of the Capital Improvement Program (CIP) is done in accordance with Title 6.16.030 of the City Code. As laid out in the Code, the Mayor submits the proposed CIP to City Council and the Planning Commission in March of each year. The Capital Improvement Program consists of a capital budget for the ensuing fiscal year and a capital improvement program for the five fiscal years following. The Planning Commission holds a public hearing on the proposed CIP and submits its recommendations to City Council by May. The budget must be adopted by Resolution of the City Council before June 30, and becomes effective on July 1.

### *Purpose*

The Capital Improvement Program (CIP) is a recommended schedule of improvements to City capital assets, including the planning and design thereof. The CIP is a 6-year plan, of which the first year represents the proposed capital budget for the current fiscal year. The remaining five years of the CIP serve as a financial plan for capital investments. The CIP will be updated annually, at which time the schedule of projects will be re-evaluated, and another fiscal year added with new projects, as appropriate.

Capital assets are comprised of facilities, infrastructure, equipment, and networks that enable or improve the delivery of public sector services. The procurement, construction, and maintenance of capital assets are critical activities in the management of those assets. The threshold for the City's definition of a capital asset is:

- The asset has a gross purchase price equaling \$50,000 or more.
- The asset has a useful life of 5 years or more.
- The asset is owned by the City or will be City-owned when project is complete.

Capital projects are major projects undertaken by the City that fit one or more of the following categories:

1. Construction of new facilities or infrastructure.
2. Non-recurring rehabilitation or major repairs to a capital asset.
3. Acquisition of land for a public purpose.
4. All projects requiring debt obligation or borrowing.
5. Purchase of major equipment and vehicles meeting the threshold definition of a capital asset.
6. Any specific planning, engineering study or design work related to a project that falls in the above categories.

The City's Capital Improvement Program serves as a useful budgeting and managing tool:

- a. It allows the City to balance needed or desired capital investments with available financing, thereby receiving the optimum benefits for the available public revenue.
- b. It allows the City to ensure a clear relationship between capital spending and government service delivery.
- c. It allows the City to align its planning activity, programs, and operating resources with the capital improvement program and facilitate coordination between City departments.
- d. It allows the City to take advantage of government, foundation, and other grant programs and leverage project-specific funding resources.
- e. It provides for a logical process of assigning priorities to projects based on their overall importance to the City.
- f. It allows other government sectors, the community, and the private sector to anticipate when the City will undertake public improvements, and make decisions and plan investments accordingly.

### ***Role of the Comprehensive Plan in the Capital Improvement Program***

The Annapolis Comprehensive Plan is the financially unconstrained long-range plan for the City. In accordance with Article 66B of the Annotated Code of Maryland it identifies goals and policies for city land use, economic development, transportation, sensitive environmental resources, housing, community facilities, including parks and recreation, and water resources. It is prepared with a substantial amount of public input and public deliberation and includes review by State and County agencies. As such, it ensures that the City's long-range plan is aligned with the State of Maryland's Planning Visions as determined in 1992 and amended in 2000 and 2006. The Comprehensive Plan is recognized as a key component of the Capital Improvement Program because it determines the strategic goals that the City aims to achieve over the long term via its program of capital investments. The link between the Comprehensive Plan and CIP is supported by various planning documents and studies, including functional master plans that inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments.

### ***Relationship of the Capital Improvement Program to the Adequate Public Facilities Ordinance (APFO)***

The City's Adequate Public Facilities Ordinance (APFO), codified as Title 22 of the City Code, ensures that when new development is proposed, the impact of that development on public facilities is assessed. Public facilities are defined in the APFO as those provided, managed or within the exclusive control of the City. They include Water and Sewer services; Stormwater Management facilities; Recreational facilities; Non-Auto Transportation Facilities; Public Maintenance Services; Fire, Rescue, Emergency Medical and Fire Inspection Services; and Police Protection. Among the purposes of the APFO is to:

- Assure that development and redevelopment occurs in concert with the CIP and enable the City to provide adequate public facilities in a timely manner and achieve the growth objectives of the Comprehensive Plan;
- Require new or upgraded facilities when existing facilities will not provide or maintain an adequate level of service; and
- Correct deficiencies in providing adequate levels of service within a 6-year timeframe via the annual CIP and based on a "community facilities plan".
- The APFO also provides that if a proposed project is subject to denial or delay under the APFO, the project may provide infrastructure funds to improve the capacity or safety of existing public facilities.

### ***Priority Scoring of Capital Projects***

The FY14 CIP was prepared under the City's *Capital Planning and Budget Policy* approved by the City Council. Among other things, the policy requires that all projects be scored on nine criteria to receive up to 100 points. This is to provide a measure of objectivity in the assessment of the relative priority of projects and resulting funding commitments. The Capital Programming Committee revised the scoring criteria in the fall of 2012 in response to issues raised by the Financial Advisory Commission, Planning Commission, and Finance Committee of City Council during the review of the FY13 CIP. The revised evaluation criteria are listed in Table 1. This year's project scores are summarized and compiled in Appendix B.

Table 1. Evaluation Criteria

<p><b>1. Health &amp; Safety</b> An assessment of the degree to which the project improves health and safety factors associated with the infrastructure asset. For example, projects that result in the reduction of accidents, improved structural integrity, and mitigation of health hazards would score higher.</p>	15
<p><b>2. Quality of Life &amp; Community Welfare</b> An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.</p>	10
<p><b>3. Regulatory &amp; Legal Requirements</b> An assessment of the degree to which the project is responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements.</p>	25
<p><b>4. Operational Necessity</b> An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: <i>Improves</i> operational functions and services: up to 10 points <i>Sustains</i> operational functions and services: up to 5 points</p>	10
<p><b>5. Implication of Deferring the Project: operational cost impacts</b> An assessment of the costs associated with deferring the project. This score should be based on an assessment of the capital asset's annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset's useful life should be factored into this score. A project that can be expect to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score ~5; a project that will have added operational or maintenance costs should score 0.</p>	10
<p><b>6. Strategic Goals</b> An assessment of the degree to which the project furthers thirteen (13) City's strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. An assessment of the project's significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points</p>	15
<p><b>7. Grant Funding</b> An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds. For example, a project with committed grant funds that offset a large portion of the total project cost would score highest.</p>	5
<p><b>8. "Interweaving" factor</b> An assessment of the degree to which the project is "interwoven" with other capital projects and important to a sequence of capital projects. Example: capital spending on the Maynard Burgess House was an important companion to the City Hall capital project. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.</p>	5
<p><b>9. Implementation readiness</b> An assessment of the time required for a project to begin. This should include an assessment of: project complexity; internal decisions/commitments that are required; review requirements by boards/commissions; agreements or approvals required by non-City entities; and level of public support. Whether a significant public information/outreach strategy is recommended is noted.</p>	5
<b>Total points possible:</b>	100

## **FUNDS - OVERVIEW**

The City considers all forms of public financing when developing its CIP. Sources of financing include operating funds, Pay Go funds, General Obligation Bonds, Revenue Bonds, government loans and grants, Community Development Block Grant (CDBG) funds, revenue from fees, revenue from Capital Facilities Assessments (CFAs), and contributions. The capital projects presented in the CIP are grouped by the funds which support them – the General Fund and five enterprise funds (Stormwater Management Fund, Dock Fund, Parking Fund, Water Fund, and Sewer Fund). The Market Fund, Refuse Fund, and Transportation Fund are not included in the CIP, as those funds are dedicated entirely to operating needs and are not currently supporting capital projects.

### ***General Fund***

Capital projects supported by the General Fund generally fall into the following categories:

- City Buildings/Facilities
- Information Technology systems and infrastructure
- Roadways, Sidewalks, and infrastructure assets located in the public right of way
- Recreation Facilities and Parks
- Special projects addressing Economic Development, Revitalization, and Redevelopment

### ***Stormwater Management Special Revenue Fund***

The Stormwater Management Fund supports capital projects related to drainage and stormwater management. The fund's primary source of revenue is the Stormwater Utility Fee levied on utility customers.

The Stormwater Management Fund also accounts for all financial activity associated with the operation of the City's stormwater facilities. The Stormwater Management division of Public Works is responsible for the maintenance of public storm drainage systems, including pipes, inlets, manholes, drainage ways, and stormwater management facilities. Some restoration work is done by with general operating funds, but larger, more complex projects are done with capital funds.

### ***Water Enterprise Fund***

The Water Fund supports capital projects related to the water distribution system and water treatment plant. The fund's primary sources of revenue are user charges levied on water customers and capital facilities assessments (CFAs).

The Water Fund also supports two operational divisions: the Water Supply & Treatment Facility and the Water Distribution division. The Water Supply & Treatment Facility is responsible for the production, treatment, testing, storage, and initial distribution of all potable water for customers of the City. The Water Distribution division is responsible for meter reading and operating, maintaining and repairing the City's 138-mile water distribution system, including service lines, water meters and fire hydrants.

Planning documents pertaining to water infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Water Supply Capacity Management Plan (2008)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

***Sewer Enterprise Fund***

The Sewer Fund supports capital projects related to wastewater collection and treatment. The fund's primary sources of revenue are user charges levied on sewer system customers and capital facilities assessments (CFA).

The Sewer Fund also supports the Wastewater Collection division and a portion of the costs associated with the Wastewater Reclamation Facility, which is owned jointly by Annapolis and Anne Arundel County. The Wastewater Collection division is responsible for operating, maintaining and repairing the City's 127-mile sewage conveyance system, including 25 pumping stations.

Planning documents pertaining to wastewater (sewer) infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

***Parking Enterprise Fund***

The Parking Fund supports capital projects related to the City's parking garages and off-street parking lots. The fund's primary source of revenue is from parking fees generated by the parking garages.

Planning documents pertaining to parking infrastructure include:

- Annapolis Region Transportation Vision and Master Plan (Draft/2006)

***Dock Enterprise Fund***

The Dock Fund supports capital projects related to harbor and maritime infrastructure. The Dock Fund's primary source of revenue is from fees charged for mooring at City Dock boat slips.

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Master Plan (underway)

**CHANGES FROM ADOPTED FY13-FY18 CIP**

During the annual update of the Capital Program, project budgets are re-evaluated to reflect the best cost estimates, revised priorities and any new information. Through this update process, the project budgets presented in the prior year's Capital Plan as *planned* budgets for year 2 become the *proposed* Capital Budget in year 1 of the ensuing year's CIP.

	Planned FY14 budget per FY13- FY18 CIP	Proposed FY14 budget per FY14-FY19 CIP	Notes
<b><i>New Projects</i></b>			
City Dock Infrastructure	n/a	7,484,405	City Dock Master Plan
Wayfinding Signage	n/a	220,000	Wayfinding Signage Master Plan
Annual Transportation Plan	n/a	751,539	Project tracks grant-funded Capital Outlay for Transit.
Legislative Management System	n/a	47,000	
<b><i>Change in Scope or Timing</i></b>			
Landfill Gas Mitigation	2,575,000	0	Expenditure expectation deferred to July 2015
General Sidewalks	600,000	250,000	Scope expanded to allow new construction. First year repair program underway with prior year funds.
Stormwater Management Retrofits	100,000	0	Limited funding capacity of Stormwater Fund
Bulkhead Replacement	130,000	-	Project re-scoped and re-named 'City Dock Infrastructure' project.
<b><i>Projects Deferred</i></b>			
Harbormaster Building	130,000	0	Project pending based on review of City Dock Master Plan.
<b><i>FY14 Budget Commitments deferred to FY15: Project Underway with prior year funds</i></b>			
General Roadways	2,000,000	0	
Trail Connections	87,000	0	
Water Distribution Rehab	1,930,000	0	
Sewer Pump Station Rehab	685,000	0	Increase budget to \$900,000 in FY15
Sewer Rehab & Upgrades	2,390,000	0	
<b><i>Completed Projects</i></b>			
WYRE Tower			
IT System Implementation			

FY14 CAPITAL BUDGET  
SOURCE OF FUNDS

Categories	Acct #	Project Name	FY14: Total Budget	FY 14: Source of Funds					Notes re: other source of funds
				Bond Funds (transferred)	B.A.N./short- term debt	Operating funds	Pay Go	Other	
<b>GENERAL FUND</b>									
Special Projects	10001	Landfill Gas Mitigation	-						
	40002	Dam Repair at Waterworks Park	-						
City Facilities	20004	Maintenance Facilities	-						
	20003	Eastport FS: Emergency Equipment Storage	-						
	20001	Roof Replacement (Taylor Ave. FS)	-						
	20005	City Hall Restoration	-						
	75001	Market House	-						
	50004	Facility/Infrastructure Asset Mngmt Prog.	-						
	20009	Stanton Center	-						
	20002	Maynard-Burgess House	-						
		Tire Storage Facility	-						
	50008	Truxtun Swimming Pool	150,000		150,000				
		Fire Station Paving	-						
		Generator Installation	-						
		Vehicle Exhaust Removal System	-						
Roads/ Sidewalks/ Trails	40004	Greenfield Street Relocation	-						
	40001	General Roadways	-						
	tbd	General Sidewalks	250,000		250,000				
	tbd	Trail Connections	-						
		Admiral Heights Entrance Median	-						
IT/ Parks/ Econ Dev/	50006	Truxtun Park Improvements (Trail)	-						
	50005	City Dock Development	-						
		City Dock Infrastructure	7,484,405	275,000	5,150,445		Stormw.Fund	1,500,000	Federal Boating Infrastructure Grant
	50007	Kingsport Park	157,875		10,931			146,944	Program Open Space
	tbd	Capital Program Land Acquisition	-						
		Truxtun Park Softball Fields	-						
		Truxtun Park Skatepark	-						
		Wayfinding Signage	220,000	40,000	114,500			65,500	Maryland Heritage Areas Authority Grant
		IT Payroll Time/Attendance System	-						
		IT Legislative Mngmt System	47,000					47,000	Peg Fees
	20006	Capital Grants to Annapolis Non-profits	100,000			100,000			
		Annual Transportation Capital Plan	751,539			137,301		614,238	FTA: \$500,800. MTA: \$113,438.
<b>General Fund Total:</b>			9,160,819	315,000	5,675,876	237,301	-	2,373,682	

FY14 CAPITAL BUDGET  
SOURCE OF FUNDS

Categories	Acct #	Project Name	FY14:	FY 14: Source of Funds					Notes re: other source of funds
			Total Budget	Bond Funds (transferred)	B.A.N./short-term debt	Operating funds	Pay Go	Other	
<b>ENTERPRISE FUNDS</b>									
Stormwater	77002	Stormwater Mgmt Retrofit Projects	-						
	tbd	Stream Restoration	-						
		Stormwater Component: see 'City Dock Infrastructure'					558,960		
<b>Stormwater Fund Total</b>			0				558,960		
Water	71001	Water Treatment Plant	-						
	71003	Water Distribution Rehab	-						
	tbd	SCADA/Radio Upgrade - Water	120,000			120,000			
<b>Water Fund Total:</b>			120,000			120,000			
Sewer	72002	Sewer Pump Station Rehab	-						
	72004	Sewer Rehab & Upgrades	-						
	-	SCADA/Radio Upgrade - Sewer	-						
<b>Sewer Fund Total:</b>			0						
Parking	73002	Hillman Garage Replacement	765,190		765,190				
		Parking Meter Upgrade	-						
		Gott's Court Garage	-						
		Knighton Garage	-						
		Park Place Garage	-						
		Larkin Surface Lot	-						
<b>Parking Fund Total:</b>			765,190		765,190				
Dock	tbd	Harbormaster Building	-						
	tbd	Flood Control Infrastructure	-						
	tbd	IT Harbor Fee Collection System	-						
<b>Dock Fund Total:</b>			0						
<b>ALL FUNDS TOTAL</b>			<b>10,046,009</b>	<b>315,000</b>	<b>5,675,876</b>	<b>357,301</b>	<b>558,960</b>	<b>2,373,682</b>	

Capital Improvement Program - Proposed  
SUMMARY: FY14-FY19 Capital Improvement Program  
CAPITAL PROJECTS: TOTAL PROJECT COST

FY2014 - FY2019

Categories	Acct #	Project Name	Proposed FY14	5-Year Capital Plan					FY14-FY19 Total
				FY15	FY16	FY17	FY18	FY19	
<b>GENERAL FUND</b>									
Special Projects	10001	Landfill Gas Mitigation			2,575,000				2,575,000
	40002	Dam Repair at Waterworks Park							0
City Facilities	20004	Maintenance Facilities		4,375,000					4,375,000
	20003	Eastport FS: Emergency Equipment Storage							0
	20001	Roof Replacement (Taylor Ave. FS)							0
	20005	City Hall Restoration							0
	75001	Market House							0
	50004	Facility/Infrastructure Asset Mngmt Prog.							0
	20009	Stanton Center							0
	20002	Maynard-Burgess House							0
		Tire Storage Facility							0
	50008	Truxtun Swimming Pool	150,000	2,075,000					2,225,000
		Fire Station Paving							0
		Generator Installation Prog.		66,000					66,000
		Vehicle Exhaust Removal System							0
Roads/ Sidewalks/ Trails	40004	Greenfield Street Relocation							0
	40001	General Roadways		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
	tbd	General Sidewalks	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000
	tbd	Trail Connections		87,000	170,000	1,291,200			1,548,200
	tbd	Admiral Heights Entrance Median		180,171					180,171
IT/ Parks/ Econ Dev/	50006	Truxtun Park Improvements (Trail)							0
	50005	City Dock Development							0
		City Dock Infrastructure	7,484,405	5,085,399					12,569,804
	50007	Kingsport Park	157,875						157,875
	tbd	Capital Program Land Acquisition							0
		Truxtun Park Softball Fields							0
		Truxtun Park Skatepark		25,000	35,000	115,000			175,000
		Wayfinding Signage	220,000						220,000
		IT Payroll Time and Attendance System		276,132					276,132
		IT Legislative Mngmt System	47,000						47,000
	20006	Capital Grants to Annapolis Non-profits	100,000	100,000	75,000	50,000			325,000
		Annual Transportation Capital Plan	751,539						751,539
<b>General Fund Total:</b>			9,160,819	15,119,702	5,455,000	4,056,200	2,600,000	2,600,000	38,991,721

Capital Improvement Program - Proposed  
SUMMARY: FY14-FY19 Capital Improvement Program  
CAPITAL PROJECTS: TOTAL PROJECT COST

FY2014 - FY2019

Categories	Acct #	Project Name	Proposed FY14	5-Year Capital Plan					FY14-FY19 Total
				FY15	FY16	FY17	FY18	FY19	
<b>ENTERPRISE FUNDS</b>									
Stormwater	77002	Stormwater Mgmt Retrofit Projects		100,000	100,000	100,000	100,000	100,000	500,000
	tbd	Stream Restoration		406,000					406,000
		City Dock Infrastructure (SWM component)	558,960						558,960
<b>Stormwater Fund Total:</b>			558,960	506,000	100,000	100,000	100,000	100,000	1,464,960
Water	71001	Water Treatment Plant							
	71003	Water Distribution Rehab		1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000
	tbd	SCADA/Radio Upgrade - Water	120,000						120,000
<b>Water Fund Total:</b>			120,000	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,370,000
Sewer	72002	Sewer Pump Station Rehab		900,000					900,000
	72004	Sewer Rehab & Upgrades		2,390,000	2460000	2530000	2600000	2680000	12,660,000
	-	SCADA/Radio Upgrade - Sewer							0
<b>Sewer Fund Total:</b>			0	3,290,000	2,460,000	2,530,000	2,600,000	2,680,000	13,560,000
Parking	73002	Hillman Garage Replacement	765,190	1,530,360	19,257,610				21,553,160
		Parking Meter Upgrade							
		Gott's Court Garage							
		Knighton Garage							
		Park Place Garage							
		Larkin Surface Lot							
<b>Parking Fund Total:</b>			765,190	1530360	19,257,610				21,553,160
Dock	tbd	Harbormaster Building		130,000	2,000,000				2,130,000
	tbd	Flood Control Infrastructure							
	tbd	IT Harbor Fee Collection System		40,000	40,000				80,000
<b>Dock Fund Total:</b>			0	170,000	2,040,000				2,210,000
<b>ALL FUNDS TOTAL</b>			<b>10,604,969</b>	<b>22,546,062</b>	<b>12,045,000</b>	<b>8,736,200</b>	<b>4,810,000</b>	<b>7,550,000</b>	<b>88,149,841</b>

<b>Project Title</b> Landfill Gas Mitigation	<b>Project Number:</b> 10001	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Landfill	<b>Asset Number</b> 50240	<b>Priority Score</b> Legal Mandate: exempt from scoring
<b>Project Description</b>  MDE policy requires groundwater between the Annapolis Landfill and down-gradient streams to comply with maximum contaminant levels (MCLs). The volatile organic compound (VOC) groundwater plume emanating from the unlined Annapolis Landfill has reached down gradient streams; therefore the landfill does not comply with the MDE's policy. This is a multi-phase project with Phase 1, the Nature & Extent Study (NES), underway and expected to be completed in 2013. Phase 2 and 3, the Alternative Corrective Measures Study (ACM) and Corrective Measures Implementation (CMI), will be dependant on the results of the Nature & Extents Study and may cost up to \$2,575,000. Additional property remediation costs associated with corrective measures could be \$350,000 annually for 10 years.		
<b>Regulatory or Legal Mandates</b> Project is under a Draft Consent Order with the Maryland Department of the Environment (MDE).		<b>Operational Necessity</b> Project is mandated to comply with Draft Consent Order.
<b>Prior Funding</b> FY13: \$0 FY12: \$989,990 budgeted. Expenditures were not required during FY12. FY11: \$1,910,000 budgeted. Reduced to \$772,000 per GT 24-12 in November, 2011.		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage:</b> No funds required in FY14		<b>Project Years</b> FY11-FY16
		<b>Total Project Budget</b> 4,355,990

Expenditure Schedule	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design			1,000,000				1,000,000
Construction			1,500,000				1,500,000
Construction Project Mngmt.			75,000				75,000
IT Costs							0
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>

Funding Schedule							
Bond funds			2,575,000				2,575,000
Operating funds							
Other							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>

<b>Project Title</b> Dam Repair at Waterworks Park	<b>Project Number</b> 40002	<b>Initiating Department</b> Public Works	
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> Legal Mandate: exempt from scoring	
<b>Project Description</b> The Annapolis City Dam, which has been stable for over 90 years, has recently shown signs of fatigue. Maryland Department of the Environment (MDE) and the City negotiated a final consent order for the dam. The consent order provides for two options: repairing or breaching the dam. A feasibility study will be conducted for the dam breach option. The feasibility study will consist of a natural resources assessment, a watershed hydrology and hydraulics assessment, and a cost analysis. Upon completion of the feasibility study, the preferred option for addressing the dam will be selected, and the project will proceed through engineering design and construction. The consent order mandates that construction work be completed within 120 days of MDE issuance of the construction permit, which will be issued based on the design of the project to address the dam.			
<b>Regulatory or Legal Mandates</b> Project is under Consent Order with the Maryland Department of the Environment.		<b>Operational Necessity</b> Project is mandated in order to comply with Consent Order.	
<b>Prior Funding</b> FY11: \$1,000,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b> No funds required in FY14		<b>Project Years</b> FY11-	<b>Total Project Budget</b> TBD

Expenditure Schedule	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
Total	0						

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0						

<b>Project Title</b> Maintenance Facilities	<b>Project Number</b> 20004	<b>Initiating Department</b> Public Works
<b>Asset Category</b> City Facility	<b>Asset Number</b>	<b>Priority Score</b>
<p><b>Project Description</b> The Public Works facilities at 935/937 Spa Road sustained significant snow damage during the historic snowstorm in February 2010. As a result, the building at 937 Spa was condemned. Later in 2010, a fire damaged one of the maintenance buildings in the maintenance complex.</p> <p>In the planning stage, this project will utilize the recommendations of the Fleet Management Process Improvement Study (2013) to:</p> <ul style="list-style-type: none"> <li>• conduct a formal space needs assessment for a central fleet management and maintenance facility;</li> <li>• program and plan a fleet maintenance facility that will accommodate maintenance and repair of all City fleet assets, with the possible exception of the transit fleet;</li> <li>• perform environmental investigations;</li> <li>• generate a plan to optimize the use of this site with a facility more suited to operational and maintenance needs; and</li> <li>• conduct a feasibility study for the proposed facility.</li> </ul> <p>Construction cost estimate based on a 25,000 SF facility at \$175/SF.</p>		
<b>Regulatory or Legal Mandates</b>		
<p><b>Prior Funding</b> 2013 Bond Issue: \$415,000 restored to project. Dec. 2012: Project funds reduced by \$148,143 (GT-11-13). May 2012: Project funds reduced by \$265,000 (GT-50-12). FY12: \$250,000. FY11: \$310,000.</p>		<b>Non-City sources of funding</b>
<p><b>FY14 Budget commitment allows project stage:</b> Planning/Design underway with prior year funds</p>		<p><b>Project Years</b> FY11-FY16</p> <p><b>Total Project Budget</b> 4,790,000</p>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							0
Project Planning							0
Design							0
Construction		4,375,000					4,375,000
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>4,375,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,375,000</b>

Funding Schedule							
Bond funds		4,375,000					4,375,000
Operating funds							
Other							
<b>Total</b>	<b>0</b>	<b>4,375,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,375,000</b>

<b>Project Title</b> City Hall Restoration	<b>Project Number:</b> 20005	<b>Initiating Department</b> Public Works
<b>Asset Category</b> City Facility	<b>Asset Number</b> 50138	<b>Priority Score</b>
<b>Project Description</b>  Renovation of City Hall and restoration of the City Council Chambers. The complete scope of the project includes repairs to the building structure, windows, energy improvements, a new roof and HVAC system, upgrade of the electrical system, and new wireless network access points in public areas. Interior restoration is consistent with the 1868 building design. Improvement of the HVAC system's efficiency, reduced building maintenance costs, and increased comfort for City residents, meeting attendees, and City employees result from this project.  Third and final phase of work is expected to be completed by end of 2014.		
<b>Regulatory or Legal Mandates</b> Code Compliance, OSHA, ADA		<b>Operational Necessity</b> Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.
<b>Prior Funding</b> FY13: \$1,560,000 FY11: \$1,386,035 budgeted; reduced by \$300,000 per GT46-12 in February, 2012. FY09, FY10: Non-capital planning funds (~\$180,000).		<b>Non-City sources of funding</b> \$250,000 State Capital funds \$100,000 Critical Infrastructure Grant
<b>FY14 Budget commitment allows project stage:</b> Project to be completed with prior year funds.		<b>Project Years</b> FY11-FY13
		<b>Total Project Budget</b> 2,646,035

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Stanton Center	<b>Project Number</b> 20009	<b>Initiating Department</b> Recreation/Parks
<b>Asset Category</b> City Facility	<b>Asset Number</b> 50136	<b>Priority Score</b>
<b>Project Description</b> In order to address the need for immediate stabilization of this historic structure, some of which is required by the Maryland Historic Trust which holds a partial easement on the exterior of the building, the following three (3) projects are required: 1. Sixteen (16) of the wooden windows (sash) will be rebuilt/ reconstructed as needed. 2. Several sections of the flat roof will be able to patched/repared in order to stop rain/water penetration 3. The masonry joints needs replacement to support the brick foundation  A complete assessment of the Stanton Center will be done as part of the Facility & Infrastructure Asset Management Program. Further capital improvements to the Stanton Center are likely to be identified as a result of that program and recommended for funding in future years.		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>
<b>Prior Funding</b> FY12: \$150,000		<b>Non-City sources of funding</b> Community Development Block Grant (CDBG) funds and Community Legacy Program funds.
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b> <b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Maynard Burgess House	<b>Project Number</b> 20002	<b>Initiating Department</b> Planning & Zoning/Historic Preservation Div.	
<b>Asset Category</b> City Facility	<b>Asset Number</b> 51117	<b>Priority Score</b> Not scored	
<p><b>Project Description</b> This project will bring the Maynard Burgess house to a state of being weather tight and structurally stable. Immediate steps need to be taken to close leaks and keep water and insects out of the building.</p> <p>The Maynard-Burgess House is a unique resource in that it was owned and occupied by two successive African-American families (the Maynard family and the Burgess family) from approx. 1840 to 1990. In the early 1990s, a private developer of historic properties attempted to renovate the structure for resale. Recognizing its historic significance, ownership of the building was transferred to the City of Annapolis. The Historic Annapolis Foundation (HAF) worked to restore the property as a house museum depicting 19th century African-American life in Annapolis, with grants from the City and the Maryland Historical Trust. The City is now managing the completion of the project.</p>			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<p><b>Prior Funding</b> FY12: \$265,000 transferred to this project via GT-50-12 Prior years: \$220,000</p>		<p><b>Non-City sources of funding</b> \$100,000 MHT African American Heritage Preservation Grant</p>	
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Truxtun Park Pool	<b>Project Number</b> 50008	<b>Initiating Department</b> Recreation & Parks	
<b>Asset Category</b> Parks/Rec. facilities/Open Space	<b>Asset Number</b> TBD	<b>Priority Score</b> 71	
<b>Project Description</b>  The project will replace and update the outdoor swimming pool, bath house and office area with a modern community aquatics center. The pool structure has undergone numerous “band-aid” repairs. The age of the structures is causing the operating systems to slowly fail. Updated ADA and safety requirements will also be addressed with this replacement.  Year 1 funding was for targeted repairs and a feasibility/assessment study to determine subsequent design and construction budgets. Year 2 funding will include the design phase, and year 3 funding will include construction.			
<b>Regulatory or Legal Mandates</b> New ADA requirements took effect in 2013.		<b>Operational Necessity</b> The effort needed to keep the pool operational has increased each year. Frequent malfunctions and leaks have resulted in closures for several days at a time.	
<b>Prior Funding</b> FY13: \$100,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b> Planning, Design		<b>Project Years</b> FY13-FY15	<b>Total Project Budget</b> 2,375,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	150,000						150,000
Construction		2,025,000					2,025,000
Construction Project Mngmt.		50,000					50,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>150,000</b>	<b>2,075,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,225,000</b>

Funding Schedule							
Bond funds	150,000	2,075,000					2,225,000
Operating funds							
Other							
<b>Total</b>	<b>150,000</b>	<b>2,075,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,225,000</b>

<b>Project Title</b> General Roadways	<b>Project Number:</b> 40001	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> Numerous asset numbers are assigned to road segments	<b>Priority Score</b> 63
<b>Project Description</b>  This project is a consolidation of annual efforts to resurface and reconstruct the City’s streets, curbs, and gutters. The City continually analyzes each area to develop a list based on conditions. Resurfacing activities include pavement milling and patching, utility adjustments, curb and gutter replacement, pavement resurfacing, brick repairs and replacement, and replacement of pavement markings. Traffic calming projects may also be funded through this project. The ADA requires wheelchair accessible ramps at intersections where sidewalks adjoin streets. Although most of the City intersections have a handicapped ramp, funds are used, as deemed necessary to update the existing ramps to the current standard or for additional ramps installed.		
<b>Regulatory or Legal Mandates</b> The Maryland Transportation Code mandates that Highway User Revenue (HUR) be applied to transportation projects.		<b>Operational Necessity</b> Sustains operations of the existing street network.
<b>Prior Funding</b> Project is funded via the capital budget annually. FY13: \$2,000,000		<b>Non-City sources of funding</b> Highway User Revenue
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> Recurring
		<b>Total Project Budget</b> 2,000,000 annually

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction		1,981,000	1,981,000	1,981,000	1,981,000	1,981,000	9,905,000
Construction Project Mngmt.		19,000	19,000	19,000	19,000	19,000	95,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>10,000,000</b>

Funding Schedule							
Bond funds		2,000,000	2,000,000	2,000,000			6,000,000
Operating funds					2,000,000	2,000,000	4,000,000
Other							
<b>Total</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>10,000,000</b>

Project Detail

<b>Project Title</b> General Sidewalks	<b>Project Number</b> TBD	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> Numerous asset numbers are assigned to sidewalks	<b>Priority Score</b> 58
<b>Project Description</b> Project is for the repair of sidewalks in Annapolis. The ongoing repair program is based on a comprehensive city-wide sidewalk condition assessment completed in 2009. Sidewalks were inspected for cracking, faulting and scaling. Based upon this first inspection, a list of priorities for repair and reconstruction was developed taking into account not only sidewalk condition, but location of sidewalk in terms of its importance to citywide pedestrian traffic. In 2004, a three-tier sidewalk hierarchy was developed with resident and business participation. This hierarchy and the condition rating of individual sidewalk segments will determine the sequence of specific replacement projects. Construction of infill sidewalks is required in a number of locations throughout Annapolis. Funding of \$250,000 per year in fiscal years 2014 and 2015 will be used for construction of new sidewalks.		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Allows continued safe use of the existing sidewalk network.
<b>Prior Funding</b> Beginning in FY13, project is funded via the capital budget annually. FY13: \$600,000		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage</b> Construction		<b>Project Years</b> Recurring
		<b>Total Project Budget</b> \$600,000 annually for sidewalks repairs; \$250,000 in FY14 and FY15 for new sidewalk construction.

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	245,000	840,000	590,000	590,000	590,000	590,000	3,445,000
Construction Project Mngmt.	5,000	10,000	10,000	10,000	10,000	10,000	55,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>250,000</b>	<b>850,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>3,500,000</b>
<b>Funding Schedule</b>							
Bond funds	250,000	250,000					500,000
Sidewalk Revolving Fund		600,000	600,000	600,000	600,000	600,000	3,000,000
Other							
<b>Total</b>	<b>250,000</b>	<b>850,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>3,500,000</b>

<b>Project Title</b> Trail Connections	<b>Project Number</b> TBD	<b>Initiating Department</b> Transportation
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> TBD	<b>Priority Score</b>
<b>Project Description</b>  As recommended in the Bicycle Master Plan (2012) this project consists of several components to create a more cohesive trail system in the City. This project improves the safety of bike travel and supports City policy to encourage alternative transportation options. Project includes planning, land acquisition, design, and construction.  Phase 1: Connect the Poplar Trail to the Spa Creek Trail with pavement markings and signage. Phase 2: Connect Taylor Avenue to West Washington Street via former railroad corridor. Phase 3: Connect Admiral Drive and Gibraltar Ave.		
<b>Regulatory or Legal Mandates</b> No		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$1,097,000		<b>Non-City sources of funding</b> Grant funding is expected to offset design and construction costs, for which various State and Federal grants are available for up to 100% funding.
<b>FY14 Budget commitment allows project stage:</b> Phase 1 & 2 have begun with prior year funds. No funds requested in FY14.		<b>Project Years</b> FY13-FY17
		<b>Total Project Budget</b> 2,645,200

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition				954,000			954,000
Project Planning		55,000					55,000
Design			170,000				170,000
Construction		32,000		327,200			359,200
Construction Project Mngmt.				10,000			10,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>87,000</b>	<b>170,000</b>	<b>1,291,200</b>	<b>0</b>	<b>0</b>	<b>1,548,200</b>

Funding Schedule							
Bond funds		87,000	42,000	964,000			1,093,000
Operating funds							0
Other			128,000	327,200			455,200
<b>Total</b>	<b>0</b>	<b>87,000</b>	<b>170,000</b>	<b>1,291,200</b>	<b>0</b>	<b>0</b>	<b>1,548,200</b>

<b>Project Title</b> City Dock Infrastructure	<b>Project Number:</b> TBD	<b>Initiating Department</b> Planning & Zoning
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> 61 – Stormwater/Flooding Component 54 – Bulkhead Component
<b>Project Description</b> Improvements to infrastructure in the City Dock area; area is defined in the City Dock Master Plan. Project encompasses stormwater management infrastructure, flood protection, and phase 2 of bulkhead replacement. Improvements to public space, public access, and circulation may be addressed with this project. Project may encompass land use and redevelopment recommendations in the City Dock Master Plan, and is coordinated with other capital projects in the vicinity.		
<b>Regulatory or Legal Mandates</b> Public safety associated with City-owned infrastructure.		<b>Operational Necessity</b> Project will address monthly flooding of City Dock surface lots and Compromise Street, and will address deterioration associated with the existing bulkhead.
<b>Prior Funding</b> FY13 \$275,000 under 'City Dock Development'		<b>Non-City sources of funding</b> Pending: Federal grant: \$1.5M (Boating Infrastructure Grant) Pending: EPARM application for Valve Installation: \$85,000
<b>FY14 Budget commitment allows project stage:</b> Design & Construction		<b>Project Years</b> FY14 – FY15
		<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Installation: Backflow Valves		192,916					192,916
Design-SWM	558,960						558,960
Construction-DB	6,567,945						6,567,945
Construction-SWM		4,792,483					4,792,483
Construction Project Mngmt	357,500	100,000					457,500
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>7,484,405</b>	<b>5,085,399</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,569,804</b>

Funding Schedule	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	FY14 - FY19 Total
Bond funds	5,150,445	5,000,399					10,150,844
Bond funds (FY13)	275,000						275,000
Operating funds							0
Federal Grant (Construction)	1,500,000						1,500,000
Stormwater Fund	558,960						558,960
State Grant (OEM/Valves)		85,000					85,000
<b>Total</b>	<b>7,484,405</b>	<b>5,085,399</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,569,804</b>

<b>Project Title</b> Kingsport Park	<b>Project Number</b> 50007	<b>Initiating Department</b> Recreation & Parks	
<b>Asset Category</b> Parks/Rec. facilities/Open Space	<b>Asset Number</b> None (Land Improvement)	<b>Priority Score</b> 40	
<b>Project Description</b>  This project will complete the development of the Kingsport Park, a 2-acre parcel donated to the City as part of the Kingsport residential development. First year project funds will finalize the park design and programming with input from residents of surrounding communities. Once finalized, grant funds are expected to defray or offset construction costs in subsequent years.			
<b>Regulatory or Legal Mandates</b> No		<b>Operational Necessity</b> Meets the essential recreation and park services for the community.	
<b>Prior Funding</b> FY13: \$15,000		<b>Non-City sources of funding</b> Potential: Community Parks and Playgrounds (DNR)	
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> FY13 – FY15	<b>Total Project Budget</b> 172,875

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	150,625						150,625
Construction Project Mngmt.	7,250						7,250
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>157,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,875</b>
Funding Schedule							
Bond funds or Debt (for Grant match purposes)	10,931						10,931
Operating funds							
Other	146,944						146,944
<b>Total</b>	<b>157,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,875</b>

<b>Project Title</b> Wayfinding Signage	<b>Project Number</b> TBD	<b>Initiating Department</b> Planning & Zoning
<b>Asset Category</b> Assets located in the public right of way	<b>Asset Number</b>	<b>Priority Score</b> 45
<b>Project Description</b> The proposed project is a system of signage and wayfinding technologies to be implemented city-wide. The signage will include gateway signs, pedestrian signs, information kiosks, and other wayfinding tools. Project is coordinated with new parking and transportation initiatives and with improvements to the City Dock area. The <i>Comprehensive Plan</i> recommends the expansion of the existing wayfinding program; this recommendation is re-affirmed in the <i>City Dock Master Plan (Draft 2012)</i> .  The planning level budget for the entire Wayfinding program (\$614,000 total) includes the following components: \$105,000: Pedestrian signs \$91,000: Trailblazing signs \$194,000: Vehicular directional/welcome signs \$100,000: Real-time Parking information \$81,000: Gateways/Identification		
<b>Regulatory or Legal Mandates</b>	<b>Operational Necessity</b> Wayfinding Signage improves information available to drivers and pedestrians. This will improve circulation inefficiencies, congestion, and a negative community perception that the City is a difficult place to navigate and find parking.	
<b>Prior Funding</b> FY13: \$40,000 earmarked for signage under 'City Dock Development' CIP Project FY12: \$60,000 Non-capital planning grant from Baltimore Metropolitan Council (BMC) 2005: Installation of nine 'Navigate Annapolis' signs	<b>Non-City sources of funding</b> Pending: \$65,500 FY14 Capital Grant from Maryland Heritage Areas Authority (MHAA)	
<b>FY14 Budget commitment allows project stage:</b> Design, Construction	<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	20,000						20,000
Construction	195,000						195,000
Construction Project Mngmt.	5,000						5,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>

Funding Schedule							
Bond funds (FY13)	40,000						40,000
Bond funds	114,500						114,500
Operating funds							
Other	65,500						65,500
<b>Total</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>

<b>Project Title</b> Capital Grants to Annapolis non-profit organizations	<b>Project Number</b> 20006	<b>Initiating Department</b> Mayor's Office
<b>Asset Category</b> Community Assets	<b>Asset Number</b> n/a	<b>Priority Score</b> Project not scored
<b>Project Description</b>  The City supports the Capital Campaigns of non-profit organizations important to the Annapolis community. Historically the City has supported Maryland Hall for the Creative Arts, Summer Garden Theater, Lighthouse Shelter, the planned National Sailing Hall of Fame (shown), and others.		
<b>Maryland Hall for the Creative Arts</b> Prior Year Awards: \$250,000 FY09-FY12 Prior Year Payments: \$240,000 FY13 Award: \$25,000		<b>Lighthouse Shelter</b> Prior Year Awards: \$500,000 FY08-FY12 Prior Year Payments: \$400,000
<b>National Sailing Hall of Fame</b> Prior Year Awards: \$250,000 FY07-FY12 Prior Year Payments: \$200,000 FY13 Award: \$25,000		<b>Summer Garden Theater</b> Prior Year Awards: \$100,000 FY10-FY12 Prior Year Payments: \$50,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Maryland Hall	25,000	25,000	25,000	25,000			100,000
National Sailing Hall of Fame	25,000	25,000	25,000				75,000
Lighthouse Shelter	25,000	25,000	25,000	25,000			100,000
Summer Garden Theater	25,000	25,000					50,000
<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>325,000</b>

Funding Schedule							
Bond funds							
Operating funds	100,000	100,000	75,000	50,000			325,000
Other							
<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>325,000</b>

<b>Project Title</b> Annual Transportation Capital Plan	<b>Project Number</b>	<b>Initiating Department</b> Transportation
<b>Asset Category</b> Transportation	<b>Asset Number</b>	<b>Priority Score</b>
<p><b>Project Description</b> The City submits its Annual Transportation Plan (ATP) to the Maryland Transit Administration (MTA). The ATP serves as a grant application and contract for cost-sharing of transit-related operating and capital costs with the MTA and Federal Transit Administration (FTA).</p> <p>Budget figures shown are for FY13 Capital Expenses. MTA notifies the City of the FY14 Award in July, 2013. The annual award varies little from year to year.</p>		
<b>Regulatory or Legal Mandates</b>		
<b>Prior Funding</b> Annual Recurring		<b>Non-City sources of funding</b> MTA and FTA contribute up to 90% of eligible project costs.
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b> Annual Recurring
		<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Capital Outlay	751,539						751,539
Construction Project Mngmt							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>751,539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>751,539</b>

Funding Schedule							
Federal (FTA)	500,800						500,800
State (MTA)	113,438						113,438
Operating funds-Transportation	137,301						137,301
<b>Total</b>	<b>751,539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>751,539</b>

<b>Project Title</b> Legislative Management System	<b>Project Number</b> TBD	<b>Initiating Department</b> MIT
<b>Asset Category</b> Information Technology	<b>Asset Number</b> TBD	<b>Priority Score</b> 39
<b>Project Description</b> This project will implement a web based software application to provide the following services: *Storage Services Web storage of all legislative materials and agendas *Legislative Management Agenda item drafting Electronic approval process Agenda packet generation and publication Organize, store and retrieve documents Continuous legislative workflow Track and search legislative data *iPad Applications Review meeting agendas with supporting documents Take notes and bookmark specific agenda items Annotate PDF attachments *Web Video Services Public access to live and archived video recorded meeting. Index agenda to video.		
<b>Regulatory or Legal Mandates</b>		
<b>Prior Funding</b>		<b>Operational Necessity</b> Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.
<b>FY14 Budget commitment allows project stage</b> Installation		<b>Project Years</b> FY14
		<b>Total Project Budget</b> \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs	47,000						47,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>47,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

Funding Schedule							
Bond funds							
Operating funds							
Peg Fees	47,000						47,000
<b>Total</b>	<b>47,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

<b>Project Title</b> Stormwater Management Retrofit Projects	<b>Project Number</b> 77002	<b>Initiating Department</b> Public Works	
<b>Asset Category</b> Drainage/Stormwater	<b>Asset Number</b> Numerous asset numbers	<b>Priority Score</b> 45	
<b>Project Description</b>  Storm drains, inlets and other stormwater facilities are in need of repair due to age. Some corrugated metal pipes have fallen apart in the ground, and many concrete pipe joints have failed and need replacement. Some manholes and inlets need rebricking. This project also maintains 32 major outfalls 15” or greater in diameter. This is an ongoing infrastructure project; sections will be replaced, repaired, or retrofitted based on field inspections by utility crews on an annual basis.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Sustains operations of existing stormwater conveyance infrastructure.	
<b>Prior Funding</b> FY12: \$100,000 FY11: \$50,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b>		<b>Project Years Recurring</b>	<b>Total Project Budget</b> 100,000 annually

<b>Expenditure Schedule</b>	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		10,000	10,000	10,000	10,000	10,000	50,000
Construction		86,500	86,500	86,500	86,500	86,500	432,500
Construction Project Mngmt.		3,500	3,500	3,500	3,500	3,500	17,500
IT Costs							0
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>

<b>Funding Schedule</b>							
Bond funds							
Operating funds-Stormwater		100,000	100,000	100,000	100,000	100,000	500,000
Other							
<b>Total</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>

<b>Project Title</b> Stream Restoration	<b>Project Number</b> TBD	<b>Initiating Department</b> DNEP
<b>Asset Category</b> Drainage/Stormwater	<b>Asset Number</b>	<b>Priority Score</b>
<b>Project Description</b>  Project will restore streambeds to improve ecological function and limit erosion. Lack of effective stormwater management and sediment and erosion control for upstream lands developed pre-1985 results in persistent erosion of receiving streams before entering into the surface waters of the city's tidal creeks. Project proposes to stabilize eroded stream beds and create velocity reducing structures to limit further erosion.		
<b>Regulatory or Legal Mandates</b> The EPA-mandated Chesapeake Bay 'pollution diet' requires that all jurisdictions in the Chesapeake Bay watershed reduce the amount of nitrogen, phosphorus and sediment that is discharged into the Bay.		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$406,000		<b>Non-City sources of funding</b> No
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b> <b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		100,000					100,000
Construction		300,000					300,000
Construction Project Mngmt.		5,000					5,000
IT Costs		1,000					1,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>406,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>406,000</b>

Funding Schedule							
Bond funds							
Operating funds-Stormwater		406,000					406,000
Other							
<b>Total</b>	<b>0</b>	<b>406,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>406,000</b>

<b>Project Title</b> Water Distribution Rehab	<b>Project Number</b> 71003	<b>Initiating Department</b> Public Works	
<b>Asset Category</b> Water Infrastructure	<b>Asset Number</b> Numerous asset numbers are assigned	<b>Priority Score</b> 75	
<b>Project Description</b> The existing water distribution grid is aging, as is evidenced by the frequent failures. Based on a useful life of 80 years, the financial consultant has calculated the required water distribution system rehabilitation capital needs for the next 20 years to address the infrastructure including pipes, valves, hydrants, meters, etc. that have exceeded or will reach the end of their useful life. Additional work is necessary to prioritize water distribution infrastructure upgrades, while rehabilitating and/or upgrading the previously identified needs in order to minimize the potential for a major failure.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Sediment deposits and loss of smooth surface has caused a reduction in the capacity of the pipes. This, in turn, causes higher operational costs and more frequent failure, putting a heavy burden on the operations fund and crew. Ongoing funding of this project deters an increase in water loss, service interruptions and emergency repairs.	
<b>Prior Funding</b> FY13: \$1,880,000 FY12: \$1,718,000 FY11: \$102,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> Recurring	<b>Total Project Budget</b> Annual range 1.7M to 2.1M

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		225,000	240,000	250,000	260,000	265,000	1,240,000
Construction		1,630,000	1,670,000	1,715,000	1,765,000	1,820,000	8,600,000
Construction Project Mngmt		75,000	80,000	85,000	85,000	85,000	410,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>1,930,000</b>	<b>1,990,000</b>	<b>2,050,000</b>	<b>2,110,000</b>	<b>2,170,000</b>	<b>10,250,000</b>

Funding Schedule							
Bond funds		1,930,000	1,990,000	2,050,000	2,110,000		8,080,000
Operating funds - Water Fund							
Capital Reserve - Water Fund						2,170,000	2,170,000
<b>Total</b>	<b>0</b>	<b>1,930,000</b>	<b>1,990,000</b>	<b>2,050,000</b>	<b>2,110,000</b>	<b>2,170,000</b>	<b>10,250,000</b>

<b>Project Title</b> SCADA/Radio Upgrade	<b>Project Number: T4/MUNIS</b> 71010	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater & Water Infrastructure	<b>Asset Number</b>	<b>Priority Score</b> 73
<b>Project Description</b> This project continues the replacement of obsolete controls and communications system from the City's water tanks to the Water Treatment Plant chart recorders.		
<b>Regulatory or Legal Mandates</b> Requirements related to monitoring of water supply and pressure.		
<b>Prior Funding</b> FY13: \$120,000 FY12: \$413,000 FY11: \$790,000		<b>Operational Necessity</b> The SCADA system and reliable communications are necessary for proper operation of the automated components of the sewer collection and water distribution systems.
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Non-City sources of funding</b>
		<b>Project Years</b> FY11-FY14
		<b>Total Project Budget</b> 1,443,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	100,000						100,000
Construction Project Mngmt.	5,000						5,000
IT Costs	15,000						15,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>

Funding Schedule							
Bond funds							
Operating funds-Water Fund	120,000						120,000
Other							
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>

<b>Project Title</b> Sewer Pump Station Rehab	<b>Project Number</b> 72002	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater Infrastructure	<b>Asset Number</b> numerous	<b>Priority Score</b> 73
<b>Project Description</b> There are 25 pump stations in the City and most have aging pumps and other components that pose an imminent threat of failure, and thus a threat to the health and safety of the citizens. This project is for replacement of sewage pump stations, pump station components, including generators and flow meters, and pumps.		
<b>Regulatory or Legal Mandates</b> Sewage spills or overflows that can result from pump failure, which are more likely with older pumps and stations, are regulated and usually require payment of a fine.		<b>Operational Necessity</b> Continuous operation of sewage pump stations is critical to the City's sewer service.
<b>Prior Funding</b> FY13: \$614,000 FY12: \$1,239,000 FY11: \$490,743		<b>Non-City sources of funding</b>
<b>FY13 Budget commitment allows project stage</b> Construction	<b>Project Years</b> FY11-FY15	<b>Total Project Budget</b> 3,243,743

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction		857,000					857,000
Construction Project Mngmt		43,000					43,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>

Funding Schedule							
Bond funds		900,000					900,000
Operating funds - Sewer Fund							
Other							
<b>Total</b>	<b>0</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>

<b>Project Title</b> Sewer Rehabilitation & Upgrades	<b>Project Number:</b> 72004, 72006	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater Infrastructure	<b>Asset Number</b> numerous	<b>Priority Score</b> 74
<p><b>Project Description</b> Over half of the City’s sewers are greater than 50 years old and many are over 80 years old and require repair. Based on a useful life of 80 years, our financial consultant has calculated the required sewer rehabilitation capital needs through the Year 2030 to address the sewers that have exceeded or will reach the end of their useful life.</p> <p>Most of the pipes needing rehabilitation can be lined using trenchless methods. Others will need replacement. The decision is made based on site investigation. Pipe joint failures and other leaks typically cause excessive infiltration and increased pumping and treatment needs and costs. In addition, the environmental impact of pipe failure is of concern</p>		
<p><b>Regulatory or Legal Mandates</b> Sewage spills require reporting to MDE and often result in fines. Sewer system industry/professional standards related to materials, methods of construction, etc. change regularly. Likely most of the City’s sewer collection system would not meet current standards.</p>		
<p><b>Prior Funding</b> FY13: \$2,320,000 FY12: \$1,050,000 FY11: \$1,200,000</p>		<p><b>Non-City sources of funding</b></p>
<p><b>FY14 Budget commitment allows project stage:</b> Construction</p>		<p><b>Project Years</b> Recurring</p> <p><b>Total Project Budget</b> Annual range 2.3 to 2.7M</p>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		275,000	285,000	300,000	310,000	315,000	1,485,000
Construction		2,021,000	2,079,000	2,130,000	2,185,000	2,260,000	10,675,000
Construction Project Mngmt		94,000	96,000	100,000	105,000	105,000	500,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>2,390,000</b>	<b>2,460,000</b>	<b>2,530,000</b>	<b>2,600,000</b>	<b>2,680,000</b>	<b>12,660,000</b>

Funding Schedule							
Bond funds		2,390,000	2,460,000	2,530,000	2,600,000		9,980,000
Operating funds - Sewer Fund							
Capital Reserve - Sewer Fund						2,680,000	2,680,000
<b>Total</b>	<b>0</b>	<b>2,390,000</b>	<b>2,460,000</b>	<b>2,530,000</b>	<b>2,600,000</b>	<b>2,680,000</b>	<b>12,660,000</b>

Project Detail

<b>Project Title</b> Hillman Garage	<b>Project Number</b> 73002	<b>Initiating Department</b> Transportation
<b>Asset Category</b> Off-Street Parking Facility	<b>Asset Number</b> 50026	<b>Priority Score</b> 62
<b>Project Description</b>  Replacement of the deteriorating 435-space garage with a new facility, with state of the art controls, ADA compliant pedestrian access, elevators, and appearance more compatible with the surrounding community. Structural repairs completed in 2010 extended the life of this facility. The facility is operated and maintained by the City Transportation Department.  Phase 1 (Project Planning), underway with FY13 funds, will determine the project scope, and could include a structural condition assessment, geo-technical explorations, and a parking study. (Budget estimates prepared by Department of Central Services in 2009)		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$300,000 \$700,000 spent in 2009 and 2010 on structural repairs		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage</b> Project planning underway with FY13 funds		<b>Project Years</b> FY13-FY16
		<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	765,190	1,530,360					2,295,550
Construction			19,257,610				19,257,610
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>765,190</b>	<b>1,530,360</b>	<b>19,257,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,553,160</b>

Funding Schedule							
Bond funds	765,190	1,530,360	19,257,610				21,553,160
Operating funds - Parking Fund							
Other							
<b>Total</b>	<b>765,190</b>	<b>1,530,360</b>	<b>19,257,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,553,160</b>

<b>Project Title</b> Harbormaster Building	<b>Project Number</b> TBD	<b>Initiating Department</b> Harbormaster	
<b>Asset Category</b> Harbor and Maritime Infrastructure/ City Facility	<b>Asset Number</b> 50137 (Johnson Building) 50593 (Welcome Center)	<b>Priority Score</b> Project not scored to date	
<b>Project Description</b> The Visitor Information Booth, Maritime Welcome Center, and public restrooms at the Johnson Harbormaster Building serve more visitors every year than any other City building. The existing Harbormaster building is in need of repair and expansion, as well as updating to provide appropriate access compliant with the ADA.  The City Dock Master Plan (Draft 2012) recommends the building's functions to be integrated into redevelopment projects in the immediate area. Project is recommended for funding no earlier than FY15, to allow Review and Adoption of the City Dock Master Plan, and coordination with the Facility Asset Management Program.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<b>Prior Funding</b>		<b>Non-City sources of funding</b> State and federal funds may offset up to 65% of the components of the project providing boater facilities.	
<b>FY14 Budget commitment allows project stage</b> No funds required in FY14		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		130,000					130,000
Construction			2,000,000				2,000,000
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>130,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,130,000</b>

Funding Schedule							
Bond funds		130,000	2,000,000				2,130,000
Operating funds							
Other							
<b>Total</b>	<b>0</b>	<b>130,000</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,130,000</b>

<b>Project Title</b> Creek Dredging	<b>Project Number</b>	<b>Initiating Department</b> DNEP	
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> 28	
<p><b>Project Description</b> Project will restore Creek headwaters to historic navigable depths to provide adequate access to existing commercial marinas and private slips. Lack of effective stormwater management and sediment and erosion control for upstream lands developed pre-1985 results in persistent siltation of creek headwaters. Stream Restoration projects are funded in CIP to address siltation resulting from stream runoff.</p> <p>Project is not a capital project and not eligible for capital funds. It is included in the CIP for tracking purposes. Estimated costs: \$100/CY of dredge spoil for deposition at an MDE approved upland disposal site.</p>			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<b>Prior Funding</b>		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Dredging (Back Creek)			356,200				356,200
Contingency, Permits			18,800				18,800
			0				0
<b>Total</b>	0	0	375,000	0	0	0	375,000

Funding Schedule							
Operating funds			375,000				375,000
Other							
<b>Total</b>	0	0	375,000	0	0	0	375,000

## **LONG-TERM CAPITAL PROGRAM**

The projects listed in this section represent upcoming capital needs that are subject to more careful scope definition. They are included in this section to convey to City leaders and other interested parties the general parameters and breadth of those capital needs. These projects, generally identified via area plans or other planning activity, may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are listed in no particular order.

### Taylor Avenue

Planning for this project was begun in prior years, and it is recommended in the Comprehensive Plan. With the completion of Park Place, this project will improve safety along this arterial route. Included in the project are curb and gutter, sidewalks, and a traffic signal at the Police Station and Poplar Trail. Construction documents and right of way plats are prepared, and right of way acquisition may begin upon funding.

### Barbud Lane

Planning for this project was begun in prior years. Reconstruction of the street from Forest Drive to Janwall Street will include storm drains, curb and gutter, sidewalks and road paving. Additional right-of-way width will be required to establish a uniform width to support the desired improvements. This street currently lacks curbs and sidewalks and has stormwater ponding at the roadway edges.

### Chinquapin-Admiral Intersection Realignment

This project was studied and recommended in the Outer West Land Use Analysis report (2003), West Street Transit Study (2009), and Comprehensive Plan. The Chinquapin Round Road and Admiral Drive intersections with West Street are offset, which inhibits continuous cross town movements and contributes to local and system-wide traffic congestion. This project should move forward in concert with the Outer West Street Opportunity Area Sector Plan, recommended to guide the transformation of the Outer West Street corridor from an automobile oriented suburban commercial character to an urban character focused on residential development and commercial uses.

### Outer West Street Gateway & Corridor

This project should proceed in coordination with the Chinquapin-Admiral Intersection Realignment project. Outer West Street, with its multiple and uncoordinated commercial driveways, poor pedestrian safety record, high vehicle collision rates, congestion, and inefficient carrying capacity, is obsolete in its current configuration. The route needs to be improved, deserving of its role as a major gateway street. Pedestrian amenities, bicycle lanes, and modern and efficient transit operations will be featured prominently on the new Outer West Street. This project is recommended in the Comprehensive Plan and West Street Transit Study (2009) and should move forward in concert with the Outer West Street Opportunity Area Sector Plan.

### Multi-Modal Transportation Hub

A Multi-Modal Transportation Hub is recommended in the vicinity of the intersection of Old Solomons Island Road and West Street per the Comprehensive Plan and the West Street Transit Study (2009). The Hub should serve as the primary terminal for regional and local transit, taxis, and airport shuttles. In addition to serving as the Hub for public transit, it should provide intercept parking for vehicles, a bicycle rental facility, and be connected to the developing bicycle network. A partnership of public agencies and the private sector is recommended to implement this project.

### Fleet and Cornhill Street Reconstruction

Planning for this project was begun in prior years, and it is part of the City's commitment to underground utilities in the Historic District. The project is proposed for the Design stage and value engineering. Original project scope included total reconstruction of water, sewer, and storm drains, undergrounding of overhead wires, installation of granite curbs, brick sidewalk replacement, new roadway surface, and street lights. The original scope included street lights and brick sidewalk along Market Place. These streets are among the major streets in the vista of Maryland's State Capital Building.

### Maryland Avenue Improvements

This project is part of the City's commitment to underground utilities in the Historic District. The project will replace existing water, sewer, gas and storm drains, and construct new brick roadway and sidewalks with granite curbs. This project should not proceed without funds from the State of Maryland.

### Sixth Street Improvements

This project is an outcome of the Eastport Streetscape Plan (2005). The project would replace underground infrastructure, place overhead utilities underground, and create a sense of arrival to Eastport with paving, widened sidewalks, and other streetscape treatments.

### Smithville and Russell Street Improvements

This project is recommended in the Bates Neighborhood Community Legacy Plan (2005). The project improves the roads and sidewalks on Smithville and Russell streets, and supports the Wiley Bates Heritage Complex, specifically the Senior Center, Boys & Girls Club, and residences.

### West Annapolis Improvements

This project should proceed with the West Annapolis Sector Study as recommended in the Comprehensive Plan. The project will implement features important to the area's future character and identity, circulation, and economic viability. This could include measures to enhance pedestrian and bicycle safety, a parking strategy, signage, road alignment, access management, urban design amenities, and connections to the bicycle network.

### Flood Control Infrastructure

The study, "Flood Mitigation Strategies for the City of Annapolis: City Dock and Eastport Area" was completed in 2011. The goals of the study include the identification of structural options for protecting property in flood threatened areas and estimating design and construction costs associated with the structural protection measures. This study was the basis of the Flooding/Stormwater components of the City Dock Infrastructure project and will inform for future capital projects in other parts of the city.

Appendix A

## OVERVIEW NOTES ON PROPOSED POLICY REVISIONS

In October 2012, in preparation for the FY14 CIP, the Capital Working Committee and Capital Programming (Steering) Committee reviewed comments submitted by the Planning Commission, Financial Advisory Commission and Finance Committee during the prior year's budget process. In response to the comments about effectiveness of the capital project scoring done for the FY13 CIP, the following changes were made and applied to the FY14 budget proposals.

1. Legal Mandates: this category was removed as a Scoring Criteria. Projects that are under a Legal Mandate (eg. Consent Order) should not be considered discretionary nor should they have to compete for funding with non-mandated projects, but should be funded at the level required to satisfy the City's legal obligation pursuant to the mandate.
2. The Scoring Criteria previously defined as 'Health, Safety & Welfare' was broken into two categories; 1) Health & Safety, and 2) Quality of Life/Community Welfare. This division allows a more objective and clear evaluation of the reasons for doing the project.
3. The 'Strategic Goals' criteria was expanded to include the City's Strategic Plan completed in 2012.
4. The 'Community Demand' criteria was removed for being difficult to evaluate with rigor or objectivity.
5. A new Scoring Criteria ('Interweaving Factor') was added to render an assessment of the degree to which a project is "interwoven" with other capital projects and/or is important to a sequence of capital spending.
6. 'Budget Impact' was removed as a scoring criteria for the CWC to assess, in recognition that funding decisions and budget impacts are more appropriately evaluated within context of other City funding commitments and management considerations, eg. debt capacity, fund balances, cash flow, and staff workloads. This evaluation is done by the Steering Committee and City Administration later in the process of preparing the CIP.
7. As a matter of administrative efficiency, a departmental score is prepared but does not need to be reviewed by the CWC in the event that a project is funded entirely from an enterprise fund for which a current rate study exists and rate adjustments have been implemented. For projects that pass this test, the funding and merits of the project have essentially been pre-approved via the process of conducting and implementing the rate study. (At this time, only the current water and sewer projects pass this test.)

**CITY OF ANNAPOLIS  
CAPITAL PLANNING AND BUDGET POLICY**

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**Sections:****Overview****Threshold Definition****Organization & Process****Capital ~~Steering~~ Programming Committee****Capital Working Committee****Annual Submission & Assessment Components****Evaluation Process****Evaluation Criteria****Presentation & Project Categories****Annual Reporting****Annual Inventory****Role of Comprehensive Plan/Strategic Plan/Master Plans in CIP**

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**OVERVIEW**

Capital infrastructure is the cornerstone to providing core City services. The procurement, construction, and maintenance of capital assets are critical activities performed by the municipality. Capital assets are comprised of facilities, infrastructure, and the equipment and networks that enable, or improve the delivery of public sector services. Examples of capital assets include, but are not limited to: streets and public rights-of-way, supporting road infrastructure such as sidewalks and lighting; storm water and drainage systems; water and sewer systems; public buildings; recreation and community centers; public safety facilities; certain types of rolling stock/vehicles; and computer technology, information systems and technology infrastructure.

The City meets its current and long-term needs with a sound long-term capital plan that clearly identifies capital and major equipment needs, maintenance requirements, funding options, and operating budget impacts. A properly prepared capital plan is essential to the future financial viability of the City. Recognizing that budgetary pressures make capital program investments difficult, it is imperative that the City's annual budget and capital improvement plan ensures the continuing investment necessary to avoid functional obsolescence and preclude the negative impact of deferring capital investments.

When considering funding solutions for its capital program, the City considers all forms of public financing and not only general obligation bonds or general fund revenues. By minimizing the burden on general revenues and the reliance on general fund debt, the City will be able to maximize the city's future fiscal flexibility. Other funding sources include, but are not limited to; general fund receipts, debt proceeds, grant funds, special revenue fund revenues and transfers from other available funds including fund balance and/or retained earnings.

Additionally, one time revenues should be restricted to one time uses. One time revenue sources should not be used to augment operating budgets; rather, one time revenues should be used to fund one-time capital projects and expenditures, or to increase fund balance. Other capital planning objectives include:

- compliance with arbitrage regulations, bond covenants, and/or bond referenda requirements related to long-term debt;
- compliance with state and local laws, including debt capacity limits, public bidding and reporting requirements;
- ensuring a relationship between capital projects and the City's planning processes;
- the alignment of external and internal stakeholder information needs, such as project engineers, contractors, finance staff, executive management, elected officials, and constituents;
- meeting the business needs of key participants, including timing, cost activity, and project scope;
- reporting of project performance measures based on legal and fiduciary requirements and stakeholder needs; and
- compliance with the City's contracting procedures and requirements.

Finally, the quality and continued utilization of existing and new capital assets are essential to the health, safety, economic development and quality of life for the citizens of Annapolis. A vibrant local economy is integral to the community's vitality and the financial health of surrounding regional jurisdictions. Regional economic development may require the financial participation of the City. For these reasons, capital planning is not only an important component of fiscal planning, it is equally important to the vitality of the local economy.

The City shall adopt an annual long-term Capital Improvement Program as part of the annual capital budget. Furthermore, depending upon changes in project scope, funding requirements, or other issues and modifications, it may be necessary to amend the long-term capital plan annually to update the City's long-term capital plan to reflect these changes. The City will annually reconsider the impacts these may have on the long-term capital improvement plan and the City's pro-forma budgets and re-prioritize projects as necessary.

### THRESHOLD DEFINITION

The City shall define a capital asset as an asset meeting the following criteria.

- The asset shall have a gross purchase price equaling \$50,000 or more.
- The asset shall have a useful life equaling 5 years or more.

### ORGANIZATION AND PROCESS

#### **Capital Steering Programming Committee:**

The City shall establish a Capital ~~Steering Programming~~ Committee (~~CSC~~ CPC). In addition to insuring overall compliance with the City's Capital Policy, the core responsibility of the CSC ~~CPC~~ is to objectively evaluate departmental requests, and provide advice on the preparation of the to submit an annual capital budget and an updated twenty-year capital plan to the Mayor

and City Council. These submissions shall be based upon the Capital Working Committee's (CWC) recommendations.

The Capital ~~Steering Programming~~ Committee shall consist of seven members and be comprised of the following people; the Chairman of the Finance Committee, the Chairman of the Financial Advisory Committee, the Chairman of the Planning Commission and/or a member at large, the City Manager, the City's Director of Planning and Zoning, the City's Public Works Director, and the City's Finance Director.

### **Capital Working Committee**

The Capital Working Committee (CWC) shall be comprised of the City's department directors and any additional members the City Manager shall appoint at his discretion. The Chairman of the Working Committee shall be appointed by the City Manager. The Working Committee shall be charged with annually compiling departmental requests and assuring supplemental information is current and timely, such as vehicle replacement and inventory schedules. Additionally, the CWC may assist the ~~CSC~~ ~~CPC~~ with updating the City's long-term Capital Improvement Plan. The long-term capital plan will be revised based on departmental requests and current City priorities as outlined in the Mayor's Budget.

### **Annual Submission and Assessment Components**

When submitting capital projects for consideration, managers shall provide the information outlined below for each project. This information will be sufficiently documented in the early stages of the planning and development stage since the quality of the documentation may significantly impact the deliberative decision making process. It is the responsibility of the Working Committee to assure that required documentation accompanies each capital request that is forwarded to the ~~CSC~~ ~~CPC~~. If this information is not complete or if it is otherwise lacking, funding decisions may be deferred.

- **Project Scope;** a complete description of the project's scope.
- **Useful Life;** the capital asset's anticipated useful life and the project's maximum bonding period.
- **Residual Value;** the expected value of the asset at the end of its useful life.
- **Financial Components**
  - **Total project cost:** The asset's total project and/or acquisition cost based on timely and accurate source documentation. This estimate shall include all cost components, including but not limited to; land acquisition, design, construction, project management, technology and communication costs, long-term and/or temporary financing debt service costs, furniture/fixtures/equipment, moving, legal fees and project contingencies.
  - **Funding plan:** recommended funding sources, including; grants, loans, operating funds, general revenues, debt, an allocated source or earmarked revenue streams, and transfers from other available funds.
  - **Grant Funding:** the amount of funding to be provided by grant funds from outside agencies. This should also address:
    - status of the grant application and key dates or timelines;
    - grant matching fund requirements;

- the amount of grant funding compared to the project cost: both for the current project stage and for the entire project;
  - if/when associated operating grant offsets will cease.
- Budget impact analysis: an analysis of the capital asset's annual operating costs before and after construction/purchase. This should include; operating expenses, repair and maintenance budget, and insurance costs. These costs should be detailed for the duration of the asset's useful life and adjusted for anticipated inflation for the asset's useful life.
- Implication of deferring the project (opportunity costs): costs associated with deferring the project, such as inflationary construction costs or additional annual operating and maintenance costs for each year the project is not funded.
- Preparation of analytical modeling, including;
  - Net present value
  - Payback period
  - Cost-benefit analysis
  - Life cycle costing
  - Cash flow modeling
  - Cost Benefit analysis
- Legal Mandates; if a project is being done to satisfy a legal mandate (eg. Court Order or Consent Order), key dates and obligations association with the mandate will be documented. Legally mandated projects are exempt from the scoring and evaluation described in the Evaluation Process and Evaluation Criteria sections of this policy. Projects under legal mandate should be funded at the level required to satisfy the City's legal obligations pursuant to the mandate.
- Health and safety and welfare; an assessment of the degree to which the project improves public health and safety, and welfare.
- Quality of life and community welfare; an assessment of the degree to which the project improves quality of life in the community, taking into consideration the size of the population or community that will rely on the asset.
- Regulatory or legal mandates requirements ; legal mandates requirements associated with the project - compliance with court orders, consent orders or other legal mandates; compliance with federal/state/local safety requirements or mandates; regulatory requirements; requirements to meet industry best practices and/or professional standards; and/or addresses a deficiency in providing adequate levels of service as determined during the Adequate Public Facilities review process.
- Operational necessity; improved productivity and/or efficiencies that are supported or enabled by the asset.
- Strategic Goals; an assessment of the degree to which the project furthers the City's strategic goals as adopted in the Comprehensive Plan and/or Strategic Plan and listed in the section of this policy that addresses the role of the Comprehensive Plan.
- ~~Community Demand; an assessment of the degree to which the project meets a community need or responds to community demand. How need/demand was assessed, measured, or recorded will be noted.~~
- Interweaving of capital projects; an assessment of the degree to which a project is "interwoven" with other capital projects and important to a sequence of capital spending.

- **Implementation readiness;** an assessment of the time required for a project to begin. This should include an assessment of: project complexity; internal decisions/commitments that are required; review requirements by boards/commissions; agreements or approvals required by non-City entities; ~~timing considerations with other capital projects (if applicable); the degree to which the project is in compliance with the Comprehensive Plan and/or other City adopted plans;~~ and level of public support. Whether a public information strategy is recommended will be noted.
- **Departmental Prioritization;** departments should provide a score for each of their capital requests based on the evaluation criteria in this policy. This score will be reviewed by the CWC during the annual CIP process. When a project is funded entirely from an enterprise fund for which a current rate study exists and rate adjustments have been implemented, the originating department will provide a score, but the CWC may choose to review that project’s scoring or may submit it directly to the CSC.

**Evaluation Process**

It shall be the responsibility of the Capital ~~Steering Programming~~ Committee to review the Working Committee’s recommendations and scores for each of the projects based on the criteria outlined below. The initiating department shall score the capital project, with full justification provided for the assigned scores. The Capital Working Committee will review the assigned scores for each submitted project, and will recommend changes in order to maintain consistent scoring across all projects. The scores will then be reviewed by the ~~CSC CPE~~. If the ~~CSC CPE~~ does not agree with the assigned scores, it can either make changes or send the project back to the Working Committee for re-evaluation. When the ~~CSC CPE~~ completes the review of project scoring, the resulting rank ordering will determine the prioritization of the projects.

**Evaluation Criteria**

Also listed in the Assessment Components section.

<p><b>1. Health, Safety &amp; Welfare</b>                  An assessment of the degree to which the project improves health and safety factors associated with the infrastructure asset. For example, projects that result in the reduction of accidents, improved structural integrity, and mitigation of health hazards would score higher.</p>	<p>25 <u>15</u></p>
<p><b>2. Quality of Life &amp; Community Welfare</b>  <u>An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.</u></p>	<p><u>10</u></p>
<p><b><del>2. 3. Regulatory or legal mandates &amp; Legal Requirements</del></b>                  An assessment of the degree to which the project is <u>responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements, under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement.</u> For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.</p>	<p>25</p>
<p><b><del>3. 4. Operational Necessity</del></b>                  An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines:</p>	<p>10</p>

<p><i>Improves</i> operational functions and services: up to 10 points  <i>Sustains</i> operational functions and services: up to 5 points</p>	
<p><b>5. Budget Impact</b>                  An assessment of the project’s budget impact, ie. The degree to which it affects operations and maintenance costs positively or negatively.                  For example, a roof replacement project that reduces both maintenance requirements and energy consumption or a storm drain that reduces the need for periodic cleaning would score higher. On the other hand, a new facility that increases maintenance, energy and staffing costs would score lower.</p>	<p>10</p>
<p><b>4. 5. Implication of Deferring the Project: operational cost impacts</b>                  An assessment of the costs associated with deferring the project, such as inflationary construction costs or additional annual operating and maintenance costs for each year the project is not funded. For example, projects that would have significantly higher future costs, negative community aspects, or negative public perception, should they be deferred, would score higher.                  This score should be based on an assessment of the capital asset’s annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset’s useful life should be factored into this score. A project that can be expect to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score ~5; a project that will have added operational or maintenance costs should score 0.</p>	<p>10</p>
<p><b>6. Strategic Goals</b>                  An assessment of the degree to which the project furthers the <del>the</del> <u>thirteen (13)</u> City’s strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. <u>An assessment of the project’s significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points.</u></p>	<p>6 <u>15</u></p>
<p><b>7. Grant Funding Opportunity</b>                  An assessment of the amount of funding in the project compared to the amount of funding provided by grant funds from outside agencies. This should include an assessment of the amount of funding needed to complete the current project phase and the entire project. <u>An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds.</u>                  For example, a project <u>with committed grant funds that offset a large portion of the total project cost that would bring grant funds from an outside agency into the City</u> would score <u>highest. higher,</u> while a project that relies only on City funds would score lower.</p>	<p>7 <u>5</u></p>
<p><b>8. “Interweaving” factor</b>  <u>An assessment of the degree to which the project is “interwoven” with other capital projects and important to a sequence of capital projects. Example: capital spending on the Maynard Burgess House was an important companion to the City Hall capital project. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.</u></p>	<p><u>5</u></p>
<p><b>8. Community Demand</b>                  An assessment of the degree to which the project meets a community need or responds to a <del>community demand.</del></p>	<p>7</p>

<p><b>9. Implementation readiness</b> An assessment of the time required for a project to begin.</p>	<p>5</p>
<p style="text-align: right;"><b>Total points possible:</b></p>	<p>100</p>

**Presentation and Project Categories**

Capital projects and the capital plan should be categorized using the asset classifications outlined below.

- Buildings/Facilities
- Information Technology Systems and Technology Infrastructure
- Roads, Sidewalks, and assets located in the public right of way
- Parks/Recreation Facilities/ Open Space
- Drainage/Stormwater
- Harbor and Maritime Infrastructure
- Off-Street Parking Facilities
- Water
- Wastewater
- Rolling Stock/Vehicles
- Transportation
- Landfill

In order to maintain project oversight during each development phase, to ensure accurate and timely data is being used in the deliberative evaluative process, and to ensure that projects are being compared and ranked at each step during the develop phases; projects shall be categorized into the following stages.

- The Planning Stage; includes development of a feasibility study, the scope and a construction budget including the financial criteria outlined above.
- The Design Stage; includes development of the environmental document, construction plans and specifications, and a cost estimate per above criteria.
- The Construction Stage; includes site preparation, utility and infrastructure placement, equipment installation, construction and environmental mitigation.

Additionally, annual capital budgets should be submitted for the following time periods.

- Years 1-5; separate submissions for each request by year, year 1 being the budget year being submitted.
- Year 6-10, 11-15 and 16-20; separate submissions for each request by year range.

Example  
City of Annapolis  
Capital Plan  
Fiscal Year 20XX

Project Category / Stage / Project	Current Year	Year 2	Year 3	Year 4	Year 5	Years 6-10	Years 11-15	Years 16-20	Total
<b><u>Building</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<b><u>Roads</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<b><u>Water</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
Total Capital									

**ANNUAL REPORTING**

The financial management and oversight of the City’s capital assets reflect a substantial commitment of the City’s resources. Given this materiality, capital projects represent a significant risk to the City if proper management and oversight functions are not in place. Consequently, one purpose of this policy is to implement procedures to support effective

project monitoring and reporting, thereby mitigating such risks. Further, it is the intent of the policy to insure financial accountability, enhance operational effectiveness and promote transparency in the City's financial reporting. Finally, an objective of annual reporting is to facilitate compliance with auditing and financial reporting requirements, consistent with generally accepted accounting principles and jurisdictional reporting and grant requirements. .

### **Annual Inventory**

It shall be the responsibility of the City's Finance Office to assure that departments are maintaining a complete inventory of the City's capital assets. This inventory shall be updated and reconciled to the City's Financial Records; e.g., general ledger/fixed asset module on a quarterly basis. To facilitate the process, database, project management and geographic information technologies should be employed. This inventory shall contain the following information.

- Purchase date
- Purchase price
- Asset number
- Description of the asset
- Asset location
- Department
- Accumulated Depreciation
- Useful Life
- Book Value
- Replacement Cost, if obtainable
- Annual operating and maintenance costs
- The physical condition

On an annual basis, by September 30<sup>st</sup>, the Department Director shall verify the inventory of assets under their respective department's responsibility, including the physical condition of all existing capital assets.

Since executive leadership, legislators, and citizens should have the ability to review the status and expected completion of approved capital projects, as part of the annual capital budget process, the Finance department shall report on non-completed capital projects funded in prior years. The reports shall compare actual expenditures to the original budget, identify level of completion of the project, enumerate any changes in the scope of the project, and alert management to any concerns with completion of the project on time or on schedule.

### **THE ROLE OF THE COMPREHENSIVE PLAN, STRATEGIC PLAN, AND MASTER PLANS IN CAPITAL IMPROVEMENT PLANNING**

In its Comprehensive Plan, the City establishes long-range strategies focused on community development and sustainability. As a blueprint for the future, and in accordance with Article 66B of the Annotated Code of Maryland, this plan identifies economic, land use, and

transportation policies, and includes policies guiding infrastructure, housing, sensitive environmental resources, and community facilities. Regular updates to this plan will ascertain development or infrastructure needs as local conditions change.

The City's Comprehensive Plan should be the foundation for the following.

- The development of physical plans for sub-areas of the jurisdiction.
- The study of subdivision regulations, zoning standards and maps.
- The location and design of thoroughfares and other major transportation facilities.
- The identification of areas in need of utility development or extensions.
- The acquisition and development of community facility sites.
- The acquisition and protection of open space.
- The identification of economic development areas.
- The incorporation of environmental conservation and green technologies.
- The evaluation of short-range plans (zoning requests, subdivision review, site plan analysis) and day-to-day decisions with regard to long-range jurisdictional benefit; and the alignment of local jurisdictional plans with regional plans.
- The development of a capital plan to facilitate the City's Comprehensive Plan.

The Comprehensive Plan also adopts Strategic Goals, which are referenced in the evaluation of capital projects, and these are incorporated into this policy. When the Comprehensive Plan is updated, the update shall formulate new strategic goals. The Strategic Goals per the 2009 Comprehensive Plan are as follows:

1. Economic Development: Improve the city's property tax base by investing in projects that will spur new private investment to redevelop vacant and/or underutilized properties.
2. Buildings/Facilities: Shrink the City's carbon footprint and become a community of green buildings to combat climate change.
3. Roads: Specific and targeted improvements to the local street system should be made with priority to those that improve cross-town circulation, route continuity for public transit, and intersection capacities.
4. Roads: Street improvements should be made to support the implementation of the Opportunity Areas.
5. Roads: The City will invest in system-wide improvements to convert main streets and avenues into "complete streets" - that is, streets which serve the full needs of the community.
6. Recreation/Parks: Enhance existing parks and facilities with the objective of supporting structured and informal recreation, protecting the natural environment, and encouraging human health and fitness.
7. Recreation/Parks: Expansion of the parks system should be undertaken selectively and strategically, with the objective of taking advantage of rare opportunities, providing parks and recreation services to underserved areas, allowing public access to the waterfront, and furthering environmental goals.
8. Trails: Complete the network of pedestrian and bicycle pathways.
9. Transportation: Pursue the creation of a regional transit system serving the needs of Annapolis commuters, residents, and visitors.
10. Buildings/Facilities and Roads: Protect and enhance Annapolis' rich cultural history and wealth of historic resources.
11. Stormwater: Reduce the polluting effects of stormwater runoff into the Chesapeake Bay and its tributaries.

12. Water: Protect and conserve the existing water supply and distribution systems by modernizing the existing treatment, storage and distribution system.
13. Sewer: Enhance the Wastewater collection and treatment systems by modernizing the existing collection system

The City Strategic Plan, completed in 2012, identified three primary issues for the City.

The associated goals are considered when assessing capital projects:

Issue 1: the need to match service delivery to resource constraints.

Goal 1: Optimize operating capital.

Goal 2: Give funding priority to core services.

Goal 3: Increase efficiency of operations, processes, and services.

Issue 2: the need to diversify input to the City Council.

Goal 1: Improve City Council meetings to facilitate/encourage resident input from different perspectives.

Goal 2: Offer additional forums for residents to provide input to Council.

Goal 3: Improve and expand Council communication and interaction with residents.

Issue 3: the need to promote housing and employment opportunities for lower/middle income levels.

Functional Master Plans may be developed to inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments. Functional (topic) areas include, but are not limited to:

- City Facilities
- Parks, Recreation, and Open Space
- Transportation, including Bicycle and Pedestrian Facilities
- Water and Sewer Infrastructure
- Information Technology Systems and Technology Infrastructure

The City recognizes the role of the Comprehensive Plan, Strategic Plan, and master plans as key components of the City's long-term Capital Improvement Plan. Therefore, the Comprehensive Plan should help identify capital projects and investments. Accordingly, the Comprehensive Plan should be supported by realistic planning documents, solid financial policies targeted for the implementation of stated goals, and trends on the City's accomplishments and progress toward these goals. Such plans forecast the outlook for the City, underscoring the alignment between demand generators, capital improvement programs, and funding policies.

*Approved by the Annapolis City Council June 6, 2011 per R-17-11 Amended.*

*Revisions approved by the Annapolis City Council June 4, 2012 per R-9-12.*

## Appendix B

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-12-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Planning Commission	3/11/13		
Financial Advisory Commission	3/11/13		

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**A RESOLUTION** concerning

**Capital Improvement Program: FY 2014 to FY 2019**

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**FOR** the purposes of adopting a capital improvement program for the six-year period from July 1, 2013, to June 30, 2019.

**WHEREAS,** Section 6.16.030 of the Code of the City of Annapolis requires the Annapolis City Council to approve a capital improvement program (CIP) for each fiscal year on a six-year basis; and

**WHEREAS,** on \_\_\_\_\_, 2013, the Annapolis City Council held a public hearing on the CIP for the six-year period from July 1, 2013, to June 30, 2019; and

**WHEREAS,** the CIP was referred to the Planning Commission, which after notice published in a newspaper of general circulation in the City seven days prior to the meeting) held a meeting to receive evidence and testimony as it judged to be relevant to the proper consideration of the capital budget and program; and

**WHEREAS,** a capital improvement program for the six-year period from July 1, 2013, to June 30, 2019, has been prepared and proposed by the Mayor and submitted to the Annapolis City Council for its consideration and approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that pursuant to the provisions of Section 6.16.030 of the Code of the City of Annapolis, it hereby adopts, as the Capital Improvement Program for the City of Annapolis for the six-year period from July 1, 2013, to June 30, 2019, a copy of which is attached to this Resolution and is made a part hereof.

1           **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
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ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.



# Capital Improvement Program

*Proposed*

**Fiscal Year 2014-2019  
City of Annapolis, Maryland**



FY2014 – FY2019  
Capital Improvement Program  
*Proposed*

City of Annapolis  
Maryland  
March, 2013

City of Annapolis  
 FY14-FY19 Capital Improvement Program  
*Proposed*

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## INTRODUCTION

### *Authority*

The preparation of the Capital Improvement Program (CIP) is done in accordance with Title 6.16.030 of the City Code. As laid out in the Code, the Mayor submits the proposed CIP to City Council and the Planning Commission in March of each year. The Capital Improvement Program consists of a capital budget for the ensuing fiscal year and a capital improvement program for the five fiscal years following. The Planning Commission holds a public hearing on the proposed CIP and submits its recommendations to City Council by May. The budget must be adopted by Resolution of the City Council before June 30, and becomes effective on July 1.

### *Purpose*

The Capital Improvement Program (CIP) is a recommended schedule of improvements to City capital assets, including the planning and design thereof. The CIP is a 6-year plan, of which the first year represents the proposed capital budget for the current fiscal year. The remaining five years of the CIP serve as a financial plan for capital investments. The CIP will be updated annually, at which time the schedule of projects will be re-evaluated, and another fiscal year added with new projects, as appropriate.

Capital assets are comprised of facilities, infrastructure, equipment, and networks that enable or improve the delivery of public sector services. The procurement, construction, and maintenance of capital assets are critical activities in the management of those assets. The threshold for the City's definition of a capital asset is:

- The asset has a gross purchase price equaling \$50,000 or more.
- The asset has a useful life of 5 years or more.
- The asset is owned by the City or will be City-owned when project is complete.

Capital projects are major projects undertaken by the City that fit one or more of the following categories:

1. Construction of new facilities or infrastructure.
2. Non-recurring rehabilitation or major repairs to a capital asset.
3. Acquisition of land for a public purpose.
4. All projects requiring debt obligation or borrowing.
5. Purchase of major equipment and vehicles meeting the threshold definition of a capital asset.
6. Any specific planning, engineering study or design work related to a project that falls in the above categories.

The City's Capital Improvement Program serves as a useful budgeting and managing tool:

- a. It allows the City to balance needed or desired capital investments with available financing, thereby receiving the optimum benefits for the available public revenue.
- b. It allows the City to ensure a clear relationship between capital spending and government service delivery.
- c. It allows the City to align its planning activity, programs, and operating resources with the capital improvement program and facilitate coordination between City departments.
- d. It allows the City to take advantage of government, foundation, and other grant programs and leverage project-specific funding resources.
- e. It provides for a logical process of assigning priorities to projects based on their overall importance to the City.
- f. It allows other government sectors, the community, and the private sector to anticipate when the City will undertake public improvements, and make decisions and plan investments accordingly.

### ***Role of the Comprehensive Plan in the Capital Improvement Program***

The Annapolis Comprehensive Plan is the financially unconstrained long-range plan for the City. In accordance with Article 66B of the Annotated Code of Maryland it identifies goals and policies for city land use, economic development, transportation, sensitive environmental resources, housing, community facilities, including parks and recreation, and water resources. It is prepared with a substantial amount of public input and public deliberation and includes review by State and County agencies. As such, it ensures that the City's long-range plan is aligned with the State of Maryland's Planning Visions as determined in 1992 and amended in 2000 and 2006. The Comprehensive Plan is recognized as a key component of the Capital Improvement Program because it determines the strategic goals that the City aims to achieve over the long term via its program of capital investments. The link between the Comprehensive Plan and CIP is supported by various planning documents and studies, including functional master plans that inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments.

### ***Relationship of the Capital Improvement Program to the Adequate Public Facilities Ordinance (APFO)***

The City's Adequate Public Facilities Ordinance (APFO), codified as Title 22 of the City Code, ensures that when new development is proposed, the impact of that development on public facilities is assessed. Public facilities are defined in the APFO as those provided, managed or within the exclusive control of the City. They include Water and Sewer services; Stormwater Management facilities; Recreational facilities; Non-Auto Transportation Facilities; Public Maintenance Services; Fire, Rescue, Emergency Medical and Fire Inspection Services; and Police Protection. Among the purposes of the APFO is to:

- Assure that development and redevelopment occurs in concert with the CIP and enable the City to provide adequate public facilities in a timely manner and achieve the growth objectives of the Comprehensive Plan;
- Require new or upgraded facilities when existing facilities will not provide or maintain an adequate level of service; and
- Correct deficiencies in providing adequate levels of service within a 6-year timeframe via the annual CIP and based on a "community facilities plan".
- The APFO also provides that if a proposed project is subject to denial or delay under the APFO, the project may provide infrastructure funds to improve the capacity or safety of existing public facilities.

### ***Priority Scoring of Capital Projects***

The FY14 CIP was prepared under the City's *Capital Planning and Budget Policy* approved by the City Council. Among other things, the policy requires that all projects be scored on nine criteria to receive up to 100 points. This is to provide a measure of objectivity in the assessment of the relative priority of projects and resulting funding commitments. The Capital Programming Committee revised the scoring criteria in the fall of 2012 in response to issues raised by the Financial Advisory Commission, Planning Commission, and Finance Committee of City Council during the review of the FY13 CIP. The revised evaluation criteria are listed in Table 1. This year's project scores are summarized and compiled in Appendix B.

Table 1. Evaluation Criteria

<p><b>1. Health &amp; Safety</b> An assessment of the degree to which the project improves health and safety factors associated with the infrastructure asset. For example, projects that result in the reduction of accidents, improved structural integrity, and mitigation of health hazards would score higher.</p>	15
<p><b>2. Quality of Life &amp; Community Welfare</b> An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.</p>	10
<p><b>3. Regulatory &amp; Legal Requirements</b> An assessment of the degree to which the project is responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements.</p>	25
<p><b>4. Operational Necessity</b> An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines: <i>Improves</i> operational functions and services: up to 10 points <i>Sustains</i> operational functions and services: up to 5 points</p>	10
<p><b>5. Implication of Deferring the Project: operational cost impacts</b> An assessment of the costs associated with deferring the project. This score should be based on an assessment of the capital asset's annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset's useful life should be factored into this score. A project that can be expect to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score ~5; a project that will have added operational or maintenance costs should score 0.</p>	10
<p><b>6. Strategic Goals</b> An assessment of the degree to which the project furthers thirteen (13) City's strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. An assessment of the project's significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points</p>	15
<p><b>7. Grant Funding</b> An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds. For example, a project with committed grant funds that offset a large portion of the total project cost would score highest.</p>	5
<p><b>8. "Interweaving" factor</b> An assessment of the degree to which the project is "interwoven" with other capital projects and important to a sequence of capital projects. Example: capital spending on the Maynard Burgess House was an important companion to the City Hall capital project. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.</p>	5
<p><b>9. Implementation readiness</b> An assessment of the time required for a project to begin. This should include an assessment of: project complexity; internal decisions/commitments that are required; review requirements by boards/commissions; agreements or approvals required by non-City entities; and level of public support. Whether a significant public information/outreach strategy is recommended is noted.</p>	5
<b>Total points possible:</b>	100

## **FUNDS - OVERVIEW**

The City considers all forms of public financing when developing its CIP. Sources of financing include operating funds, Pay Go funds, General Obligation Bonds, Revenue Bonds, government loans and grants, Community Development Block Grant (CDBG) funds, revenue from fees, revenue from Capital Facilities Assessments (CFAs), and contributions. The capital projects presented in the CIP are grouped by the funds which support them – the General Fund and five enterprise funds (Stormwater Management Fund, Dock Fund, Parking Fund, Water Fund, and Sewer Fund). The Market Fund, Refuse Fund, and Transportation Fund are not included in the CIP, as those funds are dedicated entirely to operating needs and are not currently supporting capital projects.

### ***General Fund***

Capital projects supported by the General Fund generally fall into the following categories:

- City Buildings/Facilities
- Information Technology systems and infrastructure
- Roadways, Sidewalks, and infrastructure assets located in the public right of way
- Recreation Facilities and Parks
- Special projects addressing Economic Development, Revitalization, and Redevelopment

### ***Stormwater Management Special Revenue Fund***

The Stormwater Management Fund supports capital projects related to drainage and stormwater management. The fund's primary source of revenue is the Stormwater Utility Fee levied on utility customers.

The Stormwater Management Fund also accounts for all financial activity associated with the operation of the City's stormwater facilities. The Stormwater Management division of Public Works is responsible for the maintenance of public storm drainage systems, including pipes, inlets, manholes, drainage ways, and stormwater management facilities. Some restoration work is done by with general operating funds, but larger, more complex projects are done with capital funds.

### ***Water Enterprise Fund***

The Water Fund supports capital projects related to the water distribution system and water treatment plant. The fund's primary sources of revenue are user charges levied on water customers and capital facilities assessments (CFAs).

The Water Fund also supports two operational divisions: the Water Supply & Treatment Facility and the Water Distribution division. The Water Supply & Treatment Facility is responsible for the production, treatment, testing, storage, and initial distribution of all potable water for customers of the City. The Water Distribution division is responsible for meter reading and operating, maintaining and repairing the City's 138-mile water distribution system, including service lines, water meters and fire hydrants.

Planning documents pertaining to water infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Water Supply Capacity Management Plan (2008)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

***Sewer Enterprise Fund***

The Sewer Fund supports capital projects related to wastewater collection and treatment. The fund's primary sources of revenue are user charges levied on sewer system customers and capital facilities assessments (CFA).

The Sewer Fund also supports the Wastewater Collection division and a portion of the costs associated with the Wastewater Reclamation Facility, which is owned jointly by Annapolis and Anne Arundel County. The Wastewater Collection division is responsible for operating, maintaining and repairing the City's 127-mile sewage conveyance system, including 25 pumping stations.

Planning documents pertaining to wastewater (sewer) infrastructure include:

- City of Annapolis Ten Year Water & Sewerage Plan for water and sewer infrastructure (underway)
- Anne Arundel County Master Plan for Water Supply & Sewerage Systems (2007)

***Parking Enterprise Fund***

The Parking Fund supports capital projects related to the City's parking garages and off-street parking lots. The fund's primary source of revenue is from parking fees generated by the parking garages.

Planning documents pertaining to parking infrastructure include:

- Annapolis Region Transportation Vision and Master Plan (Draft/2006)

***Dock Enterprise Fund***

The Dock Fund supports capital projects related to harbor and maritime infrastructure. The Dock Fund's primary source of revenue is from fees charged for mooring at City Dock boat slips.

Planning documents pertaining to harbor and maritime infrastructure include:

- City Dock Master Plan (underway)

**CHANGES FROM ADOPTED FY13-FY18 CIP**

During the annual update of the Capital Program, project budgets are re-evaluated to reflect the best cost estimates, revised priorities and any new information. Through this update process, the project budgets presented in the prior year's Capital Plan as *planned* budgets for year 2 become the *proposed* Capital Budget in year 1 of the ensuing year's CIP.

	Planned FY14 budget per FY13- FY18 CIP	Proposed FY14 budget per FY14-FY19 CIP	Notes
<b><i>New Projects</i></b>			
City Dock Infrastructure	n/a	7,484,405	City Dock Master Plan
Wayfinding Signage	n/a	220,000	Wayfinding Signage Master Plan
Annual Transportation Plan	n/a	751,539	Project tracks grant-funded Capital Outlay for Transit.
Legislative Management System	n/a	47,000	
<b><i>Change in Scope or Timing</i></b>			
Landfill Gas Mitigation	2,575,000	0	Expenditure expectation deferred to July 2015
General Sidewalks	600,000	250,000	Scope expanded to allow new construction. First year repair program underway with prior year funds.
Stormwater Management Retrofits	100,000	0	Limited funding capacity of Stormwater Fund
Bulkhead Replacement	130,000	-	Project re-scoped and re-named 'City Dock Infrastructure' project.
<b><i>Projects Deferred</i></b>			
Harbormaster Building	130,000	0	Project pending based on review of City Dock Master Plan.
<b><i>FY14 Budget Commitments deferred to FY15: Project Underway with prior year funds</i></b>			
General Roadways	2,000,000	0	
Trail Connections	87,000	0	
Water Distribution Rehab	1,930,000	0	
Sewer Pump Station Rehab	685,000	0	Increase budget to \$900,000 in FY15
Sewer Rehab & Upgrades	2,390,000	0	
<b><i>Completed Projects</i></b>			
WYRE Tower			
IT System Implementation			

FY14 CAPITAL BUDGET  
SOURCE OF FUNDS

Categories	Acct #	Project Name	FY14: Total Budget	FY 14: Source of Funds					Notes re: other source of funds
				Bond Funds (transferred)	B.A.N./short- term debt	Operating funds	Pay Go	Other	
<b>GENERAL FUND</b>									
Special Projects	10001	Landfill Gas Mitigation	-						
	40002	Dam Repair at Waterworks Park	-						
City Facilities	20004	Maintenance Facilities	-						
	20003	Eastport FS: Emergency Equipment Storage	-						
	20001	Roof Replacement (Taylor Ave. FS)	-						
	20005	City Hall Restoration	-						
	75001	Market House	-						
	50004	Facility/Infrastructure Asset Mngmt Prog.	-						
	20009	Stanton Center	-						
	20002	Maynard-Burgess House	-						
		Tire Storage Facility	-						
	50008	Truxtun Swimming Pool	150,000		150,000				
		Fire Station Paving	-						
		Generator Installation	-						
		Vehicle Exhaust Removal System	-						
Roads/ Sidewalks/ Trails	40004	Greenfield Street Relocation	-						
	40001	General Roadways	-						
	tbd	General Sidewalks	250,000		250,000				
	tbd	Trail Connections	-						
		Admiral Heights Entrance Median	-						
IT/ Parks/ Econ Dev/	50006	Truxtun Park Improvements (Trail)	-						
	50005	City Dock Development	-						
		City Dock Infrastructure	7,484,405	275,000	5,150,445		Stormw.Fund	1,500,000	Federal Boating Infrastructure Grant
	50007	Kingsport Park	157,875		10,931			146,944	Program Open Space
	tbd	Capital Program Land Acquisition	-						
		Truxtun Park Softball Fields	-						
		Truxtun Park Skatepark	-						
		Wayfinding Signage	220,000	40,000	114,500			65,500	Maryland Heritage Areas Authority Grant
		IT Payroll Time/Attendance System	-						
		IT Legislative Mngmt System	47,000					47,000	Peg Fees
	20006	Capital Grants to Annapolis Non-profits	100,000			100,000			
		Annual Transportation Capital Plan	751,539			137,301		614,238	FTA: \$500,800. MTA: \$113,438.
<b>General Fund Total:</b>			9,160,819	315,000	5,675,876	237,301	-	2,373,682	

FY14 CAPITAL BUDGET  
SOURCE OF FUNDS

Categories	Acct #	Project Name	FY14:	FY 14: Source of Funds					Notes re: other source of funds
			Total Budget	Bond Funds (transferred)	B.A.N./short-term debt	Operating funds	Pay Go	Other	
<b>ENTERPRISE FUNDS</b>									
Stormwater	77002	Stormwater Mgmt Retrofit Projects	-						
	tbd	Stream Restoration	-						
		Stormwater Component: see 'City Dock Infrastructure'					558,960		
<b>Stormwater Fund Total</b>			0				558,960		
Water	71001	Water Treatment Plant	-						
	71003	Water Distribution Rehab	-						
	tbd	SCADA/Radio Upgrade - Water	120,000			120,000			
<b>Water Fund Total:</b>			120,000			120,000			
Sewer	72002	Sewer Pump Station Rehab	-						
	72004	Sewer Rehab & Upgrades	-						
	-	SCADA/Radio Upgrade - Sewer	-						
<b>Sewer Fund Total:</b>			0						
Parking	73002	Hillman Garage Replacement	765,190		765,190				
		Parking Meter Upgrade	-						
		Gott's Court Garage	-						
		Knighton Garage	-						
		Park Place Garage	-						
		Larkin Surface Lot	-						
<b>Parking Fund Total:</b>			765,190		765,190				
Dock	tbd	Harbormaster Building	-						
	tbd	Flood Control Infrastructure	-						
	tbd	IT Harbor Fee Collection System	-						
<b>Dock Fund Total:</b>			0						
<b>ALL FUNDS TOTAL</b>			<b>10,046,009</b>	<b>315,000</b>	<b>5,675,876</b>	<b>357,301</b>	<b>558,960</b>	<b>2,373,682</b>	

Categories	Acct #	Project Name	Proposed FY14	5-Year Capital Plan					FY14-FY19 Total
				FY15	FY16	FY17	FY18	FY19	
<i>GENERAL FUND</i>									
Special Projects	10001	Landfill Gas Mitigation			2,575,000				2,575,000
	40002	Dam Repair at Waterworks Park							0
City Facilities	20004	Maintenance Facilities		4,375,000					4,375,000
	20003	Eastport FS: Emergency Equipment Storage							0
	20001	Roof Replacement (Taylor Ave. FS)							0
	20005	City Hall Restoration							0
	75001	Market House							0
	50004	Facility/Infrastructure Asset Mngmt Prog.							0
	20009	Stanton Center							0
	20002	Maynard-Burgess House							0
		Tire Storage Facility							0
	50008	Truxtun Swimming Pool	150,000	2,075,000					2,225,000
		Fire Station Paving							0
		Generator Installation Prog.		66,000					66,000
		Vehicle Exhaust Removal System							0
Roads/ Sidewalks/ Trails	40004	Greenfield Street Relocation							0
	40001	General Roadways		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000
	tbd	General Sidewalks	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000
	tbd	Trail Connections		87,000	170,000	1,291,200			1,548,200
	tbd	Admiral Heights Entrance Median		180,171					180,171
IT/ Parks/ Econ Dev/	50006	Truxtun Park Improvements (Trail)							0
	50005	City Dock Development							0
		City Dock Infrastructure	7,484,405	5,085,399					12,569,804
	50007	Kingsport Park	157,875						157,875
	tbd	Capital Program Land Acquisition							0
		Truxtun Park Softball Fields							0
		Truxtun Park Skatepark		25,000	35,000	115,000			175,000
		Wayfinding Signage	220,000						220,000
		IT Payroll Time and Attendance System		276,132					276,132
		IT Legislative Mngmt System	47,000						47,000
	20006	Capital Grants to Annapolis Non-profits	100,000	100,000	75,000	50,000			325,000
		Annual Transportation Capital Plan	751,539						751,539
<b>General Fund Total:</b>			9,160,819	15,119,702	5,455,000	4,056,200	2,600,000	2,600,000	38,991,721

Capital Improvement Program - Proposed  
SUMMARY: FY14-FY19 Capital Improvement Program  
CAPITAL PROJECTS: TOTAL PROJECT COST

FY2014 - FY2019

Categories	Acct #	Project Name	Proposed FY14	5-Year Capital Plan					FY14-FY19 Total
				FY15	FY16	FY17	FY18	FY19	
<b>ENTERPRISE FUNDS</b>									
Stormwater	77002	Stormwater Mgmt Retrofit Projects		100,000	100,000	100,000	100,000	100,000	500,000
	tbd	Stream Restoration		406,000					406,000
		City Dock Infrastructure (SWM component)	558,960						558,960
<b>Stormwater Fund Total:</b>			558,960	506,000	100,000	100,000	100,000	100,000	1,464,960
Water	71001	Water Treatment Plant							
	71003	Water Distribution Rehab		1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000
	tbd	SCADA/Radio Upgrade - Water	120,000						120,000
<b>Water Fund Total:</b>			120,000	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,370,000
Sewer	72002	Sewer Pump Station Rehab		900,000					900,000
	72004	Sewer Rehab & Upgrades		2,390,000	2460000	2530000	2600000	2680000	12,660,000
	-	SCADA/Radio Upgrade - Sewer							0
<b>Sewer Fund Total:</b>			0	3,290,000	2,460,000	2,530,000	2,600,000	2,680,000	13,560,000
Parking	73002	Hillman Garage Replacement	765,190	1,530,360	19,257,610				21,553,160
		Parking Meter Upgrade							
		Gott's Court Garage							
		Knighton Garage							
		Park Place Garage							
		Larkin Surface Lot							
<b>Parking Fund Total:</b>			765,190	1530360	19,257,610				21,553,160
Dock	tbd	Harbormaster Building		130,000	2,000,000				2,130,000
	tbd	Flood Control Infrastructure							
	tbd	IT Harbor Fee Collection System		40,000	40,000				80,000
<b>Dock Fund Total:</b>			0	170,000	2,040,000				2,210,000
<b>ALL FUNDS TOTAL</b>			<b>10,604,969</b>	<b>22,546,062</b>	<b>12,045,000</b>	<b>8,736,200</b>	<b>4,810,000</b>	<b>7,550,000</b>	<b>88,149,841</b>

<b>Project Title</b> Landfill Gas Mitigation	<b>Project Number:</b> 10001	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Landfill	<b>Asset Number</b> 50240	<b>Priority Score</b> Legal Mandate: exempt from scoring
<b>Project Description</b>  MDE policy requires groundwater between the Annapolis Landfill and down-gradient streams to comply with maximum contaminant levels (MCLs). The volatile organic compound (VOC) groundwater plume emanating from the unlined Annapolis Landfill has reached down gradient streams; therefore the landfill does not comply with the MDE's policy. This is a multi-phase project with Phase 1, the Nature & Extent Study (NES), underway and expected to be completed in 2013. Phase 2 and 3, the Alternative Corrective Measures Study (ACM) and Corrective Measures Implementation (CMI), will be dependant on the results of the Nature & Extents Study and may cost up to \$2,575,000. Additional property remediation costs associated with corrective measures could be \$350,000 annually for 10 years.		
<b>Regulatory or Legal Mandates</b> Project is under a Draft Consent Order with the Maryland Department of the Environment (MDE).		<b>Operational Necessity</b> Project is mandated to comply with Draft Consent Order.
<b>Prior Funding</b> FY13: \$0 FY12: \$989,990 budgeted. Expenditures were not required during FY12. FY11: \$1,910,000 budgeted. Reduced to \$772,000 per GT 24-12 in November, 2011.		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage:</b> No funds required in FY14		<b>Project Years</b> FY11-FY16
		<b>Total Project Budget</b> 4,355,990

Expenditure Schedule	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design			1,000,000				1,000,000
Construction			1,500,000				1,500,000
Construction Project Mngmt.			75,000				75,000
IT Costs							0
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>
<b>Funding Schedule</b>							
Bond funds			2,575,000				2,575,000
Operating funds							
Other							
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,575,000</b>

<b>Project Title</b> Dam Repair at Waterworks Park	<b>Project Number</b> 40002	<b>Initiating Department</b> Public Works	
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> Legal Mandate: exempt from scoring	
<b>Project Description</b> The Annapolis City Dam, which has been stable for over 90 years, has recently shown signs of fatigue. Maryland Department of the Environment (MDE) and the City negotiated a final consent order for the dam. The consent order provides for two options: repairing or breaching the dam. A feasibility study will be conducted for the dam breach option. The feasibility study will consist of a natural resources assessment, a watershed hydrology and hydraulics assessment, and a cost analysis. Upon completion of the feasibility study, the preferred option for addressing the dam will be selected, and the project will proceed through engineering design and construction. The consent order mandates that construction work be completed within 120 days of MDE issuance of the construction permit, which will be issued based on the design of the project to address the dam.			
<b>Regulatory or Legal Mandates</b> Project is under Consent Order with the Maryland Department of the Environment.		<b>Operational Necessity</b> Project is mandated in order to comply with Consent Order.	
<b>Prior Funding</b> FY11: \$1,000,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b> No funds required in FY14		<b>Project Years</b> FY11-	<b>Total Project Budget</b> TBD

Expenditure Schedule	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
Total	0						

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0						

<b>Project Title</b> Maintenance Facilities	<b>Project Number</b> 20004	<b>Initiating Department</b> Public Works
<b>Asset Category</b> City Facility	<b>Asset Number</b>	<b>Priority Score</b>
<p><b>Project Description</b> The Public Works facilities at 935/937 Spa Road sustained significant snow damage during the historic snowstorm in February 2010. As a result, the building at 937 Spa was condemned. Later in 2010, a fire damaged one of the maintenance buildings in the maintenance complex.</p> <p>In the planning stage, this project will utilize the recommendations of the Fleet Management Process Improvement Study (2013) to:</p> <ul style="list-style-type: none"> <li>• conduct a formal space needs assessment for a central fleet management and maintenance facility;</li> <li>• program and plan a fleet maintenance facility that will accommodate maintenance and repair of all City fleet assets, with the possible exception of the transit fleet;</li> <li>• perform environmental investigations;</li> <li>• generate a plan to optimize the use of this site with a facility more suited to operational and maintenance needs; and</li> <li>• conduct a feasibility study for the proposed facility.</li> </ul> <p>Construction cost estimate based on a 25,000 SF facility at \$175/SF.</p>		
<b>Regulatory or Legal Mandates</b>		
<p><b>Prior Funding</b> 2013 Bond Issue: \$415,000 restored to project. Dec. 2012: Project funds reduced by \$148,143 (GT-11-13). May 2012: Project funds reduced by \$265,000 (GT-50-12). FY12: \$250,000. FY11: \$310,000.</p>		<b>Non-City sources of funding</b>
<p><b>FY14 Budget commitment allows project stage:</b> Planning/Design underway with prior year funds</p>		<p><b>Project Years</b> FY11-FY16</p> <p><b>Total Project Budget</b> 4,790,000</p>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							0
Project Planning							0
Design							0
Construction		4,375,000					4,375,000
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>4,375,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,375,000</b>

Funding Schedule							
Bond funds		4,375,000					4,375,000
Operating funds							
Other							
<b>Total</b>	<b>0</b>	<b>4,375,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,375,000</b>

<b>Project Title</b> City Hall Restoration	<b>Project Number:</b> 20005	<b>Initiating Department</b> Public Works
<b>Asset Category</b> City Facility	<b>Asset Number</b> 50138	<b>Priority Score</b>
<b>Project Description</b>  Renovation of City Hall and restoration of the City Council Chambers. The complete scope of the project includes repairs to the building structure, windows, energy improvements, a new roof and HVAC system, upgrade of the electrical system, and new wireless network access points in public areas. Interior restoration is consistent with the 1868 building design. Improvement of the HVAC system's efficiency, reduced building maintenance costs, and increased comfort for City residents, meeting attendees, and City employees result from this project.  Third and final phase of work is expected to be completed by end of 2014.		
<b>Regulatory or Legal Mandates</b> Code Compliance, OSHA, ADA		<b>Operational Necessity</b> Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.
<b>Prior Funding</b> FY13: \$1,560,000 FY11: \$1,386,035 budgeted; reduced by \$300,000 per GT46-12 in February, 2012. FY09, FY10: Non-capital planning funds (~\$180,000).		<b>Non-City sources of funding</b> \$250,000 State Capital funds \$100,000 Critical Infrastructure Grant
<b>FY14 Budget commitment allows project stage:</b> Project to be completed with prior year funds.		<b>Project Years</b> FY11-FY13
		<b>Total Project Budget</b> 2,646,035

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Stanton Center	<b>Project Number</b> 20009	<b>Initiating Department</b> Recreation/Parks
<b>Asset Category</b> City Facility	<b>Asset Number</b> 50136	<b>Priority Score</b>
<b>Project Description</b> In order to address the need for immediate stabilization of this historic structure, some of which is required by the Maryland Historic Trust which holds a partial easement on the exterior of the building, the following three (3) projects are required: 1. Sixteen (16) of the wooden windows (sash) will be rebuilt/ reconstructed as needed. 2. Several sections of the flat roof will be able to patched/repared in order to stop rain/water penetration 3. The masonry joints needs replacement to support the brick foundation  A complete assessment of the Stanton Center will be done as part of the Facility & Infrastructure Asset Management Program. Further capital improvements to the Stanton Center are likely to be identified as a result of that program and recommended for funding in future years.		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>
<b>Prior Funding</b> FY12: \$150,000		<b>Non-City sources of funding</b> Community Development Block Grant (CDBG) funds and Community Legacy Program funds.
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b> <b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Maynard Burgess House	<b>Project Number</b> 20002	<b>Initiating Department</b> Planning & Zoning/Historic Preservation Div.	
<b>Asset Category</b> City Facility	<b>Asset Number</b> 51117	<b>Priority Score</b> Not scored	
<p><b>Project Description</b> This project will bring the Maynard Burgess house to a state of being weather tight and structurally stable. Immediate steps need to be taken to close leaks and keep water and insects out of the building.</p> <p>The Maynard-Burgess House is a unique resource in that it was owned and occupied by two successive African-American families (the Maynard family and the Burgess family) from approx. 1840 to 1990. In the early 1990s, a private developer of historic properties attempted to renovate the structure for resale. Recognizing its historic significance, ownership of the building was transferred to the City of Annapolis. The Historic Annapolis Foundation (HAF) worked to restore the property as a house museum depicting 19th century African-American life in Annapolis, with grants from the City and the Maryland Historical Trust. The City is now managing the completion of the project.</p>			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<p><b>Prior Funding</b> FY12: \$265,000 transferred to this project via GT-50-12 Prior years: \$220,000</p>		<p><b>Non-City sources of funding</b> \$100,000 MHT African American Heritage Preservation Grant</p>	
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
<b>Total</b>	0	0	0	0	0	0	0

<b>Project Title</b> Truxtun Park Pool	<b>Project Number</b> 50008	<b>Initiating Department</b> Recreation & Parks
<b>Asset Category</b> Parks/Rec. facilities/Open Space	<b>Asset Number</b> TBD	<b>Priority Score</b> 71
<b>Project Description</b>  The project will replace and update the outdoor swimming pool, bath house and office area with a modern community aquatics center. The pool structure has undergone numerous “band-aid” repairs. The age of the structures is causing the operating systems to slowly fail. Updated ADA and safety requirements will also be addressed with this replacement.  Year 1 funding was for targeted repairs and a feasibility/assessment study to determine subsequent design and construction budgets. Year 2 funding will include the design phase, and year 3 funding will include construction.		
<b>Regulatory or Legal Mandates</b> New ADA requirements took effect in 2013.		<b>Operational Necessity</b> The effort needed to keep the pool operational has increased each year. Frequent malfunctions and leaks have resulted in closures for several days at a time.
<b>Prior Funding</b> FY13: \$100,000		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage:</b> Planning, Design		<b>Project Years</b> FY13-FY15
		<b>Total Project Budget</b> 2,375,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	150,000						150,000
Construction		2,025,000					2,025,000
Construction Project Mngmt.		50,000					50,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>150,000</b>	<b>2,075,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,225,000</b>

Funding Schedule							
Bond funds	150,000	2,075,000					2,225,000
Operating funds							
Other							
<b>Total</b>	<b>150,000</b>	<b>2,075,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,225,000</b>

<b>Project Title</b> General Roadways	<b>Project Number:</b> 40001	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> Numerous asset numbers are assigned to road segments	<b>Priority Score</b> 63
<b>Project Description</b>  This project is a consolidation of annual efforts to resurface and reconstruct the City’s streets, curbs, and gutters. The City continually analyzes each area to develop a list based on conditions. Resurfacing activities include pavement milling and patching, utility adjustments, curb and gutter replacement, pavement resurfacing, brick repairs and replacement, and replacement of pavement markings. Traffic calming projects may also be funded through this project. The ADA requires wheelchair accessible ramps at intersections where sidewalks adjoin streets. Although most of the City intersections have a handicapped ramp, funds are used, as deemed necessary to update the existing ramps to the current standard or for additional ramps installed.		
<b>Regulatory or Legal Mandates</b> The Maryland Transportation Code mandates that Highway User Revenue (HUR) be applied to transportation projects.		<b>Operational Necessity</b> Sustains operations of the existing street network.
<b>Prior Funding</b> Project is funded via the capital budget annually. FY13: \$2,000,000		<b>Non-City sources of funding</b> Highway User Revenue
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> Recurring
		<b>Total Project Budget</b> 2,000,000 annually

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction		1,981,000	1,981,000	1,981,000	1,981,000	1,981,000	9,905,000
Construction Project Mngmt.		19,000	19,000	19,000	19,000	19,000	95,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>10,000,000</b>

Funding Schedule							
Bond funds		2,000,000	2,000,000	2,000,000			6,000,000
Operating funds					2,000,000	2,000,000	4,000,000
Other							
<b>Total</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>10,000,000</b>

Project Detail

<b>Project Title</b> General Sidewalks	<b>Project Number</b> TBD	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> Numerous asset numbers are assigned to sidewalks	<b>Priority Score</b> 58
<b>Project Description</b> Project is for the repair of sidewalks in Annapolis. The ongoing repair program is based on a comprehensive city-wide sidewalk condition assessment completed in 2009. Sidewalks were inspected for cracking, faulting and scaling. Based upon this first inspection, a list of priorities for repair and reconstruction was developed taking into account not only sidewalk condition, but location of sidewalk in terms of its importance to citywide pedestrian traffic. In 2004, a three-tier sidewalk hierarchy was developed with resident and business participation. This hierarchy and the condition rating of individual sidewalk segments will determine the sequence of specific replacement projects. Construction of infill sidewalks is required in a number of locations throughout Annapolis. Funding of \$250,000 per year in fiscal years 2014 and 2015 will be used for construction of new sidewalks.		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Allows continued safe use of the existing sidewalk network.
<b>Prior Funding</b> Beginning in FY13, project is funded via the capital budget annually. FY13: \$600,000		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage</b> Construction		<b>Project Years</b> Recurring
		<b>Total Project Budget</b> \$600,000 annually for sidewalks repairs; \$250,000 in FY14 and FY15 for new sidewalk construction.

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	245,000	840,000	590,000	590,000	590,000	590,000	3,445,000
Construction Project Mngmt.	5,000	10,000	10,000	10,000	10,000	10,000	55,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>250,000</b>	<b>850,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>3,500,000</b>
<b>Funding Schedule</b>							
Bond funds	250,000	250,000					500,000
Sidewalk Revolving Fund		600,000	600,000	600,000	600,000	600,000	3,000,000
Other							
<b>Total</b>	<b>250,000</b>	<b>850,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>	<b>3,500,000</b>

<b>Project Title</b> Trail Connections	<b>Project Number</b> TBD	<b>Initiating Department</b> Transportation
<b>Asset Category</b> Roadways/Sidewalks	<b>Asset Number</b> TBD	<b>Priority Score</b>
<b>Project Description</b>  As recommended in the Bicycle Master Plan (2012) this project consists of several components to create a more cohesive trail system in the City. This project improves the safety of bike travel and supports City policy to encourage alternative transportation options. Project includes planning, land acquisition, design, and construction.  Phase 1: Connect the Poplar Trail to the Spa Creek Trail with pavement markings and signage. Phase 2: Connect Taylor Avenue to West Washington Street via former railroad corridor. Phase 3: Connect Admiral Drive and Gibraltar Ave.		
<b>Regulatory or Legal Mandates</b> No		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$1,097,000		<b>Non-City sources of funding</b> Grant funding is expected to offset design and construction costs, for which various State and Federal grants are available for up to 100% funding.
<b>FY14 Budget commitment allows project stage:</b> Phase 1 & 2 have begun with prior year funds. No funds requested in FY14.		<b>Project Years</b> FY13-FY17
		<b>Total Project Budget</b> 2,645,200

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition				954,000			954,000
Project Planning		55,000					55,000
Design			170,000				170,000
Construction		32,000		327,200			359,200
Construction Project Mngmt.				10,000			10,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>87,000</b>	<b>170,000</b>	<b>1,291,200</b>	<b>0</b>	<b>0</b>	<b>1,548,200</b>

Funding Schedule							
Bond funds		87,000	42,000	964,000			1,093,000
Operating funds							0
Other			128,000	327,200			455,200
<b>Total</b>	<b>0</b>	<b>87,000</b>	<b>170,000</b>	<b>1,291,200</b>	<b>0</b>	<b>0</b>	<b>1,548,200</b>

<b>Project Title</b> City Dock Infrastructure	<b>Project Number:</b> TBD	<b>Initiating Department</b> Planning & Zoning
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> 61 – Stormwater/Flooding Component 54 – Bulkhead Component
<b>Project Description</b> Improvements to infrastructure in the City Dock area; area is defined in the City Dock Master Plan. Project encompasses stormwater management infrastructure, flood protection, and phase 2 of bulkhead replacement. Improvements to public space, public access, and circulation may be addressed with this project. Project may encompass land use and redevelopment recommendations in the City Dock Master Plan, and is coordinated with other capital projects in the vicinity.		
<b>Regulatory or Legal Mandates</b> Public safety associated with City-owned infrastructure.		<b>Operational Necessity</b> Project will address monthly flooding of City Dock surface lots and Compromise Street, and will address deterioration associated with the existing bulkhead.
<b>Prior Funding</b> FY13 \$275,000 under 'City Dock Development'		<b>Non-City sources of funding</b> Pending: Federal grant: \$1.5M (Boating Infrastructure Grant) Pending: EPARM application for Valve Installation: \$85,000
<b>FY14 Budget commitment allows project stage:</b> Design & Construction		<b>Project Years</b> FY14 – FY15
		<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Installation: Backflow Valves		192,916					192,916
Design-SWM	558,960						558,960
Construction-DB	6,567,945						6,567,945
Construction-SWM		4,792,483					4,792,483
Construction Project Mngmt	357,500	100,000					457,500
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>7,484,405</b>	<b>5,085,399</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,569,804</b>

Funding Schedule	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	FY14 - FY19 Total
Bond funds	5,150,445	5,000,399					10,150,844
Bond funds (FY13)	275,000						275,000
Operating funds							0
Federal Grant (Construction)	1,500,000						1,500,000
Stormwater Fund	558,960						558,960
State Grant (OEM/Valves)		85,000					85,000
<b>Total</b>	<b>7,484,405</b>	<b>5,085,399</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,569,804</b>

<b>Project Title</b> Kingsport Park	<b>Project Number</b> 50007	<b>Initiating Department</b> Recreation & Parks	
<b>Asset Category</b> Parks/Rec. facilities/Open Space	<b>Asset Number</b> None (Land Improvement)	<b>Priority Score</b> 40	
<b>Project Description</b>  This project will complete the development of the Kingsport Park, a 2-acre parcel donated to the City as part of the Kingsport residential development. First year project funds will finalize the park design and programming with input from residents of surrounding communities. Once finalized, grant funds are expected to defray or offset construction costs in subsequent years.			
<b>Regulatory or Legal Mandates</b> No		<b>Operational Necessity</b> Meets the essential recreation and park services for the community.	
<b>Prior Funding</b> FY13: \$15,000		<b>Non-City sources of funding</b> Potential: Community Parks and Playgrounds (DNR)	
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> FY13 – FY15	<b>Total Project Budget</b> 172,875

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	150,625						150,625
Construction Project Mngmt.	7,250						7,250
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>157,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,875</b>
Funding Schedule							
Bond funds or Debt (for Grant match purposes)	10,931						10,931
Operating funds							
Other	146,944						146,944
<b>Total</b>	<b>157,875</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,875</b>

<b>Project Title</b> Wayfinding Signage	<b>Project Number</b> TBD	<b>Initiating Department</b> Planning & Zoning
<b>Asset Category</b> Assets located in the public right of way	<b>Asset Number</b>	<b>Priority Score</b> 45
<b>Project Description</b> The proposed project is a system of signage and wayfinding technologies to be implemented city-wide. The signage will include gateway signs, pedestrian signs, information kiosks, and other wayfinding tools. Project is coordinated with new parking and transportation initiatives and with improvements to the City Dock area. The <i>Comprehensive Plan</i> recommends the expansion of the existing wayfinding program; this recommendation is re-affirmed in the <i>City Dock Master Plan (Draft 2012)</i> .  The planning level budget for the entire Wayfinding program (\$614,000 total) includes the following components: \$105,000: Pedestrian signs \$91,000: Trailblazing signs \$194,000: Vehicular directional/welcome signs \$100,000: Real-time Parking information \$81,000: Gateways/Identification		
<b>Regulatory or Legal Mandates</b>	<b>Operational Necessity</b> Wayfinding Signage improves information available to drivers and pedestrians. This will improve circulation inefficiencies, congestion, and a negative community perception that the City is a difficult place to navigate and find parking.	
<b>Prior Funding</b> FY13: \$40,000 earmarked for signage under 'City Dock Development' CIP Project FY12: \$60,000 Non-capital planning grant from Baltimore Metropolitan Council (BMC) 2005: Installation of nine 'Navigate Annapolis' signs	<b>Non-City sources of funding</b> Pending: \$65,500 FY14 Capital Grant from Maryland Heritage Areas Authority (MHAA)	
<b>FY14 Budget commitment allows project stage:</b> Design, Construction	<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	20,000						20,000
Construction	195,000						195,000
Construction Project Mngmt.	5,000						5,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>

Funding Schedule							
Bond funds (FY13)	40,000						40,000
Bond funds	114,500						114,500
Operating funds							
Other	65,500						65,500
<b>Total</b>	<b>220,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,000</b>

<b>Project Title</b> Capital Grants to Annapolis non-profit organizations	<b>Project Number</b> 20006	<b>Initiating Department</b> Mayor's Office
<b>Asset Category</b> Community Assets	<b>Asset Number</b> n/a	<b>Priority Score</b> Project not scored
<b>Project Description</b>  The City supports the Capital Campaigns of non-profit organizations important to the Annapolis community. Historically the City has supported Maryland Hall for the Creative Arts, Summer Garden Theater, Lighthouse Shelter, the planned National Sailing Hall of Fame (shown), and others.		
<b>Maryland Hall for the Creative Arts</b> Prior Year Awards: \$250,000 FY09-FY12 Prior Year Payments: \$240,000 FY13 Award: \$25,000		<b>Lighthouse Shelter</b> Prior Year Awards: \$500,000 FY08-FY12 Prior Year Payments: \$400,000
<b>National Sailing Hall of Fame</b> Prior Year Awards: \$250,000 FY07-FY12 Prior Year Payments: \$200,000 FY13 Award: \$25,000		<b>Summer Garden Theater</b> Prior Year Awards: \$100,000 FY10-FY12 Prior Year Payments: \$50,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Maryland Hall	25,000	25,000	25,000	25,000			100,000
National Sailing Hall of Fame	25,000	25,000	25,000				75,000
Lighthouse Shelter	25,000	25,000	25,000	25,000			100,000
Summer Garden Theater	25,000	25,000					50,000
<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>325,000</b>

Funding Schedule							
Bond funds							
Operating funds	100,000	100,000	75,000	50,000			325,000
Other							
<b>Total</b>	<b>100,000</b>	<b>100,000</b>	<b>75,000</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>325,000</b>

<b>Project Title</b> Annual Transportation Capital Plan	<b>Project Number</b>	<b>Initiating Department</b> Transportation		
<b>Asset Category</b> Transportation	<b>Asset Number</b>	<b>Priority Score</b>		
<p><b>Project Description</b> The City submits its Annual Transportation Plan (ATP) to the Maryland Transit Administration (MTA). The ATP serves as a grant application and contract for cost-sharing of transit-related operating and capital costs with the MTA and Federal Transit Administration (FTA).</p> <p>Budget figures shown are for FY13 Capital Expenses. MTA notifies the City of the FY14 Award in July, 2013. The annual award varies little from year to year.</p>				
<b>Regulatory or Legal Mandates</b>			<b>Operational Necessity</b> The ATP is an integral fiscal component of the City's Transit Operations.	
<b>Prior Funding</b> Annual Recurring		<b>Non-City sources of funding</b> MTA and FTA contribute up to 90% of eligible project costs.		
<b>FY14 Budget commitment allows project stage</b>		<table border="1"> <tr> <td><b>Project Years</b> Annual Recurring</td> <td><b>Total Project Budget</b></td> </tr> </table>	<b>Project Years</b> Annual Recurring	<b>Total Project Budget</b>
<b>Project Years</b> Annual Recurring	<b>Total Project Budget</b>			

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Capital Outlay	751,539						751,539
Construction Project Mngmt							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>751,539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>751,539</b>

Funding Schedule							
Federal (FTA)	500,800						500,800
State (MTA)	113,438						113,438
Operating funds-Transportation	137,301						137,301
<b>Total</b>	<b>751,539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>751,539</b>

<b>Project Title</b> Legislative Management System	<b>Project Number</b> TBD	<b>Initiating Department</b> MIT
<b>Asset Category</b> Information Technology	<b>Asset Number</b> TBD	<b>Priority Score</b> 39
<b>Project Description</b> This project will implement a web based software application to provide the following services: *Storage Services Web storage of all legislative materials and agendas *Legislative Management Agenda item drafting Electronic approval process Agenda packet generation and publication Organize, store and retrieve documents Continuous legislative workflow Track and search legislative data *iPad Applications Review meeting agendas with supporting documents Take notes and bookmark specific agenda items Annotate PDF attachments *Web Video Services Public access to live and archived video recorded meeting. Index agenda to video.		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.
<b>Prior Funding</b>		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage</b> Installation		<b>Project Years</b> FY14
		<b>Total Project Budget</b> \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction							
Construction Project Mngmt.							
IT Costs	47,000						47,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>47,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

Funding Schedule							
Bond funds							
Operating funds							
Peg Fees	47,000						47,000
<b>Total</b>	<b>47,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47,000</b>

<b>Project Title</b> Stormwater Management Retrofit Projects	<b>Project Number</b> 77002	<b>Initiating Department</b> Public Works	
<b>Asset Category</b> Drainage/Stormwater	<b>Asset Number</b> Numerous asset numbers	<b>Priority Score</b> 45	
<b>Project Description</b>  Storm drains, inlets and other stormwater facilities are in need of repair due to age. Some corrugated metal pipes have fallen apart in the ground, and many concrete pipe joints have failed and need replacement. Some manholes and inlets need rebricking. This project also maintains 32 major outfalls 15” or greater in diameter. This is an ongoing infrastructure project; sections will be replaced, repaired, or retrofitted based on field inspections by utility crews on an annual basis.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Sustains operations of existing stormwater conveyance infrastructure.	
<b>Prior Funding</b> FY12: \$100,000 FY11: \$50,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b>		<b>Project Years Recurring</b>	<b>Total Project Budget</b> 100,000 annually

<b>Expenditure Schedule</b>	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
		Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		10,000	10,000	10,000	10,000	10,000	50,000
Construction		86,500	86,500	86,500	86,500	86,500	432,500
Construction Project Mngmt.		3,500	3,500	3,500	3,500	3,500	17,500
IT Costs							0
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>

<b>Funding Schedule</b>							
Bond funds							
Operating funds-Stormwater		100,000	100,000	100,000	100,000	100,000	500,000
Other							
<b>Total</b>	<b>0</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>

<b>Project Title</b> Stream Restoration	<b>Project Number</b> TBD	<b>Initiating Department</b> DNEP
<b>Asset Category</b> Drainage/Stormwater	<b>Asset Number</b>	<b>Priority Score</b>
<b>Project Description</b>  Project will restore streambeds to improve ecological function and limit erosion. Lack of effective stormwater management and sediment and erosion control for upstream lands developed pre-1985 results in persistent erosion of receiving streams before entering into the surface waters of the city's tidal creeks. Project proposes to stabilize eroded stream beds and create velocity reducing structures to limit further erosion.		
<b>Regulatory or Legal Mandates</b> The EPA-mandated Chesapeake Bay 'pollution diet' requires that all jurisdictions in the Chesapeake Bay watershed reduce the amount of nitrogen, phosphorus and sediment that is discharged into the Bay.		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$406,000		<b>Non-City sources of funding</b> No
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b> <b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		100,000					100,000
Construction		300,000					300,000
Construction Project Mngmt.		5,000					5,000
IT Costs		1,000					1,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>406,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>406,000</b>

Funding Schedule							
Bond funds							
Operating funds-Stormwater		406,000					406,000
Other							
<b>Total</b>	<b>0</b>	<b>406,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>406,000</b>

<b>Project Title</b> Water Distribution Rehab	<b>Project Number</b> 71003	<b>Initiating Department</b> Public Works	
<b>Asset Category</b> Water Infrastructure	<b>Asset Number</b> Numerous asset numbers are assigned	<b>Priority Score</b> 75	
<b>Project Description</b> The existing water distribution grid is aging, as is evidenced by the frequent failures. Based on a useful life of 80 years, the financial consultant has calculated the required water distribution system rehabilitation capital needs for the next 20 years to address the infrastructure including pipes, valves, hydrants, meters, etc. that have exceeded or will reach the end of their useful life. Additional work is necessary to prioritize water distribution infrastructure upgrades, while rehabilitating and/or upgrading the previously identified needs in order to minimize the potential for a major failure.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b> Sediment deposits and loss of smooth surface has caused a reduction in the capacity of the pipes. This, in turn, causes higher operational costs and more frequent failure, putting a heavy burden on the operations fund and crew. Ongoing funding of this project deters an increase in water loss, service interruptions and emergency repairs.	
<b>Prior Funding</b> FY13: \$1,880,000 FY12: \$1,718,000 FY11: \$102,000		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Project Years</b> Recurring	<b>Total Project Budget</b> Annual range 1.7M to 2.1M

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		225,000	240,000	250,000	260,000	265,000	1,240,000
Construction		1,630,000	1,670,000	1,715,000	1,765,000	1,820,000	8,600,000
Construction Project Mngmt		75,000	80,000	85,000	85,000	85,000	410,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>1,930,000</b>	<b>1,990,000</b>	<b>2,050,000</b>	<b>2,110,000</b>	<b>2,170,000</b>	<b>10,250,000</b>

Funding Schedule							
Bond funds		1,930,000	1,990,000	2,050,000	2,110,000		8,080,000
Operating funds - Water Fund							
Capital Reserve - Water Fund						2,170,000	2,170,000
<b>Total</b>	<b>0</b>	<b>1,930,000</b>	<b>1,990,000</b>	<b>2,050,000</b>	<b>2,110,000</b>	<b>2,170,000</b>	<b>10,250,000</b>

<b>Project Title</b> SCADA/Radio Upgrade	<b>Project Number: T4/MUNIS</b> 71010	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater & Water Infrastructure	<b>Asset Number</b>	<b>Priority Score</b> 73
<b>Project Description</b> This project continues the replacement of obsolete controls and communications system from the City's water tanks to the Water Treatment Plant chart recorders.		
<b>Regulatory or Legal Mandates</b> Requirements related to monitoring of water supply and pressure.		
<b>Prior Funding</b> FY13: \$120,000 FY12: \$413,000 FY11: \$790,000		<b>Operational Necessity</b> The SCADA system and reliable communications are necessary for proper operation of the automated components of the sewer collection and water distribution systems.
<b>FY14 Budget commitment allows project stage:</b> Construction		<b>Non-City sources of funding</b>
		<b>Project Years</b> FY11-FY14
		<b>Total Project Budget</b> 1,443,000

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction	100,000						100,000
Construction Project Mngmt.	5,000						5,000
IT Costs	15,000						15,000
Furniture Fixtures Equipment							
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>

Funding Schedule							
Bond funds							
Operating funds-Water Fund	120,000						120,000
Other							
<b>Total</b>	<b>120,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>

<b>Project Title</b> Sewer Pump Station Rehab	<b>Project Number</b> 72002	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater Infrastructure	<b>Asset Number</b> numerous	<b>Priority Score</b> 73
<b>Project Description</b> There are 25 pump stations in the City and most have aging pumps and other components that pose an imminent threat of failure, and thus a threat to the health and safety of the citizens. This project is for replacement of sewage pump stations, pump station components, including generators and flow meters, and pumps.		
<b>Regulatory or Legal Mandates</b> Sewage spills or overflows that can result from pump failure, which are more likely with older pumps and stations, are regulated and usually require payment of a fine.		
<b>Prior Funding</b> FY13: \$614,000 FY12: \$1,239,000 FY11: \$490,743		<b>Non-City sources of funding</b>
<b>FY13 Budget commitment allows project stage</b> Construction		<b>Project Years</b> FY11-FY15
		<b>Total Project Budget</b> 3,243,743

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design							
Construction		857,000					857,000
Construction Project Mngmt		43,000					43,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>

Funding Schedule							
Bond funds		900,000					900,000
Operating funds - Sewer Fund							
Other							
<b>Total</b>	<b>0</b>	<b>900,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>900,000</b>

<b>Project Title</b> Sewer Rehabilitation & Upgrades	<b>Project Number:</b> 72004, 72006	<b>Initiating Department</b> Public Works
<b>Asset Category</b> Wastewater Infrastructure	<b>Asset Number</b> numerous	<b>Priority Score</b> 74
<p><b>Project Description</b> Over half of the City’s sewers are greater than 50 years old and many are over 80 years old and require repair. Based on a useful life of 80 years, our financial consultant has calculated the required sewer rehabilitation capital needs through the Year 2030 to address the sewers that have exceeded or will reach the end of their useful life.</p> <p>Most of the pipes needing rehabilitation can be lined using trenchless methods. Others will need replacement. The decision is made based on site investigation. Pipe joint failures and other leaks typically cause excessive infiltration and increased pumping and treatment needs and costs. In addition, the environmental impact of pipe failure is of concern</p>		
<p><b>Regulatory or Legal Mandates</b> Sewage spills require reporting to MDE and often result in fines. Sewer system industry/professional standards related to materials, methods of construction, etc. change regularly. Likely most of the City’s sewer collection system would not meet current standards.</p>		
<p><b>Prior Funding</b> FY13: \$2,320,000 FY12: \$1,050,000 FY11: \$1,200,000</p>		<p><b>Non-City sources of funding</b></p>
<p><b>FY14 Budget commitment allows project stage:</b> Construction</p>		<p><b>Project Years</b> Recurring</p> <p><b>Total Project Budget</b> Annual range 2.3 to 2.7M</p>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		275,000	285,000	300,000	310,000	315,000	1,485,000
Construction		2,021,000	2,079,000	2,130,000	2,185,000	2,260,000	10,675,000
Construction Project Mngmt		94,000	96,000	100,000	105,000	105,000	500,000
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>0</b>	<b>2,390,000</b>	<b>2,460,000</b>	<b>2,530,000</b>	<b>2,600,000</b>	<b>2,680,000</b>	<b>12,660,000</b>

Funding Schedule							
Bond funds		2,390,000	2,460,000	2,530,000	2,600,000		9,980,000
Operating funds - Sewer Fund							
Capital Reserve - Sewer Fund						2,680,000	2,680,000
<b>Total</b>	<b>0</b>	<b>2,390,000</b>	<b>2,460,000</b>	<b>2,530,000</b>	<b>2,600,000</b>	<b>2,680,000</b>	<b>12,660,000</b>

Project Detail

<b>Project Title</b> Hillman Garage	<b>Project Number</b> 73002	<b>Initiating Department</b> Transportation
<b>Asset Category</b> Off-Street Parking Facility	<b>Asset Number</b> 50026	<b>Priority Score</b> 62
<b>Project Description</b>  Replacement of the deteriorating 435-space garage with a new facility, with state of the art controls, ADA compliant pedestrian access, elevators, and appearance more compatible with the surrounding community. Structural repairs completed in 2010 extended the life of this facility. The facility is operated and maintained by the City Transportation Department.  Phase 1 (Project Planning), underway with FY13 funds, will determine the project scope, and could include a structural condition assessment, geo-technical explorations, and a parking study. (Budget estimates prepared by Department of Central Services in 2009)		
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>
<b>Prior Funding</b> FY13: \$300,000 \$700,000 spent in 2009 and 2010 on structural repairs		<b>Non-City sources of funding</b>
<b>FY14 Budget commitment allows project stage</b> Project planning underway with FY13 funds		<b>Project Years</b> FY13-FY16
		<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design	765,190	1,530,360					2,295,550
Construction			19,257,610				19,257,610
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	<b>765,190</b>	<b>1,530,360</b>	<b>19,257,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,553,160</b>

Funding Schedule							
Bond funds	765,190	1,530,360	19,257,610				21,553,160
Operating funds - Parking Fund							
Other							
<b>Total</b>	<b>765,190</b>	<b>1,530,360</b>	<b>19,257,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,553,160</b>

<b>Project Title</b> Harbormaster Building	<b>Project Number</b> TBD	<b>Initiating Department</b> Harbormaster	
<b>Asset Category</b> Harbor and Maritime Infrastructure/ City Facility	<b>Asset Number</b> 50137 (Johnson Building) 50593 (Welcome Center)	<b>Priority Score</b> Project not scored to date	
<b>Project Description</b> The Visitor Information Booth, Maritime Welcome Center, and public restrooms at the Johnson Harbormaster Building serve more visitors every year than any other City building. The existing Harbormaster building is in need of repair and expansion, as well as updating to provide appropriate access compliant with the ADA.  The City Dock Master Plan (Draft 2012) recommends the building's functions to be integrated into redevelopment projects in the immediate area. Project is recommended for funding no earlier than FY15, to allow Review and Adoption of the City Dock Master Plan, and coordination with the Facility Asset Management Program.			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<b>Prior Funding</b>		<b>Non-City sources of funding</b> State and federal funds may offset up to 65% of the components of the project providing boater facilities.	
<b>FY14 Budget commitment allows project stage</b> No funds required in FY14		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Land Acquisition							
Project Planning							
Design		130,000					130,000
Construction			2,000,000				2,000,000
Construction Project Mngmt.							
IT Costs							
Furniture Fixtures Equipment							
<b>Total</b>	0	130,000	2,000,000	0	0	0	2,130,000

Funding Schedule							
Bond funds		130,000	2,000,000				2,130,000
Operating funds							
Other							
<b>Total</b>	0	130,000	2,000,000	0	0	0	2,130,000

<b>Project Title</b> Creek Dredging	<b>Project Number</b>	<b>Initiating Department</b> DNEP	
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> 28	
<p><b>Project Description</b> Project will restore Creek headwaters to historic navigable depths to provide adequate access to existing commercial marinas and private slips. Lack of effective stormwater management and sediment and erosion control for upstream lands developed pre-1985 results in persistent siltation of creek headwaters. Stream Restoration projects are funded in CIP to address siltation resulting from stream runoff.</p> <p>Project is not a capital project and not eligible for capital funds. It is included in the CIP for tracking purposes. Estimated costs: \$100/CY of dredge spoil for deposition at an MDE approved upland disposal site.</p>			
<b>Regulatory or Legal Mandates</b>		<b>Operational Necessity</b>	
<b>Prior Funding</b>		<b>Non-City sources of funding</b>	
<b>FY14 Budget commitment allows project stage</b>		<b>Project Years</b>	<b>Total Project Budget</b>

Expenditure Schedule	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Dredging (Back Creek)			356,200				356,200
Contingency, Permits			18,800				18,800
			0				0
<b>Total</b>	0	0	375,000	0	0	0	375,000

Funding Schedule							
Operating funds			375,000				375,000
Other							
<b>Total</b>	0	0	375,000	0	0	0	375,000

## **LONG-TERM CAPITAL PROGRAM**

The projects listed in this section represent upcoming capital needs that are subject to more careful scope definition. They are included in this section to convey to City leaders and other interested parties the general parameters and breadth of those capital needs. These projects, generally identified via area plans or other planning activity, may be included in the CIP in future years, depending on priorities, funding availability, and other considerations. They are listed in no particular order.

### Taylor Avenue

Planning for this project was begun in prior years, and it is recommended in the Comprehensive Plan. With the completion of Park Place, this project will improve safety along this arterial route. Included in the project are curb and gutter, sidewalks, and a traffic signal at the Police Station and Poplar Trail. Construction documents and right of way plats are prepared, and right of way acquisition may begin upon funding.

### Barbud Lane

Planning for this project was begun in prior years. Reconstruction of the street from Forest Drive to Janwall Street will include storm drains, curb and gutter, sidewalks and road paving. Additional right-of-way width will be required to establish a uniform width to support the desired improvements. This street currently lacks curbs and sidewalks and has stormwater ponding at the roadway edges.

### Chinquapin-Admiral Intersection Realignment

This project was studied and recommended in the Outer West Land Use Analysis report (2003), West Street Transit Study (2009), and Comprehensive Plan. The Chinquapin Round Road and Admiral Drive intersections with West Street are offset, which inhibits continuous cross town movements and contributes to local and system-wide traffic congestion. This project should move forward in concert with the Outer West Street Opportunity Area Sector Plan, recommended to guide the transformation of the Outer West Street corridor from an automobile oriented suburban commercial character to an urban character focused on residential development and commercial uses.

### Outer West Street Gateway & Corridor

This project should proceed in coordination with the Chinquapin-Admiral Intersection Realignment project. Outer West Street, with its multiple and uncoordinated commercial driveways, poor pedestrian safety record, high vehicle collision rates, congestion, and inefficient carrying capacity, is obsolete in its current configuration. The route needs to be improved, deserving of its role as a major gateway street. Pedestrian amenities, bicycle lanes, and modern and efficient transit operations will be featured prominently on the new Outer West Street. This project is recommended in the Comprehensive Plan and West Street Transit Study (2009) and should move forward in concert with the Outer West Street Opportunity Area Sector Plan.

### Multi-Modal Transportation Hub

A Multi-Modal Transportation Hub is recommended in the vicinity of the intersection of Old Solomons Island Road and West Street per the Comprehensive Plan and the West Street Transit Study (2009). The Hub should serve as the primary terminal for regional and local transit, taxis, and airport shuttles. In addition to serving as the Hub for public transit, it should provide intercept parking for vehicles, a bicycle rental facility, and be connected to the developing bicycle network. A partnership of public agencies and the private sector is recommended to implement this project.

### Fleet and Cornhill Street Reconstruction

Planning for this project was begun in prior years, and it is part of the City's commitment to underground utilities in the Historic District. The project is proposed for the Design stage and value engineering. Original project scope included total reconstruction of water, sewer, and storm drains, undergrounding of overhead wires, installation of granite curbs, brick sidewalk replacement, new roadway surface, and street lights. The original scope included street lights and brick sidewalk along Market Place. These streets are among the major streets in the vista of Maryland's State Capital Building.

### Maryland Avenue Improvements

This project is part of the City's commitment to underground utilities in the Historic District. The project will replace existing water, sewer, gas and storm drains, and construct new brick roadway and sidewalks with granite curbs. This project should not proceed without funds from the State of Maryland.

### Sixth Street Improvements

This project is an outcome of the Eastport Streetscape Plan (2005). The project would replace underground infrastructure, place overhead utilities underground, and create a sense of arrival to Eastport with paving, widened sidewalks, and other streetscape treatments.

### Smithville and Russell Street Improvements

This project is recommended in the Bates Neighborhood Community Legacy Plan (2005). The project improves the roads and sidewalks on Smithville and Russell streets, and supports the Wiley Bates Heritage Complex, specifically the Senior Center, Boys & Girls Club, and residences.

### West Annapolis Improvements

This project should proceed with the West Annapolis Sector Study as recommended in the Comprehensive Plan. The project will implement features important to the area's future character and identity, circulation, and economic viability. This could include measures to enhance pedestrian and bicycle safety, a parking strategy, signage, road alignment, access management, urban design amenities, and connections to the bicycle network.

### Flood Control Infrastructure

The study, "Flood Mitigation Strategies for the City of Annapolis: City Dock and Eastport Area" was completed in 2011. The goals of the study include the identification of structural options for protecting property in flood threatened areas and estimating design and construction costs associated with the structural protection measures. This study was the basis of the Flooding/Stormwater components of the City Dock Infrastructure project and will inform for future capital projects in other parts of the city.

Appendix A

## OVERVIEW NOTES ON PROPOSED POLICY REVISIONS

In October 2012, in preparation for the FY14 CIP, the Capital Working Committee and Capital Programming (Steering) Committee reviewed comments submitted by the Planning Commission, Financial Advisory Commission and Finance Committee during the prior year's budget process. In response to the comments about effectiveness of the capital project scoring done for the FY13 CIP, the following changes were made and applied to the FY14 budget proposals.

1. Legal Mandates: this category was removed as a Scoring Criteria. Projects that are under a Legal Mandate (eg. Consent Order) should not be considered discretionary nor should they have to compete for funding with non-mandated projects, but should be funded at the level required to satisfy the City's legal obligation pursuant to the mandate.
2. The Scoring Criteria previously defined as 'Health, Safety & Welfare' was broken into two categories; 1) Health & Safety, and 2) Quality of Life/Community Welfare. This division allows a more objective and clear evaluation of the reasons for doing the project.
3. The 'Strategic Goals' criteria was expanded to include the City's Strategic Plan completed in 2012.
4. The 'Community Demand' criteria was removed for being difficult to evaluate with rigor or objectivity.
5. A new Scoring Criteria ('Interweaving Factor') was added to render an assessment of the degree to which a project is "interwoven" with other capital projects and/or is important to a sequence of capital spending.
6. 'Budget Impact' was removed as a scoring criteria for the CWC to assess, in recognition that funding decisions and budget impacts are more appropriately evaluated within context of other City funding commitments and management considerations, eg. debt capacity, fund balances, cash flow, and staff workloads. This evaluation is done by the Steering Committee and City Administration later in the process of preparing the CIP.
7. As a matter of administrative efficiency, a departmental score is prepared but does not need to be reviewed by the CWC in the event that a project is funded entirely from an enterprise fund for which a current rate study exists and rate adjustments have been implemented. For projects that pass this test, the funding and merits of the project have essentially been pre-approved via the process of conducting and implementing the rate study. (At this time, only the current water and sewer projects pass this test.)

**CITY OF ANNAPOLIS  
CAPITAL PLANNING AND BUDGET POLICY**

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**Sections:****Overview****Threshold Definition****Organization & Process****Capital ~~Steering~~ Programming Committee****Capital Working Committee****Annual Submission & Assessment Components****Evaluation Process****Evaluation Criteria****Presentation & Project Categories****Annual Reporting****Annual Inventory****Role of Comprehensive Plan/Strategic Plan/Master Plans in CIP****OVERVIEW**

Capital infrastructure is the cornerstone to providing core City services. The procurement, construction, and maintenance of capital assets are critical activities performed by the municipality. Capital assets are comprised of facilities, infrastructure, and the equipment and networks that enable, or improve the delivery of public sector services. Examples of capital assets include, but are not limited to: streets and public rights-of-way, supporting road infrastructure such as sidewalks and lighting; storm water and drainage systems; water and sewer systems; public buildings; recreation and community centers; public safety facilities; certain types of rolling stock/vehicles; and computer technology, information systems and technology infrastructure.

The City meets its current and long-term needs with a sound long-term capital plan that clearly identifies capital and major equipment needs, maintenance requirements, funding options, and operating budget impacts. A properly prepared capital plan is essential to the future financial viability of the City. Recognizing that budgetary pressures make capital program investments difficult, it is imperative that the City's annual budget and capital improvement plan ensures the continuing investment necessary to avoid functional obsolescence and preclude the negative impact of deferring capital investments.

When considering funding solutions for its capital program, the City considers all forms of public financing and not only general obligation bonds or general fund revenues. By minimizing the burden on general revenues and the reliance on general fund debt, the City will be able to maximize the city's future fiscal flexibility. Other funding sources include, but are not limited to; general fund receipts, debt proceeds, grant funds, special revenue fund revenues and transfers from other available funds including fund balance and/or retained earnings.

Additionally, one time revenues should be restricted to one time uses. One time revenue sources should not be used to augment operating budgets; rather, one time revenues should be used to fund one-time capital projects and expenditures, or to increase fund balance. Other capital planning objectives include:

- compliance with arbitrage regulations, bond covenants, and/or bond referenda requirements related to long-term debt;
- compliance with state and local laws, including debt capacity limits, public bidding and reporting requirements;
- ensuring a relationship between capital projects and the City's planning processes;
- the alignment of external and internal stakeholder information needs, such as project engineers, contractors, finance staff, executive management, elected officials, and constituents;
- meeting the business needs of key participants, including timing, cost activity, and project scope;
- reporting of project performance measures based on legal and fiduciary requirements and stakeholder needs; and
- compliance with the City's contracting procedures and requirements.

Finally, the quality and continued utilization of existing and new capital assets are essential to the health, safety, economic development and quality of life for the citizens of Annapolis. A vibrant local economy is integral to the community's vitality and the financial health of surrounding regional jurisdictions. Regional economic development may require the financial participation of the City. For these reasons, capital planning is not only an important component of fiscal planning, it is equally important to the vitality of the local economy.

The City shall adopt an annual long-term Capital Improvement Program as part of the annual capital budget. Furthermore, depending upon changes in project scope, funding requirements, or other issues and modifications, it may be necessary to amend the long-term capital plan annually to update the City's long-term capital plan to reflect these changes. The City will annually reconsider the impacts these may have on the long-term capital improvement plan and the City's pro-forma budgets and re-prioritize projects as necessary.

### THRESHOLD DEFINITION

The City shall define a capital asset as an asset meeting the following criteria.

- The asset shall have a gross purchase price equaling \$50,000 or more.
- The asset shall have a useful life equaling 5 years or more.

### ORGANIZATION AND PROCESS

#### **Capital Steering Programming Committee:**

The City shall establish a Capital ~~Steering Programming~~ Committee (~~CSC~~ CPC). In addition to insuring overall compliance with the City's Capital Policy, the core responsibility of the CSC ~~CPC~~ is to objectively evaluate departmental requests, and provide advice on the preparation of the to submit an annual capital budget and an updated twenty-year capital plan to the Mayor

and City Council. These submissions shall be based upon the Capital Working Committee's (CWC) recommendations.

The Capital ~~Steering Programming~~ Committee shall consist of seven members and be comprised of the following people; the Chairman of the Finance Committee, the Chairman of the Financial Advisory Committee, the Chairman of the Planning Commission and/or a member at large, the City Manager, the City's Director of Planning and Zoning, the City's Public Works Director, and the City's Finance Director.

### **Capital Working Committee**

The Capital Working Committee (CWC) shall be comprised of the City's department directors and any additional members the City Manager shall appoint at his discretion. The Chairman of the Working Committee shall be appointed by the City Manager. The Working Committee shall be charged with annually compiling departmental requests and assuring supplemental information is current and timely, such as vehicle replacement and inventory schedules. Additionally, the CWC may assist the ~~CSC~~ ~~CPC~~ with updating the City's long-term Capital Improvement Plan. The long-term capital plan will be revised based on departmental requests and current City priorities as outlined in the Mayor's Budget.

### **Annual Submission and Assessment Components**

When submitting capital projects for consideration, managers shall provide the information outlined below for each project. This information will be sufficiently documented in the early stages of the planning and development stage since the quality of the documentation may significantly impact the deliberative decision making process. It is the responsibility of the Working Committee to assure that required documentation accompanies each capital request that is forwarded to the ~~CSC~~ ~~CPC~~. If this information is not complete or if it is otherwise lacking, funding decisions may be deferred.

- **Project Scope;** a complete description of the project's scope.
- **Useful Life;** the capital asset's anticipated useful life and the project's maximum bonding period.
- **Residual Value;** the expected value of the asset at the end of its useful life.
- **Financial Components**
  - **Total project cost:** The asset's total project and/or acquisition cost based on timely and accurate source documentation. This estimate shall include all cost components, including but not limited to; land acquisition, design, construction, project management, technology and communication costs, long-term and/or temporary financing debt service costs, furniture/fixtures/equipment, moving, legal fees and project contingencies.
  - **Funding plan:** recommended funding sources, including; grants, loans, operating funds, general revenues, debt, an allocated source or earmarked revenue streams, and transfers from other available funds.
  - **Grant Funding:** the amount of funding to be provided by grant funds from outside agencies. This should also address:
    - status of the grant application and key dates or timelines;
    - grant matching fund requirements;

- the amount of grant funding compared to the project cost: both for the current project stage and for the entire project;
  - if/when associated operating grant offsets will cease.
- Budget impact analysis: an analysis of the capital asset's annual operating costs before and after construction/purchase. This should include; operating expenses, repair and maintenance budget, and insurance costs. These costs should be detailed for the duration of the asset's useful life and adjusted for anticipated inflation for the asset's useful life.
- Implication of deferring the project (opportunity costs): costs associated with deferring the project, such as inflationary construction costs or additional annual operating and maintenance costs for each year the project is not funded.
- Preparation of analytical modeling, including;
  - Net present value
  - Payback period
  - Cost-benefit analysis
  - Life cycle costing
  - Cash flow modeling
  - Cost Benefit analysis
- Legal Mandates; if a project is being done to satisfy a legal mandate (eg. Court Order or Consent Order), key dates and obligations association with the mandate will be documented. Legally mandated projects are exempt from the scoring and evaluation described in the Evaluation Process and Evaluation Criteria sections of this policy. Projects under legal mandate should be funded at the level required to satisfy the City's legal obligations pursuant to the mandate.
- Health and safety and welfare; an assessment of the degree to which the project improves public health and safety, and welfare.
- Quality of life and community welfare; an assessment of the degree to which the project improves quality of life in the community, taking into consideration the size of the population or community that will rely on the asset.
- Regulatory or legal mandates requirements ; legal mandates requirements associated with the project - compliance with court orders, consent orders or other legal mandates; compliance with federal/state/local safety requirements or mandates; regulatory requirements; requirements to meet industry best practices and/or professional standards; and/or addresses a deficiency in providing adequate levels of service as determined during the Adequate Public Facilities review process.
- Operational necessity; improved productivity and/or efficiencies that are supported or enabled by the asset.
- Strategic Goals; an assessment of the degree to which the project furthers the City's strategic goals as adopted in the Comprehensive Plan and/or Strategic Plan and listed in the section of this policy that addresses the role of the Comprehensive Plan.
- ~~Community Demand; an assessment of the degree to which the project meets a community need or responds to community demand. How need/demand was assessed, measured, or recorded will be noted.~~
- Interweaving of capital projects; an assessment of the degree to which a project is "interwoven" with other capital projects and important to a sequence of capital spending.

- **Implementation readiness;** an assessment of the time required for a project to begin. This should include an assessment of: project complexity; internal decisions/commitments that are required; review requirements by boards/commissions; agreements or approvals required by non-City entities; ~~timing considerations with other capital projects (if applicable); the degree to which the project is in compliance with the Comprehensive Plan and/or other City adopted plans;~~ and level of public support. Whether a public information strategy is recommended will be noted.
- **Departmental Prioritization;** departments should provide a score for each of their capital requests based on the evaluation criteria in this policy. This score will be reviewed by the CWC during the annual CIP process. When a project is funded entirely from an enterprise fund for which a current rate study exists and rate adjustments have been implemented, the originating department will provide a score, but the CWC may choose to review that project’s scoring or may submit it directly to the CSC.

**Evaluation Process**

It shall be the responsibility of the Capital ~~Steering Programming~~ Committee to review the Working Committee’s recommendations and scores for each of the projects based on the criteria outlined below. The initiating department shall score the capital project, with full justification provided for the assigned scores. The Capital Working Committee will review the assigned scores for each submitted project, and will recommend changes in order to maintain consistent scoring across all projects. The scores will then be reviewed by the ~~CSC CPE~~. If the ~~CSC CPE~~ does not agree with the assigned scores, it can either make changes or send the project back to the Working Committee for re-evaluation. When the ~~CSC CPE~~ completes the review of project scoring, the resulting rank ordering will determine the prioritization of the projects.

**Evaluation Criteria**

Also listed in the Assessment Components section.

<p><b>1. Health, Safety &amp; Welfare</b>                  An assessment of the degree to which the project improves health and safety factors associated with the infrastructure asset. For example, projects that result in the reduction of accidents, improved structural integrity, and mitigation of health hazards would score higher.</p>	<p>25 <u>15</u></p>
<p><b>2. Quality of Life &amp; Community Welfare</b>  <u>An assessment of the degree to which the project improves quality of life in the community. A measure of the population or community that will rely on the asset should be factored into the score.</u></p>	<p><u>10</u></p>
<p><b><del>2. 3. Regulatory or legal mandates &amp; Legal Requirements</del></b>                  An assessment of the degree to which the project is <u>responding to regulatory or legal requirements. The project score should also factor in if an asset that is at risk of triggering regulatory or legal requirements, under a regulatory order or other legal mandate, or meets a federal, State or local safety requirement.</u> For example, projects that are required by consent decrees, court orders, and other legal mandates would score higher.</p>	<p>25</p>
<p><b><del>3. 4. Operational Necessity</del></b>                  An assessment of the degree to which the project supports operational efficiency and effective delivery of services. Guidelines:</p>	<p>10</p>

<p><i>Improves</i> operational functions and services: up to 10 points  <i>Sustains</i> operational functions and services: up to 5 points</p>	
<p><b>5. Budget Impact</b>                  An assessment of the project’s budget impact, ie. The degree to which it affects operations and maintenance costs positively or negatively.                  For example, a roof replacement project that reduces both maintenance requirements and energy consumption or a storm drain that reduces the need for periodic cleaning would score higher. On the other hand, a new facility that increases maintenance, energy and staffing costs would score lower.</p>	10
<p><b>4. 5. Implication of Deferring the Project: operational cost impacts</b>                  An assessment of the costs associated with deferring the project, such as inflationary construction costs or additional annual operating and maintenance costs for each year the project is not funded. For example, projects that would have significantly higher future costs, negative community aspects, or negative public perception, should they be deferred, would score higher.                  This score should be based on an assessment of the capital asset’s annual operating costs before and after construction, and may include repair and maintenance budgets and insurance costs. The asset’s useful life should be factored into this score. A project that can be expect to realize operational cost savings would score high; a project for which operational costs will remain essentially the same should score ~5; a project that will have added operational or maintenance costs should score 0.</p>	10
<p><b>6. Strategic Goals</b>                  An assessment of the degree to which the project furthers the <del>the</del> <u>thirteen (13)</u> City’s strategic goals as adopted in the Comprehensive Plan and listed in the section of the policy addressing the Comprehensive Plan. <u>An assessment of the project’s significance to an adopted master plan, as described in the policy, may also be factored into the score. Finally, projects that help further the City Strategic Plan are eligible for points.</u></p>	6 <u>15</u>
<p><b>7. Grant Funding Opportunity</b>                  An assessment of the amount of funding in the project compared to the amount of funding provided by grant funds from outside agencies. This should include an assessment of the amount of funding needed to complete the current project phase and the entire project. <u>An assessment of the degree to which non-City funds are committed to the project, along with a calculation of the portion of total project cost that is provided by non-City funds.</u>                  For example, a project <u>with committed grant funds that offset a large portion of the total project cost that would bring grant funds from an outside agency into the City</u> would score <u>highest. higher,</u> while a project that relies only on City funds would score lower.</p>	7 <u>5</u>
<p><b>8. “Interweaving” factor</b>  <u>An assessment of the degree to which the project is “interwoven” with other capital projects and important to a sequence of capital projects. Example: capital spending on the Maynard Burgess House was an important companion to the City Hall capital project. Example: if more than one project is recommended for implementation of a master plan, and a funding recommendation is an important part of that sequence, the project should score high.</u></p>	<u>5</u>
<p><b>8. Community Demand</b>                  An assessment of the degree to which the project meets a community need or responds to a <del>community demand.</del></p>	7

<p><b>9. Implementation readiness</b> An assessment of the time required for a project to begin.</p>	<p>5</p>
<p style="text-align: right;"><b>Total points possible:</b></p>	<p>100</p>

**Presentation and Project Categories**

Capital projects and the capital plan should be categorized using the asset classifications outlined below.

- Buildings/Facilities
- Information Technology Systems and Technology Infrastructure
- Roads, Sidewalks, and assets located in the public right of way
- Parks/Recreation Facilities/ Open Space
- Drainage/Stormwater
- Harbor and Maritime Infrastructure
- Off-Street Parking Facilities
- Water
- Wastewater
- Rolling Stock/Vehicles
- Transportation
- Landfill

In order to maintain project oversight during each development phase, to ensure accurate and timely data is being used in the deliberative evaluative process, and to ensure that projects are being compared and ranked at each step during the develop phases; projects shall be categorized into the following stages.

- The Planning Stage; includes development of a feasibility study, the scope and a construction budget including the financial criteria outlined above.
- The Design Stage; includes development of the environmental document, construction plans and specifications, and a cost estimate per above criteria.
- The Construction Stage; includes site preparation, utility and infrastructure placement, equipment installation, construction and environmental mitigation.

Additionally, annual capital budgets should be submitted for the following time periods.

- Years 1-5; separate submissions for each request by year, year 1 being the budget year being submitted.
- Year 6-10, 11-15 and 16-20; separate submissions for each request by year range.

Example  
 City of Annapolis  
 Capital Plan  
 Fiscal Year 20XX

Project Category / Stage / Project	Current Year	Year 2	Year 3	Year 4	Year 5	Years 6-10	Years 11-15	Years 16-20	Total
<b><u>Building</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<b><u>Roads</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<b><u>Water</u></b>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
Total Capital									

**ANNUAL REPORTING**

The financial management and oversight of the City’s capital assets reflect a substantial commitment of the City’s resources. Given this materiality, capital projects represent a significant risk to the City if proper management and oversight functions are not in place. Consequently, one purpose of this policy is to implement procedures to support effective

project monitoring and reporting, thereby mitigating such risks. Further, it is the intent of the policy to insure financial accountability, enhance operational effectiveness and promote transparency in the City's financial reporting. Finally, an objective of annual reporting is to facilitate compliance with auditing and financial reporting requirements, consistent with generally accepted accounting principles and jurisdictional reporting and grant requirements. .

### **Annual Inventory**

It shall be the responsibility of the City's Finance Office to assure that departments are maintaining a complete inventory of the City's capital assets. This inventory shall be updated and reconciled to the City's Financial Records; e.g., general ledger/fixed asset module on a quarterly basis. To facilitate the process, database, project management and geographic information technologies should be employed. This inventory shall contain the following information.

- Purchase date
- Purchase price
- Asset number
- Description of the asset
- Asset location
- Department
- Accumulated Depreciation
- Useful Life
- Book Value
- Replacement Cost, if obtainable
- Annual operating and maintenance costs
- The physical condition

On an annual basis, by September 30<sup>st</sup>, the Department Director shall verify the inventory of assets under their respective department's responsibility, including the physical condition of all existing capital assets.

Since executive leadership, legislators, and citizens should have the ability to review the status and expected completion of approved capital projects, as part of the annual capital budget process, the Finance department shall report on non-completed capital projects funded in prior years. The reports shall compare actual expenditures to the original budget, identify level of completion of the project, enumerate any changes in the scope of the project, and alert management to any concerns with completion of the project on time or on schedule.

### **THE ROLE OF THE COMPREHENSIVE PLAN, STRATEGIC PLAN, AND MASTER PLANS IN CAPITAL IMPROVEMENT PLANNING**

In its Comprehensive Plan, the City establishes long-range strategies focused on community development and sustainability. As a blueprint for the future, and in accordance with Article 66B of the Annotated Code of Maryland, this plan identifies economic, land use, and

transportation policies, and includes policies guiding infrastructure, housing, sensitive environmental resources, and community facilities. Regular updates to this plan will ascertain development or infrastructure needs as local conditions change.

The City's Comprehensive Plan should be the foundation for the following.

- The development of physical plans for sub-areas of the jurisdiction.
- The study of subdivision regulations, zoning standards and maps.
- The location and design of thoroughfares and other major transportation facilities.
- The identification of areas in need of utility development or extensions.
- The acquisition and development of community facility sites.
- The acquisition and protection of open space.
- The identification of economic development areas.
- The incorporation of environmental conservation and green technologies.
- The evaluation of short-range plans (zoning requests, subdivision review, site plan analysis) and day-to-day decisions with regard to long-range jurisdictional benefit; and the alignment of local jurisdictional plans with regional plans.
- The development of a capital plan to facilitate the City's Comprehensive Plan.

The Comprehensive Plan also adopts Strategic Goals, which are referenced in the evaluation of capital projects, and these are incorporated into this policy. When the Comprehensive Plan is updated, the update shall formulate new strategic goals. The Strategic Goals per the 2009 Comprehensive Plan are as follows:

1. Economic Development: Improve the city's property tax base by investing in projects that will spur new private investment to redevelop vacant and/or underutilized properties.
2. Buildings/Facilities: Shrink the City's carbon footprint and become a community of green buildings to combat climate change.
3. Roads: Specific and targeted improvements to the local street system should be made with priority to those that improve cross-town circulation, route continuity for public transit, and intersection capacities.
4. Roads: Street improvements should be made to support the implementation of the Opportunity Areas.
5. Roads: The City will invest in system-wide improvements to convert main streets and avenues into "complete streets" - that is, streets which serve the full needs of the community.
6. Recreation/Parks: Enhance existing parks and facilities with the objective of supporting structured and informal recreation, protecting the natural environment, and encouraging human health and fitness.
7. Recreation/Parks: Expansion of the parks system should be undertaken selectively and strategically, with the objective of taking advantage of rare opportunities, providing parks and recreation services to underserved areas, allowing public access to the waterfront, and furthering environmental goals.
8. Trails: Complete the network of pedestrian and bicycle pathways.
9. Transportation: Pursue the creation of a regional transit system serving the needs of Annapolis commuters, residents, and visitors.
10. Buildings/Facilities and Roads: Protect and enhance Annapolis' rich cultural history and wealth of historic resources.
11. Stormwater: Reduce the polluting effects of stormwater runoff into the Chesapeake Bay and its tributaries.

12. Water: Protect and conserve the existing water supply and distribution systems by modernizing the existing treatment, storage and distribution system.
13. Sewer: Enhance the Wastewater collection and treatment systems by modernizing the existing collection system

The City Strategic Plan, completed in 2012, identified three primary issues for the City.

The associated goals are considered when assessing capital projects:

Issue 1: the need to match service delivery to resource constraints.

Goal 1: Optimize operating capital.

Goal 2: Give funding priority to core services.

Goal 3: Increase efficiency of operations, processes, and services.

Issue 2: the need to diversify input to the City Council.

Goal 1: Improve City Council meetings to facilitate/encourage resident input from different perspectives.

Goal 2: Offer additional forums for residents to provide input to Council.

Goal 3: Improve and expand Council communication and interaction with residents.

Issue 3: the need to promote housing and employment opportunities for lower/middle income levels.

Functional Master Plans may be developed to inventory and assess particular types of physical infrastructure, identify deficiencies, and prioritize needed investments. Functional (topic) areas include, but are not limited to:

- City Facilities
- Parks, Recreation, and Open Space
- Transportation, including Bicycle and Pedestrian Facilities
- Water and Sewer Infrastructure
- Information Technology Systems and Technology Infrastructure

The City recognizes the role of the Comprehensive Plan, Strategic Plan, and master plans as key components of the City's long-term Capital Improvement Plan. Therefore, the Comprehensive Plan should help identify capital projects and investments. Accordingly, the Comprehensive Plan should be supported by realistic planning documents, solid financial policies targeted for the implementation of stated goals, and trends on the City's accomplishments and progress toward these goals. Such plans forecast the outlook for the City, underscoring the alignment between demand generators, capital improvement programs, and funding policies.

*Approved by the Annapolis City Council June 6, 2011 per R-17-11 Amended.*

*Revisions approved by the Annapolis City Council June 4, 2012 per R-9-12.*

## Appendix B

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-13-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

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**A RESOLUTION** concerning

**FY 2014 Fees Schedule Effective July 1, 2013**

**FOR** the purpose of specifying fees that will be charged for the use of City services for FY 2014.

**WHEREAS,** Section 6.16.050 requires that, concurrent with the submission of the proposed annual budget, the Mayor shall submit to the City Council a proposed schedule of fees.

**NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2014 Fees Schedule shall be as attached.

**AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2014 Fees Schedule shall take effect on July 1, 2013, or on the date of adoption, whichever date is later.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

**FY 2014 FEE SCHEDULE**

<b>Section</b>	<b>Type of Fee</b>	<b>Amount of Fee FY 2013</b>
2.48.100	Fee for application, appeal, or other action to Board of Appeals	\$120.00
2.52.030	Petition for annexation	\$4,000.00
4.20.050	Filing fees for nomination to public office	
	Mayor	\$120.00
	Alderman	\$60.00
	Central committee	\$30.00
6.04.140	Lien certificate	\$35.00
6.28.020	Covered Emergency Medical Services	Current Medicare Fee Schedule amount
6.04.210	Fee for bounced checks, City-wide standard	\$35.00
	Non-covered Emergency Medical Services	\$500.00
7.04.030	Fee for transfer of license of alcoholic beverage	
	1/2 of the annual fee not to exceed	\$500.00
7.08.010	Fee for each license	\$12.00
7.08.020	Billposters per year	\$6.00
7.08.030	Bowling alleys per year	\$12.00
7.08.040	Miniature golf courses & other outdoor amusements, per year	\$34.00
7.08.050	Each pole, per year	\$80.00
7.08.060	Theater, per year	\$35.00
7.12.120	Alcoholic beverage license, each application	\$225.00
7.12.250	.a.b.c Plus on-premises wine tasting	plus 33% of the base licensing fee
7.12.280	For alcoholic beverage license	
	A, off sale, package goods:	
	-1 Six a.m. to twelve midnight, Monday through Saturday	
	Beer	\$730.00
	Beer and light wine	\$1,810.00
	Beer, wine and liquor	\$3,280.00
	.c Plus on-premises wine consumption	plus 25% of

Section	Type of Fee	Amount of Fee FY 2013
		the base license fee
	-2 Six a.m. to midnight, seven days per week (special Sunday license)	
	Beer	\$880.00
	Beer and light wine	\$2,320.00
	Beer, wine and liquor	\$4,140.00
	.b Plus beer and wine tasting	plus \$480.00
	.c Plus on-premises wine consumption	plus 25% of the base license fee
	B, restaurants:	
	-1 Only with meals, six a.m. to midnight, Monday through Saturday	
	Beer	\$510.00
	Beer and light wine	\$1,190.00
	Beer, wine and liquor	\$1,890.00
	-2 Only with meals, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$760.00
	Beer and light wine	\$1,470.00
	Beer, wine and liquor	\$2,230.00
	-3 On sale, six a.m. to midnight, Monday through Saturday	
	Beer	\$680.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,940.00
	-4 On sale, six a.m. to midnight, seven days per week	
	(Special Sunday license)	
	Beer	\$1,190.00
	Beer and light wine	\$2,410.00
	Beer, wine and liquor	\$3,800.00
	.x In addition, sales as authorized from midnight to two a.m.	
	Beer	plus \$410.00
	Beer and light wine	plus \$1,020.00

Section	Type of Fee	Amount of Fee FY 2013
	Beer, wine and liquor	plus \$1,360.00
	a. In addition, off-sale Monday through Saturday during hours	
	Beer	plus \$210.00
	Beer and light wine	plus \$410.00
	Beer, wine and liquor	plus \$920.00
	b. In addition, off-sale Sunday during authorized hours (Special Sunday license)	
	Beer	\$110.00
	Beer and light wine	\$160.00
	Beer, wine and liquor	\$410.00
	C, clubs:	
	On sale, six a.m. to two a.m., seven days per week	
	Beer	\$1,130.00
	Beer and light wine	\$1,890.00
	Beer, wine and liquor	\$2,260.00
	D, taverns:	
	-1 On sale, six a.m. to midnight, seven days per week (Special Sunday license)	
	Beer	\$1,130.00
	Beer and light wine	\$2,070.00
	Beer, wine and liquor	\$3,090.00
	a. In addition, off-sale, Monday through Saturday during authorized hours	
	Beer	\$560.00
	Beer and light wine	\$680.00
	Beer, wine and liquor	\$1,070.00
	b. In addition, off-sale Sunday during authorized hours	
	(Special Sunday license)	
	Beer	\$160.00
	Beer and light wine	\$250.00
	Beer, wine and liquor	\$420.00
	E, hotels:	
	-1 On sale, six a.m. to midnight, seven days per week	

Section	Type of Fee	Amount of Fee FY 2013
	(Special Sunday license)	
	Beer	\$1,020.00
	Beer and light wine	\$2,410.00
	Beer, wine and liquor	\$3,460.00
	.x In addition, sales as authorized from midnight to two a.m.	
	Beer	\$610.00
	Beer and light wine	\$1,020.00
	Beer, wine and liquor	\$1,890.00
	.a In addition, off-sale Monday through Saturday during authorized hours	
	Beer	\$410.00
	Beer and light wine	\$610.00
	Beer, wine and liquor	\$820.00
	.b In addition, off-sale Sunday during authorized hours	
	(Special Sunday license)	
	Beer	\$160.00
	Beer and light wine	\$210.00
	Beer, wine and liquor	\$280.00
	F, yacht clubs:	
	All hours, on sale, seven days per week (Special Sunday license)	
	Beer	\$2,270.00
	Beer and light wine	\$4,560.00
	Beer, wine and liquor	\$6,830.00
	ICA, Institutions for the Care of the Aged:	
	On sale, seven days per week during authorized hours	
	Beer, wine and liquor	\$2,660.00
	WB, wine bars	\$2,300.00
7.12.330	Temporary special class C license to clubs.	
	One-day beer (per day)	\$35.00
	One-day beer, wine and liquor (per day)	\$75.00
7.16.020	Application for a carnival or circus license	\$55.00
7.16.030	Fee for carnival or circus license	

Section	Type of Fee	Amount of Fee FY 2013
	Class A licenses: carnivals (excluding carnivals operated by fraternal, religious or charitable organizations or volunteer fire companies)	
	From 1 to 10 concessions (per week)	\$120.00
	From 1 to 20 concessions (per week)	\$225.00
	From 1 to 40 concessions (per week)	\$450.00
	More than 40 concessions (per week)	\$560.00
	Class B licenses: Circuses per week, not prorated to a per-day basis	\$85.00
	Class C licenses: amusement devices, per annum, per device	\$30.00
	Class D licenses: arcade, per annum	\$560.00
	Class E licenses: claw machines, per annum, per device	\$450.00
	Class F licenses: pinball games, per annum, per device	\$450.00
	Class G licenses: console games, spinner-type, per annum, per device	\$450.00
	Class H licenses: console games, spinner-type or bell-type, single coin chute, per annum, per device	\$450.00
	Class I licenses: console games	
	Ball-type, single-coin-chute type, per annum, per device	\$60.00
	2 or more coin chutes, per annum, per device	\$510.00
	Class J licenses: distributor's license, per annum	\$560.00
	Class K licenses: one-arm bandit, per annum	\$450.00
	Class L licenses: shuffleboards, bowlers, bowling tables, pool tables and similar games requiring a five-cent, ten-cent or twenty-five-cent coin for operation, in connection with which no prizes or awards, including free replays, are dispensed or given in any manner whatsoever, per annum, per device	\$60.00
	Class M licenses: electronic video games, per annum, per device	\$120.00
7.20.010	Fee for a closing-out-sale license	
	For a period not exceeding 10 days	\$120.00
	For a period not exceeding 20 days	\$230.00
	For a period not exceeding 30 days	\$340.00
7.24.010	License for fortunetelling per year	\$30.00
7.28.030	Space for sale of Christmas trees: 15 days or any portion of 15 days for each 10 feet	\$20.00
7.32.030	Nonrefundable application fee for massage parlor license	\$15.00
7.32.050	License fee for massage parlor per year	\$1,120.00

<b>Section</b>	<b>Type of Fee</b>	<b>Amount of Fee FY 2013</b>
7.36.040	License fee for pawnbroker per year	\$15.00
7.40.040	Nonrefundable application fee for peddlers and hawkers license	\$5.00
7.40.070	Fee for peddlers and hawkers	
	20 days or less (per day)	\$20.00
	20 days or more	\$340.00
7.42.010	Annual fee for a sidewalk café permit	\$340.00
7.44.020	Licensing fee for solicitor (amount per person regardless of number of people in a group)	\$35.00
7.48.350	Fee for replacement of lost taxicab license card or badge	\$25.00
7.48.440	Fee for each taxicab registered shall	
	New license	\$260.00
	Renewal	\$130.00
7.48.500	Nonrefundable application fee for a taxicab driver's license	\$30.00
7.48.530	Registration fee for taxicab driver's license	\$60.00
7.52.040	Towing license fee	
	Nonrefundable filing fee	\$10.00
	License	\$50.00
	Renewal	\$25.00
7.56.020	Annual fee for permit to provide valet parking service	\$30.00
7.56.030	Nonrefundable filing fee for permit to provide valet parking service	\$110.00
10.16.160	Annual fee for trash collection from dwelling units within the city	<b>[\$380.00] \$340.00</b>
10.16.200	Annual fee for each private trash collector permit	
	Refuse hauler permit (1-5 vehicles)	\$210.00
	Re-inspection fee	\$30.00
	Refuse hauler permit (6-10 vehicles)	\$260.00
	Re-inspection fee	\$30.00
	(Refuse hauler permit (11 or more vehicles)	\$310.00
	Re-inspection fee	\$30.00
10.18.055	Commercial Recycling	
	Cost per container	\$13.50
	Cost of collection, 1 <sup>st</sup> container	\$104.00

Section	Type of Fee	Amount of Fee FY 2013
	Cost of collection, per each additional	\$28.00
	Administrative cost	\$45.50
10.28.090	Swimming pool fees	
	Fee for obtaining a public swimming pool operation permit	\$55.00
	Fee for obtaining a public swimming pool operator's license	\$5.00
	No fee shall be charged for a public swimming pool lifeguard's license	
12.20.110	Nonrefundable annual permit fee. Fee may be waived for any city resident submitting proof of age above sixty years.	\$10.00
12.20.230	Special parking permit for transport and contractors, <b>DAILY FEE PER SPACE conditional upon adoption of O-11-13</b>	<b>\$35.00</b>
	[Daily fee per space for parking on metered streets]	[\$45.00]
	[Daily fee per space for parking on unmetered streets]	[\$25.00]
12.24.020	Hourly rate per parking meter	\$2.00
12.28.040	Annual fee for certificate of registration for parking lots and parking places	\$20.00
12.28.150	Annual license fee for conducting a parking lot or parking station incident to another business.	\$5.00
12.32.110	Fee for a residential parking permit in special residential parking districts	
	At an address with no off-street parking:	
	Per annum for one vehicle	\$35.00
	Per annum for a second vehicle	\$55.00
	Per annum for each vehicle thereafter	\$90.00
	At an address with off-street parking	
	Per annum for one vehicle	\$55.00
	Per annum for each vehicle thereafter	\$90.00
	Districts No. 3 and 4, per annum	\$35.00
	District No. 5	\$35.00
12.32.140A	Multiple-day or single-day temporary residential parking permit	\$2.00
12.32.140B	Multiple-day or single-day temporary residential parking permit for medical personnel	\$2.00
12.54.010	Nonstandard Vehicle Permit	
	New	\$110.00
	Renewal	\$55.00
12.54.020	Nonrefundable application fee for Nonstandard Vehicle Operator Permit	\$5.00

Section	Type of Fee	Amount of Fee FY 2013
12.54.020	Nonstandard Vehicle Operator Permit, per year	\$20.00
14.04.020	Permit for installation of any sidewalk or any new section of sidewalk	\$10.00
14.04.080	Inspection of installed sidewalk	\$10.00
14.08.040	Fee for a permit for each driveway to be constructed or for each lowering or raising a curb	\$5.00
<b>14.12.095</b>	<b>PERMIT FOR TREE REMOVAL conditional upon adoption of O-12-13</b>	
	<b>APPLICATION FEE</b>	<b>\$30.00</b>
	<b>PERMIT FEE</b>	<b>\$60.00</b>
14.20.010	Permit to obstruct public streets, lanes, alleys, sidewalks or footways	
	Nonrefundable permit fee	\$25.00
	Obstruction permit reinspection fee	\$10.00
	For each extension or change to the original permit	\$10.00
14.20.030	Fee for permit to dig up, relay or obstruct street	
	Streets and/or sidewalk openings:	
	50 square feet or less	\$45.00
	Reinspection fee	\$25.00
	51 to 200 square feet	\$65.00
	Reinspection fee	\$50.00
	Each additional 250 square feet	\$20.00
	Tunneling-Cutting, digging or excavating for the emplacement of utilities under the street, sidewalk or ground:	
	50 linear feet or less	\$25.00
	51 to 200 linear feet	\$45.00
	Each additional 25 linear feet	\$10.00
14.28.020	Nonrefundable fee to file petition to have City acquire a private street	\$560.00
15.10.020	Fees—Vessels up to 17 LOA, and less than 25 horsepower, at all public City Facilities except (1)City Dock slips and bulkheads, and (2)City Public Moorings Dinghies to 17 feet. Must demonstrably be in use as tender to larger vessel to obtain permission to dock.	
15.10.020	Fees—No Prorating (checkout 12 noon or upon departure, whichever comes first). 3 hour minimum after 5:00 p.m.	
	Docking Fee	
	Hourly	

Section	Type of Fee	Amount of Fee FY 2013
	Up to 3 hours, up to 40 feet LOA, includes showers and electricity, per hour	\$8.00
	Up to 3 hours, over 40 feet LOA, up to 60 feet LOA, includes showers and electricity, per hour	\$10.00
	Up to 3 hours, 60 or greater feet LOA, includes showers and electricity, per hour	\$15.00
	Over 3 hours or after [2000 (8:00 p.m.)] <b>5:00 p.m.</b>	Daily fee or balance thereof
	Daily (over 3 hours or after [8] <b>5:00 p.m.</b> ) Includes showers, and limited e-mail, per foot LOA, minimum \$40	\$2.25
	Reserved Dockage- (west side only) per foot per day	\$3.25
	Paid in advance	
	<p><b>DOCKING FEES: HOLIDAY PREMIUM ADJUSTMENTS</b>  <b>A HOLIDAY SURCHARGE OF FIFTY CENTS (\$0.50) PER FOOT WILL BE ADDED TO ALL TRANSIENT DOCKING RATES DURING EACH OF THE FOLLOWING TIME FRAMES:</b></p> <ol style="list-style-type: none"> <li>1. <b>NAVAL ACADEMY GRADUATION AND MEMORIAL DAY HOLIDAY WEEKEND; A TOTAL PREMIUM PERIOD OF 11 DAYS, ADJUSTED ANNUALLY TO BEGIN EACH YEAR THE FRIDAY BEFORE GRADUATION AND REVERTING TO REGULAR FEES THE TUESDAY AFTER THE MEMORIAL DAY HOLIDAY.</b></li> <li>2. <b>INDEPENDENCE DAY HOLIDAY; A TOTAL PREMIUM PERIOD OF 11 DAYS, ADJUSTED ANNUALLY TO BEGIN EACH YEAR TO BRACKET INDEPENDENCE DAY FROM FRIDAY THE WEEKEND BEFORE JULY 4<sup>TH</sup> AND REVERTING TO REGULAR FEES ON TUESDAY 11 DAYS LATER AND AFTER THE HOLIDAY.</b></li> <li>3. <b>LABOR DAY HOLIDAY; A TOTAL PREMIUM PERIOD OF 6 DAYS, ADJUSTED ANNUALLY TO BEGIN EACH YEAR THE WEDNESDAY BEFORE LABOR DAY AND REVERTING TO REGULAR FEES THE TUESDAY AFTER THE LABOR DAY HOLIDAY.</b></li> </ol>	
	Dock Utilities	
	Transient:	
	Each [15] <b>20</b> Amp Outlet (per day)	\$5.00
	Each 30 Amp Outlet (per day)	\$8.00
	Each 50 Amp Outlet (per day)	\$15.00
	Winter Monthly:	
	Each [15] <b>20</b> Amp Outlet (per month)	\$75.00
	Each 30 Amp Outlet (per month)	\$120.00
	Each 50 Amp Outlet (per month)	\$225.00

Section	Type of Fee	Amount of Fee FY 2013
	<b>MOORINGS IN MAIN MOORING FIELD – MOORINGS NUMBERED 1-40 (INCLUSIVE)</b> Public Mooring Fee (showers and limited e-mail. [Mooring limited to maximum boat size 55']).	
	Hourly	\$35.00
	Daily	\$35.00
	Weekly	\$210.00
	Monthly	\$525.00
	<b>MOORINGS IN ST. MARY'S COVE – MOORINGS NUMBERED 41-60 (INCLUSIVE)</b> Public Mooring Fee (showers and limited e-mail. [Mooring limited to maximum boat size 35']).	
	[St. Mary's Cove:]	
	Hourly	\$25.00
	Daily	\$25.00
	Weekly	\$150.00
	Monthly	\$375.00
	Public Mooring Fee – All Others – <b>MOORINGS NUMBERED 61-76 (INCLUSIVE)</b> (showers and limited e-mail. [Mooring limited to maximum boat size 45']).	
	Hourly	\$30.00
	Daily	\$30.00
	Weekly	\$180.00
	Monthly	\$450.00
	Winter Fees	
	Winter Docking Fees (May be prorated at Harbormaster's Option)	
	Storage per month, per foot LOD	\$7.00
	Fees—Vessels up to 17 LOA, and less than 25 horsepower, at all public City Facilities except (1)City Dock slips and bulkheads, and (2)City Public Moorings Dinghies to 17 feet. Must demonstrably be in use as tender to larger vessel to obtain permission to dock.	
	Transient (no more than 48 hours consecutive docking)	no charge
	At City Dinghy Dock and all public street endings and park docks per foot per year	
	At any City public mooring, see Summer and Winter Public Mooring Fees, above	
	Storage (more than 48 hours consecutive docking)	

Section	Type of Fee	Amount of Fee FY 2013
	Dinghies up to 12 feet at all public street endings, bulkheads, and park docks per foot per year in advance for sticker (included in private mooring fee)	no charge
	[Dinghies greater than 12 feet and up to 17 feet at all public street endings, bulkheads, and park docks per foot per year in advance for sticker (included in private mooring fee)]	[no charge]
	Fees—Commercial Operations—Year Round	
	Passenger Carrying—Slips may be reserved in advance, moorings shall not be used:	
	Leased operations, minimum per foot per year at assigned spaces	
	Occasional charter, subject to terms of Charter Policy, per foot LOD per trip at charter dock or other space assigned by Harbormaster	\$2.50
	After 90 minutes, per foot per hour	\$0.25
	Commercial Fishing, Crabbing, or Oystering—no reserved slips	
	Workboat actively engaged with certificate, current receipts, and current DNR number, per month, moorings shall not be used	\$60.00
	Buyboat actively engaged with certificate, current receipts, and current DNR number, per month, moorings shall not be used	\$110.00
	Fees—Private Moorings—May not be prorated:	
	Waiting List Application	\$50.00
	Private mooring application fee	\$50.00
	Private mooring permit fee, resident, per year	[\$750.00] \$850.00
	Private mooring permit fee, non-resident, [or commercial] per year	\$1,500.00
	<b>PRIVATE MOORING PERMIT FEE, COMMERCIAL PER YEAR</b>	<b>\$1,600.00</b>
	Street end dinghy permit (available only on medical hardship)), annual	\$50.00
	Fees—Miscellaneous Services:	
	FAX incoming, first page	\$2.00
	FAX incoming, after first page	\$1.00
	FAX Outgoing, first page	\$3.00
	FAX Outgoing, after first page	\$2.00
	FAX international surcharge in addition to above fees	\$5.00
	Copies per page	\$0.25
	Showers for anchored boaters per person (Not provided for non-boaters)	\$1.00
	Holding Tank Pumpouts, up to first 50 gallons	\$5.00

Section	Type of Fee	Amount of Fee FY 2013
	Holding Tank Pumpouts, after 50 gallons, per gallon	\$0.10
	Doubled Fees for vessels found in violation of Title 15 of the City Code, other delinquency fees	
	In addition to prescribed fines, and applicable towing / storage fees, any accrued fees named herein shall be doubled for any vessel found in violation of any provision of Title 15.	accrued fees doubled
	Late payment of winter storage fees (after 5th of the month)	\$50.00
	Late payment of private mooring fees (after March 20th)	\$150.00
	Note: Exceptions to fees named herein may only be granted per City Code 15.10.020 and 6.04.210	
	Truxtun Boat Launch	
	Per launch	\$5.00 (resident) \$5.00 (non-resident)
	Annual pass	\$50.00 (resident) \$100.00 (non-resident)
	Tucker St. Boat Trailer Permit	\$10.00 (resident)
	<b>COMMERCIAL USE FEES FOR CITY BOAT RAMPS: MAY 1 THROUGH NOVEMBER 1, USE IS LIMITED TO MONDAY THROUGH THURSDAY; SEVEN DAYS PER WEEK DURING ALL OTHER MONTHS; USE ONLY PERMITTED DURING THE HOURS THE PARK IS LEGALLY OPEN.</b>	
	<b>UNLIMITED BOAT LAUNCH/RECOVERY (MONDAY-THURSDAY ONLY), PER MONTH</b>	<b>\$50.00</b>
	<b>WEEKEND LAUNCH/RECOVERY (FRIDAY, SATURDAY, SUNDAY, HOLIDAYS), EACH WAY</b>	<b>\$15.00</b>
15.16.040	<b>PORT WARDENS HEARING APPLICATION FEE <i>conditional upon adoption of O-13-13</i></b>	<b>\$100.00</b>
15.16.050	G. The fee for filing an appeal to port wardens decision shall be as follows:	
	1 For appeals concerning working boat yards and private piers with 4 or fewer slips	\$340.00
	2 For appeals for other facilities, including marinas, yacht clubs, commercial piers or private piers with 5 or more slips	\$560.00
15.20.070	Building permit for marina, yacht club, community pier, or private pier with 5 or more slips	
	See Section 17.12.056 Building permit—Fees—Reinspection	

Section	Type of Fee	Amount of Fee FY 2013
15.20.110	Mooring permit <b>SEE 15.10.020</b>	
	[Application fee (annual)]	[\$50.00]
	[Waiting list application fee]	[\$50.00]
	[Private mooring—resident]	[\$750.00]
	[Private mooring—nonresident]	[\$1,500.00]
15.20.130	Grading permit	
	See Section 17.08.080 Grading permit—Fees—Reinspection	
15.20.180	Use Permit	
	See Section 21.82.040 Use permit fee schedule	
16.04.010	Permit and inspection fee for tapping existing mains	
	50 square feet or less	\$30.00
	51 to 200 square feet	\$50.00
	Each additional 250 square foot unit or portion	\$20.00
16.04.020	Tapping machine rental	
	Rental cost per inch but no charge for sprinkler main tapping	\$110.00
[16.04.030]	[Fee for inspection of contractor-built water and sewer lines is greater of 1/2 of 1 percent of contract for job values of \$25,000 or less] <b>conditional upon adoption of O-14-13</b>	[\$60.00]
16.04.060	[Development improvement] <b>FOR JOB VALUES OVER \$25,000, THE UTILITY CONTRACTOR</b> inspection fee is 4.5 percent of estimated construction cost [for job values over \$25,000 (The utility contractor's inspection fee as provided in Section 16.04.030 shall be considered a part of this inspection fee)] <b>conditional upon adoption of O-14-13</b>	
	<b>FOR JOB VALUES OF \$25,000 OR LESS, THE UTILITY CONTRACTOR INSPECTION FEE IS GREATER OF 1/2 OF 1 PERCENT OF CONTRACT</b> <b>conditional upon adoption of O-14-13</b>	
16.04.070	Chlorine or bacteria testing charge per test	\$110.00
16.16.160	Discharge permit for discharging or proposing to discharge into a public sewer	
	Annual application fee for waste haulers that collect within the City	\$25.00
	Wastewater discharge permits	
	Non-residential users	
	1 year permit—application fee	\$110.00
	3 year permit—application fee	\$100.00 in addition to

Section	Type of Fee	Amount of Fee FY 2013
		fees below
	5 year permit—application fee	\$560.00
	<b>LATE FEE (FOR THE FIRST MONTH LATE)</b>	<b>\$25.00</b>
	Significant users—5 year permit	
	Application fee per connection to City sanitary sewer	\$900.00
	Automotive permit—non-residential users	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$305.00
	Class 4	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Class 5	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Food handling permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$280.00

Section	Type of Fee	Amount of Fee FY 2013
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$180.00
	Class 3	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Funeral home permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$225.00
	Furniture stripping	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$225.00
	Laundry Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$250.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Marina Permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee is total of laboratory costs for each category already established	
	Medical Permit	
	Permit fee	\$100.00

<b>Section</b>	<b>Type of Fee</b>	<b>Amount of Fee FY 2013</b>
	Expiration	3 years
	Annual fee	\$140.00
	Pest Control Permit	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Photo Processing Permit	
	Class 1	
	Permit fee	\$100.00
	Expiration	3 years
	Annual fee	\$140.00
	Class 2	
	Permit fee	\$100.00
	Expiration	3 year
	Annual fee	\$190.00
17.08.080	Grading permit	
	Nonrefundable application fee for grading permit based on estimated cost	
	\$ 0 to 500	\$110.00
	\$ 501 to 2,000	\$160.00
	\$ 2,001 to 50,000	\$265.00
	\$ 50,001 to 100,000	\$370.00
	\$ 100,000 to 200,000	\$475.00
	\$ 200,000 and over	\$580.00
	Grading permit based on estimated cost of site work	
	\$ 0 to \$ 500	\$110.00
	\$ 501 to \$2000	\$160.00
	\$ 2001 and over at 3 percent of estimated cost of site work plus	\$265.00
	Reinspection Fee	\$110.00
17.09.070	Fee-in-lieu of planting	\$1,000.00
17.10.180.B.	Stormwater utility	
	\$10.00 per unit per quarter for residential properties	

Section	Type of Fee	Amount of Fee FY 2013
	\$37.50 per quarter for all commercial, industrial and exempt properties with impervious coverage of up to 5,000 square feet	
	\$75.00 per quarter for all commercial, industrial and exempt properties with impervious coverage between 5,001 and 10,000 square feet	
	\$125.00 per quarter for all commercial, industrial and exempt properties with impervious coverage above 10,000 square feet	
17.11.080	Nonrefundable fee for appeal to building board of appeals on boundary dispute	\$105.00
17.12.024	Nonrefundable inspection fee for the use and occupancy permit per each residential unit	
	Each residential unit	\$170.00
	Commercial	
	10,000 square feet or less	\$275.00
	Over 10,000 square feet	\$440.00
	50,000 square feet or greater	\$1,600.00
17.12.052	Fee to submit new or revised construction drawings and submittals for review (based on cost of construction)	
	0 to \$10,000	\$60.00
	\$10,001 to \$15,000	\$115.00
	\$15,001 to \$25,000	\$175.00
	\$25,001 to \$100,000	\$280.00
	\$100,001 and over is 0.1% of the total cost over \$100,000 plus	\$280.00
	At option of Director, fee to submit revised construction drawings and submittals for outside review is \$100 plus an hourly fee of (Amounts are chargeable in quarter hour increments.)	\$105.00
17.12.056	Building permit fee based on estimated value of the work	
	Nonrefundable application fee:	
	\$500.00 to 25,000	\$60.00
	\$25,001 to 50,000	\$115.00
	\$50,001 to 75,000	\$175.00
	\$75,001 and over is 0.25% of cost	
	Permit Fees (to be paid at time of permit pick-up)	
	\$500 to 3,000	\$60.00
	<b>PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD</b>	<b>\$5.00</b>

Section	Type of Fee	Amount of Fee FY 2013
	<b>CONSTRUCTION PROJECTS</b>	
	\$3,001 to 5,000 <b>PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS</b>	\$90.00 <b>\$10.00</b>
	\$5,001 to 10,000 <b>PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS</b>	\$125.00 <b>\$15.00</b>
	\$10,001 and over is 0.8 percent of cost over \$10,000 plus <b>PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS PLUS 0.1% OVER \$10,0001</b>	\$165.00 <b>\$25.00</b>
	Nonrefundable application fee shall be charged for moving or demolishing a building, regardless of the value or size of the building and for moving, hauling or transporting an oversize load.	
	Residential properties	\$60.00
	Commercial properties	\$120.00
	Reinspection Fee	\$60.00- \$200.00
17.12.130	Nonrefundable fee to appeal to the building board of appeals	\$105.00
17.16.040	Electrical permit and inspection fees	
	A. For new dwelling units only, the following flat rate fee will apply according to the size of the service equipment:	
	-200 ampere service or less	\$115.00
	-For service equipment of more than 200 amperes: \$8.00 for each 100 amperes, or fraction of 100 amperes, in excess of 200 amperes plus	\$115.00
	For new apartment dwelling units 80% of the fee for dwelling units	
	For new, nonresidential construction, the following flat rate fee will apply according to the size of the service equipment:	
	-200 ampere service equipment or less	\$145.00
	-More than 200 but no more than 300 ampere service equipment	\$185.00
	-More than 300 but not more than 400 ampere service equipment	\$215.00
	-For service equipment of more than 400 amperes and not more than 1,200 amperes	\$215.00
	Plus this amount for each ampere in excess of 400 amperes	\$0.65
	-For service equipment of more than 1,200 amperes	\$950.00
	Plus this amount for each ampere in excess of 1,200	\$2.00
	B. Additions, alterations or repairs to existing structures or services:	

Section	Type of Fee	Amount of Fee FY 2013
	Rough Wiring. All switches, lighting and receptacles to be counted as outlets:	
	- 1 to 10 outlets	\$15.00
	- 11 to 40 outlets	\$30.00
	- 41 to 75 outlets	\$45.00
	- For each additional 25 outlets or fraction thereof	\$8.00
	Fixtures. For rough wiring of fixtures:	
	- 1 to 10 fixtures	\$15.00
	- 11 to 40 fixtures	\$30.00
	- 41 to 75 fixtures	\$45.00
	- For additional 25 fixtures or fraction thereof	\$8.00
	Heating, cooking equipment and similar appliances except that for dwellings these items are included in items A and B:	
	- First unit or outlet	\$20.00
	- Each additional unit or outlet	\$3.00
	For single inspections not involving a service size change, the charges in items A and B of this subsection.	
	For electric motors, transformers, central heating and air conditioning units, electrical furnaces and welders:	
	Electrical generators (permanently installed)	
	- 1 kilowatts to 8 kilowatts	\$60.00
	- Each additional 10 kilowatts or each fraction of 10 kilowatts	\$25.00
	Solar photovoltaic systems (PV)	\$8.00 per module
	Service Equipment and Feeders:	
	- Not over 400 ampere	\$60.00
	- Over 400 ampere	\$60.00
	Swimming Pools:	
	- Inground-Bonding	\$75.00
	- Inground, lighting, fixtures, pumps and filters	\$40.00
	- Above ground	\$35.00
	Protective Signaling Systems:	
	- First 10 devices	\$65.00
	- Each additional multiple of 10 devices or part thereof	\$9.00

Section	Type of Fee	Amount of Fee FY 2013
	Modular home or prefabricated structures must bear a sticker of approval from the U.S. federal government, the state, a national testing facility, or other recognized inspection bureau. When this sticker is in evidence, a flat rate of:	\$65.00
	Transformers, vaults-Outdoor enclosures, outdoor substations:	
	- Not over 200 KVA	\$65.00
	- Over 200 to 500 KVA	\$90.00
	- Over 500 KVA	\$115.00
	Note: Above applied to each bank of transformers.	
	Temporary Installations and Decorative Displays. Temporary installations for carnivals, Christmas decorations, halls, churches, etc., where inspection is on a one-time basis	\$65.00
	Special services (such as annual inspections, hospital operating floors, motion picture equipment, mobile homes, etc.) and/or conditions not provided for in the schedule shall be charged for on the basis of time required. Minimum fee:	\$65.00
	If the total permit fee above exceeds the comparable fee for a new building in Schedule A, the electrician may apply the lesser fee.	
	C. The following permit fees shall apply to all other work and conditions in addition to subsections A and B:	
	- Electrically operated signs	\$50.00
	- Radio and television receiving installation	\$35.00
	- Reinspection Fee	\$60.00 - \$200.00
	- Failure to Notify	\$30.00
	- Investigation Fee	\$50.00
17.16.106	Fee for preventative maintenance electrical permit	\$80.00
17.16.130	Fee for biannual electrical contractors license	\$140.00
17.18.070	Fees for mechanical work permits based on estimated value of work:	
	Permit Fee:	
	\$ 0 to \$ 7,000	\$90.00
	\$ 7,001 to 10,000	\$115.00
	Over 10,000 is 0.6% of estimated value plus	\$70.00
	Reinspection Fee	\$60.00 - \$200.00
	Failure to notify the department within the prescribed time that the work	\$30.00

Section	Type of Fee	Amount of Fee FY 2013
	authorized by a validly issued mechanical permit is complete.	
	Investigation Fee	\$50.00
17.20.070	Fee for permit to install or erect an item or engaging in any activity for which a permit is required under Chapter 17.20	
	\$ 0 to 2,000	\$30.00
	\$ 2,001 to 5,000	\$60.00
	\$ 5,001 to 7,000	\$85.00
	\$ 7,001 to 10,000	\$110.00
	Over \$10,000 is .006 times total cost plus	\$60.00
17.20.100	Fees for plan review and fire inspection	
	Plan Review Fees	
	- Fire Inspector per hour	\$50.00
	- Fire Protection Engineer per hour	\$125.00
	Fire Inspection Fees	
	Assembly Occupancies	
	Class A (more than 1,000)	\$100.00
	Class B (301 to 1,000)	\$70.00
	Class C (50 to 300)	\$50.00
	Educational Occupancies	
	Elementary School	\$70.00
	Middle or Junior High School	\$125.00
	Senior High School	\$125.00
	Family or Group Day-Care Home	\$50.00
	Nursery or Day-Care Center	\$70.00
	Health Care Occupancies	
	Ambulatory Health Care Centers per 3,000 square feet or portion thereof	\$60.00
	Hospitals, Nursing Homes, Limited Care Facilities per building plus \$2.00 per patient bed	\$60.00
	Detention and Correctional Occupancies	
	Per building \$1.00 per bed plus	\$60.00
	Residential Occupancies	
	Hotels and Motels per building plus \$1.00 per guest room	\$30.00

Section	Type of Fee	Amount of Fee FY 2013
	Dormitories \$1.00 per bed, minimum per building	\$25.00
	Apartments \$1.00 per apartment, minimum per building	\$25.00
	Lodging or Rooming House	\$50.00
	Single and Two-Family Dwellings	\$25.00
	Board and Care	
	4—16 residents	\$50.00
	Over 16 residents	\$100.00
	Mercantile Occupancies	
	Class A (over 30,000 square feet)	\$100.00
	Class B (over 3,000 square feet)	\$50.00
	Class C (under 3,000 square feet)	\$25.00
	Business Occupancies per 3,000 square feet or portion thereof	\$25.00
	Industrial or Storage Occupancies (per 5,000 square feet or portion thereof)	
	Low or Ordinary Hazard	\$25.00
	High Hazard	\$50.00
	Common Areas of Multi-tenant Occupancies (i.e. shopping centers, high-rise buildings, etc.) per 10,000 square feet or portion thereof	\$50.00
	Trailer Parks and Campgrounds \$1.00 per site, minimum per facility	\$30.00
	Outside Storage of Combustible Material	\$30.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks)(scrap tires, tree stumps, lumber, etc.) per acre	\$30.00
	Outside Storage of Flammable or Combustible Liquids (drums or tanks) per 5,000 square feet or portion thereof	\$50.00
	Reinspection fee	\$110.00
17.22.030	Fee for permit to perform any work on petroleum storage tank based on estimated value	
	\$0 to 2,000	\$ 85.00
	2,001 to 5,000	\$ 110.00
	5,001 to 7,000	\$ 170.00
	7,001 to 10,000	\$ 225.00
	Over \$10,000 is 0.6% of estimated value plus	\$170.00
17.24.070	Fee for license to do work as a master or restricted gasfitter or as a journeyman or restricted journeyman gasfitter	

Section	Type of Fee	Amount of Fee FY 2013
	Master or restricted gasfitter license, per year	\$ 70.00
	Master plumber and gasfitter license, per year.	\$ 70.00
	Journeyman or restricted journeyman gasfitter license, per year	\$ 30.00
	Journeyman plumber and gasfitter license, per year	\$ 30.00
17.24.080	Fee for gasfitter license renewal plus a delinquency penalty	\$30.00
17.24.090	The charges for the issuance of a gas burner permit shall be the sum of the fixture charges plus the amount of the applicable gas service pipe charges set forth in this section.	
	Gas service pipe charge, including inspection of the work by the city plumbing inspector, is based on the diameter (inches) as follows:	
	2-1/2 or less	\$35.00
	3	\$40.00
	4	\$50.00
	6	\$110.00
	8	\$210.00
	10	\$320.00
	12	\$460.00
	Each fixture in addition to the first fixture	\$8.00
17.28.050	Annual fee for license for a master plumber and journeyman plumber.	
	Master plumber (annual fee)	\$70.00
	Journeyman plumber (annual fee)	\$35.00
17.28.090	The charges for issuance of plumbing permits are the sum of a connection charge, a capital facility charge, a capital facility assessment charge and an installation charge.	
	Connection Charges:	
	Sewer	
	City-installed 4-inch public sewer connection	\$5,000.00
	Water, including cost of meter:	
	City-installed 1 inch public water connection	\$3,600.00
	Capital facility charge:	
	Sewer (per Equivalent Dwelling Unit)	\$1,600.00
	Water (per Equivalent Dwelling Unit)	\$4,900.00
	*Note: An Equivalent Dwelling Unit is 250 gallons per day.	

Section	Type of Fee	Amount of Fee FY 2013
	Capital facility assessment charge per Code prior to adoption of ordinance O-37-11:	
	Sewer:	
	Per year, per residential unit, for 30 years (on construction after October 11, 1977)	\$25.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$50.00
	Water:	
	Per year, per residential unit for 30 years (on construction after October 11, 1977)	\$20.00
	Per year, per residential unit, for 30 years (on construction between July 1, 1991 and permits initiated before December 19, 2011)	\$50.00
	Installation Charges:	
	First fixture installation charge:	
	Residential	\$40.00
	Commercial	\$70.00
	Each fixture in excess of the first one (if connected to public sewer)	\$12.00
	Each fixture, if connected to private sewer	\$25.00
	Each fixture omitted from original permit (if connected to public sewer)	\$18.00
	Each fixture omitted from original permit (if connected to private sewer)	\$35.00
	Special fixture charge:	
	Each grease trap	\$90.00
	Each oil interceptor	\$90.00
	Each water conditioning unit (single installation)	\$40.00
	Each gas hot water heater (single installation)	\$30.00
	Inspection charge:	
	Water installation	\$85.00
	Sewer installation	\$85.00
	Reconstruct private sewer	\$30.00
	Air-conditioning with water or drain connection	\$35.00
	Reinspection Fee	\$60.00 - \$200.00
	Additional gas connection for gas hot water heaters	\$6.00

Section	Type of Fee	Amount of Fee FY 2013
	(Master plumbers who currently are registered in the city and who also are registered master gasfitters in the City; otherwise, the gas connection for gas hot water heaters must be made by a registered master gasfitter at the regular rates)	
17.30.010	Annual, nonrefundable fee for utility contractor license	\$70.00
17.30.050	Nonrefundable fee for utility permit	
	Reinspection Fee	\$60.00 - \$200.00
	Failure to Notify the Department of Public Works (work authorized by a validly issued utility permit is complete)	\$60.00
	Investigation Fee	\$30.00
17.44.010	Short Term rental license	Base rental license fee plus \$100.00
17.44.040	Fee for operating license for rental unit and roominghouse	\$100.00
	<b>LATE FEE FIRST 30 DAYS LATE, PER RENTAL UNIT EACH ADDITIONAL 30 DAYS LATE, PER RENTAL UNIT</b>	<b>\$25.00 \$25.00</b>
17.44.060	Initial or renewed two year rental operating licenses for operator of multi-family dwellings consisting of fifty or more units that employs a full-time on-site maintenance staff of three or more employees if renewal filed within 30 days prior to expiration. Fee covers two year license.	\$200.00
	Initial or renewed rental operating license for all other applicants if renewal is filed less than 30 days prior to expiration. Fee covers one year license.	\$100.00
17.44.120	Reinspection fee for rental unit and roominghouse if revocation; revalidation, reinspection and reissuance procedure	\$100.00
17.60.050	Permit fees for signs	
	Nonrefundable application fee for installation of signs	\$30.00
	Fees for installation of signs:	
	\$ 0—299	\$30.00
	\$ 300—500	\$35.00
	\$ Over 500: for each additional \$100 of cost	\$2.25
	Billboard requiring a public hearing	\$35.00
17.60.060	Application fee seeking permission to erect, maintain or suspend a temporary sign or banner	\$30.00
20.12.020	Fees for the conditional approval of a preliminary plat of a subdivision	
	Nonrefundable application fee	\$340.00

<b>Section</b>	<b>Type of Fee</b>	<b>Amount of Fee FY 2013</b>
	5 lots or less (per lot)	\$620.00
	6 lots or more ( per lot)	
	Record plat for special exception or planned unit development (This fee is in addition to any fees required under Title 21)	\$170.00
21.20.020	Zoning District Boundary Adjustment	\$390.00
21.22.040	Site Design Plan (nonrefundable):	
	Preliminary	\$200.00
	Final, minor	\$200.00
	Final, major per half acre	\$280.00
21.24.070	Planned Unit Development—Minor	\$1,120.00
	- Plus an amount per acre	\$280.00
	Planned Unit Development—Major	\$11,200.00
	- Plus an amount per acre	\$280.00
21.26.040	Zoning fees for special exceptions	
	Special exception with no site design	\$840.00
	- Plus an amount per acre or fraction thereof	\$110.00
	Special exception with site design	\$2,800.00
	- Plus an amount per acre or fraction thereof	\$280.00
21.28.020	Board of appeals fee schedule	
	Application to the board of appeals for a variance:	
	- Single-family dwelling	\$225.00
	- All Other Variances	\$390.00
21.30.020	Appeal from an administrative decision to the Board of Appeals	\$150.00
21.34.020	Zoning Change	
	To residential	\$730.00
	plus an amount per acre or fraction of an acre	\$85.00
	To commercial	\$1,000.00
	plus an amount per acre or fraction of an acre	\$85.00
	To industrial	\$730.00
	plus an amount per acre or fraction of an acre	\$85.00
	To maritime	\$1,000.00

Section	Type of Fee	Amount of Fee FY 2013
	plus an amount per acre or fraction of an acre	\$85.00
21.56.040	Application fee (based on cost of work) or a certificate of approval from the historic preservation commission	
	\$ 0.00—249.00	\$25.00
	\$ 250.00—2,499.00	\$60.00
	\$ 2,500.00 and over	\$110.00
21.56.270	Newsrack certificate of approval / reinspection (per newsrack)	\$10.00
21.82.040	Use permit fee schedule	
	To 10,000 square feet	\$60.00
	10,000 to 50,000 square feet	\$110.00
	Over 50,000 square feet	\$220.00
	Administrative approvals fee schedule for zoning	
21.16.030	Administrative Interpretations	\$420.00
21.18.020	Administrative Adjustments	\$110.00
21.68.050	Determination of Non-conforming Uses	\$420.00
22.20.040	Fee in lieu of public recreational space per each single-family detached dwelling unit	\$500.00
	Fee in lieu of public recreational space per each single-family attached dwelling unit	\$400.00
	Fee in lieu of public recreational space per each multifamily dwelling unit, two-family dwelling unit, or dwelling unit above the ground floor of nonresidential uses	\$250.00

**Transit Fares**

	<b>Fee</b>
Article VI, Section 9(b) of Charter of the City of Annapolis	
Base cash fare	\$2.00
Senior/Disabled/Student	\$1.00
Summer Youth Pass	\$35.00
ADA service cash fare	\$4.00
Day Pass: for multiple trips	\$4.00
Day Pass (Senior/Disabled/Student)	\$2.00
Weekly Pass	\$20.00
Monthly Pass	\$80.00
Quarterly Pass	\$200.00
Annual Pass	\$500.00
Tokens in bulk per 100	\$150.00

**Recreation and Parks Fees**

	<b>City Resident</b>	<b>Nonresident</b>
Stanton Center		
Gym Rental / per hour	\$55.00	\$63.00
Kitchen Rental / per hour	\$30.00	\$35.00
Meeting Room / per hour	\$25.00	\$30.00
Waterworks Permit:		
Monthly	\$10.00	\$15.00
Quarterly	\$30.00	\$45.00
Picnic Pavilion Rental / day	[\$50.00] <b>\$75.00</b>	[\$75.00] <b>\$125.00</b>
Downtown Recreation Center / per hour	\$0.00	\$0.00
Annapolis Walk	\$25.00	\$30.00
Field Rental (with lights and lines)	\$80.00	\$95.00
Tennis Courts	\$10.00	\$15.00
Basketball Courts	\$10.00	\$15.00
Snack Bar	\$0.00	\$0.00
Park Rental for Wedding	\$500.00	\$600.00

**Latchkey Program**

Before School Care            \$105.00 per month  
After School Care            \$210.00 per month

**Annapolis Recreation Center  
Program Member**

Annual membership fee to register or participate in any program. Valid for one year.  
Renewal is slated for January 1 each year.

	<b>Res</b>	<b>Non Res</b>
<i>Individual</i>	\$39	\$45
<i>Family</i>	\$65	\$75
<i>Corporate</i>	\$1,750	\$2,013
<b>Organizational Memberships for Multi-Day Rentals, not individual use of facility</b>		
	<b>Res</b>	<b>Non Res</b>
<i>City of Annapolis</i>		
<i>Community Groups</i>	\$50	n/a
<i>For-Profit</i>	\$475	<b>\$546</b>
<i>School/Athletic Groups</i>	\$354	<b>\$407</b>

**Full Membership**

Allows full access to facility (fitness centers, gym, play area, etc.)- unlimited use and discounts on programs.  
Year is 12 months from enrollment date.

	<b>Annual</b>		<b>Monthly (min of 4 mos)</b>		<b>20 punch card</b>		<b>Daily / Drop In</b>	
	<i>Res</i>	<i>Non Res</i>	<i>Res</i>	<i>Non Res</i>	<i>Res</i>	<i>Non Res</i>	<i>Res</i>	<i>Non Res</i>
<i>Adult</i>	\$284	\$326	\$30	\$35	\$110	\$127	\$8	\$10
<i>Senior/Youth</i>	\$227	\$261	\$24	\$28	\$90	\$104	\$7	\$8
<i>Daily Youth</i>							\$6	\$7
<i>Family of 4*</i>	\$624	\$718	\$59	\$68	n/a	n/a	n/a	n/a
<i>Adult/Spouse</i>	\$498	\$572	\$48	\$55	n/a	n/a	n/a	n/a
<i>Add. Child*</i>	\$107	\$123	\$13	\$15	n/a	n/a	n/a	n/a

Children 2 and under free with paying adult.

Family memberships and Adult/Spouse memberships require all members to reside at the same address.

Youth member - Age 3 - 17; Senior member - Age 62 +

Annual Membership Rates are paid in full at time of membership. Monthly rates are per month with a down payment of three months.

**Babysitting Services**

*Hourly Rate*                                \$3 first child                                \$2 additional children  
*10 hr Punch Card*                        \$25 each

**Facility Rental Rates (per hour)**

\* Program related rentals require participants to hold Program Membership or Full Membership.

<b>PER HOUR</b>	<b>Res</b>	<b>Non Res</b>
Single Mtg Room	\$42	\$53
Full Meeting Space	\$126	\$158
Kitchenette	\$13	\$16
Single Court	\$60	\$75
Full Gymnasium*	\$180	\$225
Aux. Gym	\$60	\$75

\* Limited availability

	<b>City Resident</b>	<b>Non Resident</b>	<b>Program Member Res / Non Resident</b>	<b>Full Member Res / Non Resident</b>
<b>SUMMER PROGRAMS</b>				
Summer Playground – 6 wks	\$142	\$163	R \$130 / NR \$150	R \$125 / NR \$145
Summer Playground – Extended Hrs (8am – 5pm), 6 weeks	\$193	\$222		
Preschool Playground – 6 wks(4 days a week)	\$110	\$127		
Day Camp (Truxtun & Kids Camp) – 2 wk session	\$220	\$254	R \$205 / NR \$237	R \$200 / NR \$232
<b>SWIMMING POOL</b>				
Adult	[\$4] <b>\$5</b>	[\$4] <b>\$5</b>		
Child (12 and under) and Seniors (62 +)	[\$3] <b>\$4</b>	[\$3] <b>\$4</b>		
Family Pass (4, add members \$15 each)	[\$149] <b>\$160</b>	[\$171] <b>\$185</b>		
Youth Individual Pass	[\$49] <b>\$55</b>	[\$56] <b>\$65</b>		
Adult Individual Pass	[\$59] <b>\$65</b>	[\$68] <b>\$75</b>		

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-14-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	3/11/13		

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**A RESOLUTION** concerning

**FY 2014 Fines Schedule Effective July 1, 2013**

**FOR** the purpose of specifying fines that will be charged for FY 2014.

**WHEREAS,** pursuant to Chapter 1.20 – General Penalty and Municipal Infractions, fines are authorized in the City Code and established by resolution of the City Council; and

**WHEREAS,** the City of Annapolis seeks to update the fines imposed for municipal infractions.

**NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2014 Fines Schedule shall be as attached.

**AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2014 Fines Schedule shall take effect on July 1, 2013, or on the date of adoption, whichever date is later.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
4.16.100.B	Voter notification or information cards.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.08.010.B	Billiard and pool tables.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.08.070.A	Amusement license violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.12.100.C	Public consumption and possession.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.140	Alcohol License— Suspension— Revocation—Fines	Suspension of License or Fine not to exceed \$2,000	Suspension of License or Fine not to exceed \$2,000
7.12.350.B	Allowing alcohol consumption without license.	Not to exceed \$250	Not to exceed \$250
7.12.370	Minor—Sale or providing to.	\$100	\$500
7.12.390.C	Minors— Misrepresenting age.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.410.B	Minors—Purchase, consumption or possession of alcoholic beverages.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.12.420.E	Possession or consumption on public highways.	Not to exceed \$500 or imprisonment for not to exceed 90 days or both	Not to exceed \$500 or imprisonment for not to exceed 90 days or both
7.24.050	Fortunetelling violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.28.040	Open-air market and Markethouse violation.	\$10	\$10
7.32.100.B	Massage parlor license violation.	Not to exceed \$100 or imprisonment for not to exceed 90 days or both	Not to exceed \$100 or imprisonment for not to exceed 90 days or both
7.42.040	Sidewalk café violation.	\$100 per violation per day	Each separate day of violation that remains uncorrected is a separate violation subject to an additional citation and fine of \$100. In addition, the City Council may revoke or suspend a permit issued pursuant to this chapter upon a second or

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
			subsequent conviction under this section in any twelve month period.
7.48.060	Taxicab violation.	Not to exceed \$100 per violation per day	Not to exceed \$100 per violation per day
7.48.410	Providing false information for taxicab permit.	\$200	\$200
7.48.500.C	Taxicab permit violation.	\$200	\$200
7.52.190	Towing company violation.	\$100 plus costs	\$100 plus costs. In addition, the City Council may revoke or suspend the license of any person licensed to engage in the towing business who violates this chapter or any rules or regulations promulgated pursuant to this chapter or who fails to comply with any of the provisions and terms of any towing agreement executed pursuant to this chapter.
8.04.030.B	Animal disturbance prohibited	\$50	\$50
8.04.040	Intentional mutilation of animals.	Not to exceed \$1,000 or by imprisonment not to exceed one year or both	Not to exceed \$1,000 or by imprisonment not to exceed one year or both
10.06.010	False alarms.	\$100 for third and fourth false alarms in a 365-day period	\$200 for fifth and all subsequent false alarms in a 365-day period
10.08.010.B	Abandoned refrigerator.	\$100 per violation per day	\$100 per violation per day
10.16.100	Notice to remove refuse accumulation.	\$100 per violation per day	\$100 per violation per day
10.16.130	Garbage/refuse violation.	\$100 per violation per day	\$100 per violation per day
10.16.220.B	Littering during removal.	\$100 per violation per day	\$100 per violation per day
10.20.040	Grass and weed control.	\$200 Per violation per day	\$200 Per violation per day
10.24.020	Standing water.	\$100 per violation per day	\$100 per violation per day
10.28.160	Swimming pool violation.	Not to exceed \$100 or imprisonment for not to exceed 30 days or both	Not to exceed \$100 or imprisonment for not to exceed 30 days or both
10.34.040	Use and application of lawn fertilizer.	\$100 per improper application by a non-commercial entity. \$500 per improper application by a commercial entity	\$100 per improper application by a non-commercial entity. \$500 per improper application by a commercial entity

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
10.34.060	Sale of lawn fertilizer containing phosphorous.	\$500 per violation for displaying for sale lawn fertilizer containing phosphorous or for not displaying required signage	\$500 per violation for displaying for sale lawn fertilizer containing phosphorous or for not displaying required signage
* NOTE: The fines in Sections 10.34.040 and 10.34.060 shall take effect on January 1, 2009.			
11.04.060	Offense against public officer.	Not to exceed \$1,000 or imprisonment for not to exceed 90 days or both	Not to exceed \$1,000 or imprisonment for not to exceed 90 days or both
11.12.025.B	Security alarms.	\$400 Per violation per day	\$400 Per violation per day
11.12.060.C	Loitering.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.12.065.C	Loitering for the purpose of engaging in prostitution violation.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.12.067.E	Loitering in drug-loitering free zones.	Not to exceed \$1,000 or imprisonment not exceeding six months or both	Not to exceed \$1,000 or imprisonment not exceeding six months or both
11.12.068	Aggressive panhandling.	Not less than \$25.00 or more than \$500.00 or by imprisonment not exceeding 90 days, or both	Not less than \$25.00 or more than \$500.00 or by imprisonment not exceeding 90 days, or both
11.12.120	Public peace and order violation.	\$100 Per violation per day	\$100 Per violation per day
11.14.030	Morals and conduct violation.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.16.040.D	Animal excrement removal.	\$100 per violation per day	\$100 per violation per day
11.16.050.B	Public urination and defecation	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.32.080	Fair housing violation.	Not to exceed \$100 plus costs or imprisonment not exceeding 30 days or both	Not to exceed \$100 plus costs or imprisonment not exceeding 30 days or both
11.36.030.D	Littering.	\$250 per violation per day	\$250 per violation per day
11.36.070	Graffiti.	\$250 or imprisonment not exceeding 90 days or both	\$1,000 or imprisonment not exceeding 90 days or both
11.36.090.B	Vandalism of public roads.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.36.100.B	Vandalism—Signs and notices.	Not to exceed \$1,000 or imprisonment not exceeding	Not to exceed \$1,000 or imprisonment not exceeding 90

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
		90 days or both plus cost of damages	days or both plus cost of damages
11.36.110.B	Vandalism—Trees and fences.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both plus cost of damages	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both plus cost of damages
11.36.120.B	Vandalism—Utility poles and fixtures.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
11.40.010	Proclamation by Mayor.	Not to exceed \$100 or imprisonment not exceeding 30 days or both	Not to exceed \$100 or imprisonment not exceeding 30 days or both
11.44.010.C	Discharging firearms.	Not to exceed \$500	Not to exceed \$500
11.44.060.D	BB guns, slingshots, bows and arrows, large rocks and similar devices.	Not to exceed \$100 or imprisonment not exceeding 90 days or both	Not to exceed \$100 or imprisonment not exceeding 90 days or both
11.44.070	Electronic weapons.	Not to exceed \$250.00 imprisonment not exceeding 90 days or both	Not to exceed \$1,000.00 imprisonment not exceeding 90 days or both
11.48.050	Emergency preparedness violations	Not to exceed \$1,000.00 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000.00 or imprisonment not exceeding 90 days or both
12.08.140	Speed monitoring systems.	Not to exceed \$40.00	Not to exceed \$40.00
12.12.050	Disobeying crossing guard.	Not to exceed \$100	Not to exceed \$100
12.16.070.B	Repairing vehicle in street.	\$100 per violation per day	\$100 per violation per day
12.16.080.B	Washing vehicle on street.	\$100 per violation per day	\$100 per violation per day
12.16.090.B	Loads or wheels which litter streets.	\$100 per violation per day	\$100 per violation per day
12.16.100.B	Vehicles or treads which damage roads.	\$100 per violation per day plus damages	\$100 per violation per day plus damages
12.20.010.B	Obstructing driveway.	\$100	\$100
12.20.020.B	Parking adjacent to red-lined curb, bus stop zone or fire hydrant zone.	\$100	\$100
12.20.025.C	Crosswalk.	\$100	\$100
12.20.030.B	Parking adjacent to yellow-lined curb.	\$25	\$25

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
12.20.040.B	Parking with left side to curb.	\$25	\$25
12.20.050.B	Backing vehicle to curb.	\$25	\$25
12.20.060.C	Angle parking.	\$25	\$25
12.20.065.B	Parking vehicles alongside of other stopped or parked vehicles.	\$50	\$50
12.20.070.B	Parking more than twelve inches from curb.	\$25	\$25
12.20.075.B	Blocking driveway entrances to fire stations.	\$250	\$250
12.20.080.B	Leaving motor vehicle unattended.	\$25	\$25
12.20.085.B	Places where stopping is prohibited by signs.	\$50	\$50
12.20.090.B	Parking reserved for persons with disabilities.	\$100	\$100
12.20.095.B	Parking within thirty feet of approach to flashing signal, etc.	\$50	\$50
12.20.100.C	Motor vehicle weight limits in residential district zones.	\$100 plus damages.	\$100 plus damages
12.20.110.H	Parking trailers.	\$50	\$50
12.20.120.B	Parking buses.	\$100	\$100
12.20.130.B	Posted "No Parking".	\$50	\$50
12.20.140.B	Parking on sidewalks prohibited.	\$100	\$100
12.20.150.B	Being on median strips prohibited.	\$100	\$100
12.20.170.B	Fifteen-minute parking limit on portions of Northwest Street.	\$25	\$25
12.20.180.B	Eight-hour parking on King George Street between Wagner Street and the King George Street Bridge.	\$25	\$25
12.20.190.B	Two-hour parking on State Circle.	\$25	\$25
12.20.200.D	Removal of vehicle	\$100	\$100

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
	parked for longer than forty-eight hours or in prohibited area.		
12.20.240.C	Failure to pay parking fine.	Failure to pay fine within 15 days shall result in additional cost of \$10. Failure to pay within 23 days shall result in additional cost of \$15 and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.	Failure to pay fine within 15 days shall result in additional cost of \$10. Failure to pay within 23 days shall result in additional cost of \$15 and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.
12.24.050.C	Direction of vehicle in space.	\$50	\$50
12.24.070.B	Parking in metered space for more than two hours.	\$25	\$25
12.24.090.B	Depositing slugs.	\$50 plus damages	\$50 plus damages
12.24.130	Parking at expired meter.	\$25	\$25
12.32.190.A.	Violation—Penalty.	\$25	\$50 for second violation in a one year period, \$75 for a third violation in a one year period, and \$100 for a fourth and fifth violation in a one year. For any violations after the fifth violation in a one-year period, the vehicle may be impounded until all outstanding parking fines are paid.
12.32.190.B.	Violation—Penalty.	Failure to pay fine within 15 days shall result in a doubling of the initial fine and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.	Failure to pay fine within 15 days shall result in a doubling of the initial fine and notification to the Maryland Motor Vehicle Administration which may assess administrative fees and refuse to permit the registration or transfer of the registered owner's vehicle.
12.32.200	Violation—Unlawful usage or display—Penalty.	Not to exceed \$200 or imprisonment for three days or both.	Not to exceed \$200 or imprisonment for three days or both.
12.36.020.B	Interference with emergency equipment.	\$100	\$100

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
12.40.040.B	Depositing snow on cleared street.	\$50 per violation per day	\$50 per violation per day
12.44.040.B	Keeping wrecked or discarded vehicles.	\$100 per violation per day	\$100 per violation per day
12.48.030	Playing in streets violation.	\$50	\$50
12.54.040	Nonstandard vehicle violation.	Not to exceed \$100 per violation per day	Not to exceed \$100 per violation per day
14.04.040.B	Wheelchair ramps.	\$250 per violation per day	\$250 per violation per day
14.04.050.B	Sidewalk maintenance by abutting owner.	\$100 per violation per day	\$100 per violation per day
14.08.010.C	Driveway construction without permit.	\$100 per violation per day	\$100 per violation per day
14.12.080.C	Plant, remove, maintain and protect public trees without permit.	[\$100] \$500 per violation per day	[\$100] \$500 per violation per day
14.12.095.H	Tree conservation area—Tree removal.	\$500	\$500
14.12.150.E	Pruning and removal of trees.	[\$100] \$200 per violation per day	[\$100] \$200 per violation per day
14.16.020.D	Parking during scheduled street cleaning.	\$50	\$50
14.20.010.C	Obstructing street without permit.	\$100 per violation per day	\$100 per violation per day
14.20.030.B	Digging up, relaying or obstructing street without permit.	\$100 per violation per day	\$100 per violation per day
14.20.050	Public street obstruction.	\$100	\$100
14.20.060	Permitting sidewalk or gutter obstruction—Obstructive or dangerous trees.	\$100 per violation per day	\$100 per violation per day
14.20.070.B	Sidewalk sales.	\$100 per violation per day	\$100 per violation per day
14.20.080	Building encroachments on sidewalk.	\$100 per violation per day	\$100 per violation per day
14.20.100	Removal of encroaching structures.	\$100 per violation per day	\$100 per violation per day
14.24.010.B	Adjoining occupant to clear sidewalk.	\$100 per violation per day	\$100 per violation per day
14.30.020	Safely undergrounding utilities.	\$500 per violation per day	\$500 per violation per day

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
15.04.040.B	Compliance with harbormaster during a declared public emergency.	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both	Not to exceed \$1,000 or imprisonment not exceeding 90 days or both
15.06	Violation of rules for vessels and persons using City waters and shores.	\$100	\$100
15.10.120.D	Restricted mooring and anchoring areas.	Not to exceed \$100	Not to exceed \$100
15.14.040	Housebarges violation.	\$100	\$100
15.20.110.D	Mooring without permit.	\$100	\$100
15.20.120.B	Not posting mooring permit.	\$100	\$100
15.20.160.C	Unlicensed or unauthorized structures.	\$100	\$1,000
15.24.040	Harbor/waterfront—Construction noncompliance.	\$100 per violation per day	\$1,000 per violation per day
16.04.010.F	Tapping existing water and sewer mains.	\$1,000 plus damages	\$1,000 plus damages
16.04.040.B	Air-conditioning discharge into public way or stormwater drain.	\$200 per violation per day	\$200 per violation per day
16.08.010.B	Opening fireplugs—Turning water on or off.	\$1,000 plus damages	\$1,000 plus damages
16.16.320.C and D	Sewer Service—Violation.	\$1,000 per violation per day	\$1,000 per violation per day
16.16.350.B	House sewer—Maintenance.	\$200 per violation per day	\$200 per violation per day
17.08.295	Grading, erosion, sediment control.	\$500 per violation per day	\$1,000 per violation per day
17.09.140.C	Unapproved removal of trees in development areas.	[\$200] \$1,000 per violation per day	\$1,000 per violation per day
17.11.470	Floodplain violation.	\$500 per violation per day	\$500 per violation per day
17.12.024.E	Building code—Use and occupancy permit.	\$200 per violation per day	\$200 per violation per day
17.12.042	Dangerous structural condition.	\$500 per violation per day	\$500 per violation per day
17.12.053.D	Building contractor license.	\$200 per violation per day	\$200 per violation per day

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
17.12.055.F	Display of address.	\$200 per violation per day	\$200 per violation per day
17.12.056.D	Building permit—Fees—Reinspection.	\$200 per violation per day	\$1,000 per violation per day
17.12.058.L	Commencing work without approval.	\$200 per violation per day	\$1,000 per violation per day
17.12.062.A	Unapproved construction.	\$200 per violation per day	1,000 per violation per day
17.12.092	Unlawful continuance.	\$500 per violation per day	\$500 per violation per day
17.16.110.A	Electrical code violation.	\$200 per violation per day	\$200 per violation per day
17.16.130.A	Mechanical code violation.	\$200 per violation per day	\$200 per violation per day
17.20.090.A	Fire prevention code violation.	\$250 per initial violation	Repeat or continuous violations: Second notice \$500 Third notice \$750 In excess of three notices \$1,000
17.22.100.A	Petroleum storage facilities enforcement.	\$200 per violation per day	\$200 per violation per day
17.24.280	Gas code violation.	\$200 per violation per day	\$200 per violation per day
17.28.150	Plumbing code violation.	\$200 per violation per day	\$200 per violation per day
17.28.160	Violation—Termination of water service.	\$1,000 per violation per day	\$1,000 per violation per day
17.30.090.A	Utility installation violation. (Commencing work without permit)	\$500 per violation per day	\$500 per violation per day
17.30.090.C	Utility installation violation. (Violates trench protective measures)	\$100 per violation per day	\$400 per violation per day
17.40.735	Foreclosure registration	\$50 per violation per day after fifth day	\$50 per violation per day after fifth day
17.40.890.A	Residential housing standards violation. (Failure to comply with notice)	\$200 per violation per day	\$200 per violation per day
17.40.890.B	Residential housing standards violation. (Failure to comply with schedule)	\$1,000 per violation per day	\$1,000 per violation per day
17.44.010B	Short term rental license.	\$200 per violation per day	\$200 per violation per day
17.44.040.B	Rental unit license.	\$200 per violation per day	\$200 per violation per day

<b>Section in Code</b>	<b>Section Name</b>	<b>Fine for Initial Offense</b>	<b>Fine for Repeat or Continuous Violations</b>
17.44.140.B	Revocation, vacating premises and condemnation penalties.	\$100 per violation per day	\$100 per violation per day
17.48.350	Non-residential property maintenance.	\$200 per violation per day	\$200 per violation per day
17.60.160	Signs—Violations.	\$100 per violation per day	\$200 per violation per day
21.36.030	Planning and zoning infraction.	\$500 per violation per day	\$1,000 per violation per day
21.56.120	Historic preservation violation.	\$100 per violation per day	\$100 per violation per day

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-15-12**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13		
Finance	3/11/13		

**A RESOLUTION** concerning

**Position Classifications and Pay Plan**

**FOR** the purpose of approving the FY 2014 position classification and pay plan effective July 1, 2013.

**WHEREAS,** Section 3.12.020 A. of the City Code states that the City Council “In conjunction with the adoption of the annual operating budget and whenever deemed necessary, consider the recommendations of the Civil Service Board on requests for the creation of new positions, the abolishment of positions and the classification and reclassification of existing positions;” and

**WHEREAS,** Section 3.12.020 B. of the City Code states that the City Council “Adopt, by resolution, a pay plan and subsequent revisions after consideration of the recommendations of the Civil Service Board;” and

**WHEREAS,** the FY 2014 pay classifications and pay plan, effective July 1, 2013 are attached to this resolution.

**NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the FY 2014 pay classifications and pay plan are adopted as attached.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_, 2013.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
1001	OFFICE ASSOCIATE I	A02
1002	OFFICE ASSOCIATE II	A04
1004	POLICE RECORDS SPECIALIST	A06
1005	OFFICE ASSOCIATE III	A06
1006	OFFICE ASSOCIATE IV	A07
1007	EXECUTIVE OFFICE ASSOCIATE	A10
1008	ADMINISTRATIVE OFFICE ASSOC	A09
1009	TRAINING PROGRAM ADMINISTRATOR	A15
1010	LEGAL ASSISTANT	A09
1011	BENEFITS ADMINISTRATOR	A15
1013	PERMITS ADMINISTRATOR	A10
1014	CITY CLERK	A16
1015	DEPUTY CITY CLERK	A10
1016	PW COMMUNICATIONS OP	A07
1017	RECRUITMENT/EMPLOYEE RELATIONS	A15
1018	FIRE ADMINISTRATIVE OFFICER	A14
1019	LEGISLATIVE AND POLICY ANALYST	A14
1023	HISTORIC PRESERVATION ASST	A11
1024	WARRANT CONTROL CLERK	A05
1025	HUMAN RESOURCES ASSOCIATE I	A07
1026	HR OFFICE ADMINISTRATOR	A10
1028	PERMITS ASSOCIATE	A07
1029	ADMINISTRATIVE ASSISTANT	A08
1030	ELECTION/BOARD & COMM ADMIN	A10
1101	MIT ANALYST	A16
1103	MIT MANAGER	A18
1104	MIT SPECIALIST	A12
1105	MIT WEB DEVELOPER	A13
1106	MIT NETWORK ENGINEER	A15
1112	MIT ADMIN SUPPORT ANALYST	A10
1113	GIS COORDINATOR	A15
1114	GIS TECHNICIAN	A11
1201	PROCUREMENT OFFICER	A18
1202	SENIOR BUYER	A10
1203	BUYER	A09

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
1204	SENIOR PURCHASING CLERK	A08
1205	POLICE ADMINISTRATIVE CLERK	A09
1207	FACILITIES MAINT SUPERVISOR	A13
1301	FINANCE DIRECTOR	A20
1302	ASSISTANT FINANCE DIRECTOR	A18
1304	SENIOR ACCOUNTANT	A15
1306	ACCOUNTING ASSOCIATE I	A07
1307	ACCOUNTING ASSOCIATE II	A08
1308	ACCOUNTING ASSOCIATE III	A09
1309	ACCOUNTANT	A13
1501	HUMAN RESOURCES DIRECTOR	A20
1502	ALDERMAN	
1503	CITY MANAGER	
1504	MAYOR	
1507	MARKETING SPECIALIST - TRANSP	A13
1508	COMMUNITY SERVICES SPECIALIST	A10
1509	COMMUNICATIONS OFFICER	A18
1511	SMBE COORDINATOR	A14
1519	HS OFFICER & OMBUDSMAN	A18
1520	COMMUNITY RELATIONS SPECIALIST	A12
1521	CITY COUNCIL ASSOCIATE	A10
1522	ASSISTANT CITY MANAGER	A14
1601	DIRECTOR OF TRANSPORTATION	A20
1602	TRANS GRANTS SPECIALIST	A13
1603	TRANSPORTATION SUPERVISOR	A10
1605	BUS DRIVER II	A07
1606	BUS DRIVER I	A05
1607	TRANSPORTATION INSPECTOR	A10
1608	TRANSPORTATION SPECIALIST	A13
1610	FLEET MAINTENANCE SPECIALIST	A11
1611	FLEET MAINTENANCE TECHNICIAN I	A10
1612	FLEET MAINTENANCE TECH II	A11
1613	FLEET MAINTENANCE SUPERVISOR	A12
1614	LEAD BUS DRIVER	A08
1700	MOBILITY & PARKING SPECIALIST	A13

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
2001	CITY ATTORNEY	A20
2002	ASSISTANT CITY ATTORNEY	A18
2003	PARALEGAL	A10
4001	POLICE CHIEF	P20
4002	POLICE MAJOR/DEPUTY CHIEF	P18
4003	POLICE CAPTAIN	P17
4004	POLICE LIEUTENANT	P15
4005	POLICE SERGEANT	P13
4006	POLICE CORPORAL	P12
4007	POLICE OFFICER 1/C	P11
4009	POLICE OFFICER	P10
4011	PARKING ENFORCEMENT OFFICER I	A04
4012	PARKING ENFORCEMENT OFF SUPER	A06
4013	POLICE COMMUNICATIONS OPER 2	A11
4014	POLICE COMMUNICATIONS OPER 1	A09
4016	POLICE PROPERTY COORDINATOR	A10
4017	POLICE PLANNING ANALYST	A10
4019	POLICE ID SPECIALIST	A08
4020	PARKING METER COLLECTOR II	A08
4021	PARKING METER COLLECTOR I	A05
4022	WARRANT CONTROL/RECORDS SUPER	A10
4026	COMMUNITY SRVS SUPERVISOR	A14
4030	POL EXTERNAL AFFAIRS OFFICER	A15
4031	HISPANIC COMMUNITY LIAISON	A12
4032	ADMIN ENFORCEMENT ASSOC	A08
4101	FIRE CHIEF	F20
4102	DEPUTY FIRE CHIEF	F18
4103	FIRE BATTALION CHIEF	F17
4104	FIRE CAPTAIN	F16
4105	FIRE LIEUTENANT	F15
4108	FIRE APPARATUS MAINT SPECIALIST	A11
4110	FIREFIGHTER I	F10
4111	FIREFIGHTER II	F10
4112	FF I/II-EMT-I OR CRT	F11
4113	FF II-TECHNICIAN	F11

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
4114	FF III	F11
4115	FF I/II EMT-P	F12
4116	FF II-FIRE MARSHAL INSP	F12
4119	FF III-EMT-I OR CRT	F12
4120	FF III - TECHNICIAN	F12
4121	FF 1/C	F13
4122	FF III-EMT-P	F13
4124	FF III-FIRE MARSHAL INVEST	F13
4126	FF 1/C-ALS	F14
4128	FF 1/C-FIRE MARSHAL INVST	F14
4200	DEP DIR EPARM	A14
4201	PIO & QUARTERMASTER	A12
4300	RISK ANALYST	A12
5001	PLANNING DIRECTOR	A20
5002	CHIEF OF CURRENT PLANNING	A18
5003	CHIEF OF HISTORIC PRESERVATION	A17
5004	CHIEF COMPREHENSIVE PLANNING	A17
5005	SENIOR PLANNER	A15
5006	ZONING ENFORCEMENT OFFICER	A13
5007	PLANNER	A13
5008	COMMUNITY DEVELOPMENT ADMIN	A17
5009	COMMUNITY DEV SPECIALIST	A13
5010	SR COMPREHENSIVE PLANNER	A15
5011	SR TRANSPORTATION PLANNER	A15
5012	PLANNING OFFICE ADMINISTRATOR	A10
5101	DIRECTOR OF PUBLIC WORKS	A20
5102	ASSISTANT TO PW DIRECTOR	A18
5103	PW BUREAU CHIEF-ENGINEERING	A18
5105	BUREAU CHIEF-ENVTL PROGRAMS	A17
5106	COMPUTER DRAFTSPERSON	A11
5107	ENGINEERING TECHNICIAN III	A09
5108	ENGINEERING TECHNICIAN II	A08
5109	ENGINEERING TECHNICIAN IV	A10
5110	CIVIL ENGINEER II	A15
5111	CIVIL ENGINEER I	A13

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
5113	TRAFFIC ENGINEER	A15
5114	ASSISTANT TO DNEP DIRECTOR	A15
5115	PUBLIC WORKS ANALYST	A15
5200	DNEP DIRECTOR	A20
5201	CHIEF OF CODE ENFORCEMENT	A17
5202	BUILDING INSPECTOR	A10
5203	SENIOR HOUSING INSPECTOR	A12
5204	PROPERTY MAINTENANCE INSPECTOR	A09
5205	PLUMBING/UTILITY INSPECTOR	A12
5206	ENVIRONMENTAL PROGRAM COORD	A12
5207	ELECTRICAL INSPECTOR	A12
5208	ARCHITECTURAL PLANS REVIEWER	A15
5209	PUBLIC WORKS INSPECTOR	A10
5210	ENVIRONMENTALIST	A12
5211	MECHANICAL/LIFE SAFETY INSPECT	A12
5212	FIRE SAFETY INSPECTOR	A09
5213	COMBINATION INSPECTOR	A13
5214	STORMWATER MANAGEMENT ENGINEER	A15
5215	ENVIRONMENTAL COMPLIANCE INSP	A11
6001	DIRECTOR OF REC AND PARKS	A20
6002	PARKS ADMINISTRATOR	A15
6003	RECREATION SPORTS SUPERVISOR	A12
6004	RECREATION LEADER I	A07
6005	RECREATION LEADER II	A08
6006	RECREATION PROGRAM SUPERVISOR	A14
6007	HORTICULTURIST	A13
6008	PARKS TURF SPECIALIST	A08
6009	RECREATION OFFICE ADMIN	A10
6010	PARK FOREMAN	A10
6011	PARKS MAINTENANCE WORKER I	A05
6012	STANTON CNTR RECREATION MGR	A12
6013	DANCE & FITNESS COORDINATOR	A04
6100	FRONT DESK SUPERVISOR	A12
6200	MARKETING/MBRSHP COORDINATOR	A10

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
6300	PMRC FACILITY SUPERVISOR	A12
7001	PW MAINTENANCE WORKER I	A04
7002	PW MAINTENANCE WORKER II	A05
7003	PARKS MAINT WORKER II	A06
7004	MASON I	A07
7005	MASON II	A08
7009	SENIOR FACILITIES MAINTENANCE	A11
7010	PUBLIC WORKS SUPERVISOR	A11
7012	CREW LEADER	A09
7014	TRAFFIC TECHNICIAN I	A06
7015	TRAFFIC TECHNICIAN II	A08
7016	TRAFFIC TECHNICIAN III	A10
7101	FACILITIES MAINT TECHNICIAN	A04
7104	SUPERINTENDENT-PW SERVICES	A16
7201	GARAGE SUPERVISOR	A12
7203	AUTOMOTIVE TECHNICIAN	A09
7301	EQUIPMENT OPERATOR I	A06
7302	EQUIPMENT OPERATOR II	A07
7303	EQUIPMENT OPERATOR III	A08
7402	SUPERINTENDENT-PW UTILITIES	A16
7403	WATER PLANT SUPERINTENDENT	A16
7404	ASST WATER PLANT SUPT	A14
7405	UTILITY SUPERVISOR	A12
7406	INSTRUMENTATION TECHNICIAN	A10
7407	METER TECHNICIAN I	A06
7408	METER TECHNICIAN II	A07
7409	UTILITY MECHANIC II	A09
7410	WATER PLANT MECHANIC	A09
7411	UNDERGROUND UTILITY LOCATOR	A07
7412	WATER PLANT TECHNICIAN I	A07
7413	WATER PLANT TECHNICIAN II	A09
7414	WATER PLANT TECHNICIAN III	A11
7415	UTILITY MECHANIC III	A10
7417	WATER PLANT OPERATOR IV	A11
7600	FACILITIES MAINT ENGINEER II	A12

<b>CLASS</b>	<b>CLASSIFICATION TITLE</b>	<b>GRADE</b>
8001	HARBORMASTER	A18
8002	HARBORMASTER OFFICE ADMIN	A10
8003	ASST HARBORMASTER-OPER	A10

Pay Scale Effective 07/01/13	STEP (5.361%)									
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<b>GRADE (7.5%)</b>										
1	21,470	22,621	23,834	25,111	26,458	27,876	29,371	30,945	32,604	34,352
2	23,080	24,318	25,621	26,995	28,442	29,967	31,573	33,266	35,049	36,928
3	24,811	26,141	27,543	29,019	30,575	32,214	33,941	35,761	37,678	39,698
4	26,672	28,102	29,609	31,196	32,868	34,630	36,487	38,443	40,504	42,675
5	28,672	30,209	31,829	33,535	35,333	37,227	39,223	41,325	43,541	45,875
6	30,823	32,475	34,216	36,051	37,983	40,020	42,165	44,426	46,807	49,317
7	33,135	34,911	36,783	38,755	40,832	43,021	45,328	47,758	50,318	53,015
8	35,619	37,529	39,540	41,660	43,894	46,247	48,726	51,338	54,090	56,990
9	38,290	40,343	42,506	44,784	47,185	49,715	52,380	55,188	58,147	61,264
10	41,162	43,369	45,694	48,143	50,724	53,444	56,309	59,327	62,508	65,859
11	44,250	46,622	49,122	51,755	54,530	57,453	60,533	63,778	67,197	70,800
12	47,568	50,118	52,805	55,636	58,618	61,761	65,072	68,561	72,236	76,109
13	51,136	53,877	56,765	59,809	63,015	66,393	69,952	73,703	77,654	81,817
14	54,972	57,919	61,024	64,296	67,742	71,374	75,201	79,232	83,480	87,955
15	59,093	62,261	65,599	69,116	72,821	76,725	80,838	85,172	89,738	94,549

16	63,526	66,932	70,520	74,300	78,284	82,480	86,902	91,561	96,470	101,641
17	68,291	71,952	75,809	79,874	84,156	88,667	93,421	98,429	103,706	109,265
18	73,412	77,348	81,494	85,863	90,466	95,316	100,426	105,810	111,482	117,459
19	78,918	83,149	87,606	92,303	97,251	102,465	107,958	113,746	119,844	126,268
20	84,836	89,384	94,176	99,225	104,544	110,149	116,054	122,275	128,831	135,737

**City of Annapolis  
Fire Pay Scale  
Effective 07/01/13**

<u>Classification</u>	<u>GRADE</u> <u>(7.5%)</u>	<u>STEP (5.361%)</u>										
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
Firefighter I/II	10	37,837	39,865	42,003	44,254	46,627	49,127	51,760	54,535	57,459	60,539	63,785
Firefighter I/II - EMT-I OR CRT	11	40,676	42,857	45,154	47,575	50,125	52,813	55,644	58,627	61,770	65,081	68,570
Firefighter II - Technician												
Firefighter III												
Firefighter I/II EMT-P	12	43,727	46,071	48,541	51,143	53,885	56,774	59,817	63,024	66,403	69,963	73,713
FFII-Fire Marshal												
Investigator												
FFIII-EMT-I or CRT												
FFIII- Technician												
Firefighter 1/C	13	47,005	49,525	52,180	54,977	57,925	61,030	64,302	67,749	71,381	75,208	79,240
Firefighter III- EMT-P												
FFIII-Fire Marshal												
Inspector												
FFIII-Fire Marshal												
Investigator												
Firefighter 1/C - ALS	14	50,530	53,239	56,093	59,101	62,269	65,607	69,124	72,830	76,735	80,848	85,183

FF1/C-Fire  
Marshal  
Inspector  
FF1/C-Fire  
Marshal  
Investigator

Lieutenant	15	54,321	57,233	60,301	63,534	66,940	70,529	74,310	78,294	82,491	86,913	91,573
Captain	16	58,395	61,526	64,824	68,299	71,961	75,819	79,883	84,166	88,678	93,432	98,441
Battalion Chief	17	62,776	66,141	69,687	73,423	77,359	81,507	85,876	90,480	95,331	100,441	105,826
Deputy Chief	18	67,484	71,102	74,914	78,930	83,161	87,619	92,317	97,266	102,480	107,974	113,763
Chief	20	77,985	82,166	86,571	91,212	96,102	101,254	106,682	112,401	118,427	124,776	131,465

**City of Annapolis  
Police Pay Scale  
Effective 07/01/13**

<u>Classification</u>	<u>GRADE</u>	<u>STEP (5.361%)</u>									
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
	-										
Police Officer	10	43,860	46,211	48,689	51,299	54,049	56,947	60,000	63,216	66,605	70,176
Police Officer 1/C	11	47,152	49,680	52,343	55,149	58,106	61,221	64,503	67,961	71,604	75,443
Corporal	12	50,687	53,404	56,267	59,284	62,462	65,811	69,339	73,056	76,973	81,099
Sergeant	13	54,488	57,409	60,487	63,730	67,146	70,746	74,538	78,534	82,745	87,181
Lieutenant	15	61,733	65,043	68,530	72,204	76,075	80,153	84,450	88,977	93,747	98,773
Captain	17	71,340	75,165	79,194	83,440	87,913	92,626	97,592	102,823	108,336	114,144
Major	18	76,691	80,802	85,134	89,698	94,507	99,574	104,912	110,536	116,462	122,705
Chief	20	88,625	93,376	98,382	103,656	109,213	115,068	121,237	127,737	134,585	141,800

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Ordinance No. O-11-13

4 Sponsor: Mayor Cohen  
5  
6  
7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Public Safety	3/11/13		
Transportation	3/11/13		

8  
9 A **ORDINANCE** concerning

10 **Parking Permits for Contractors and Transporters of Merchandise and Materials**

11 **FOR** the purpose of removing the distinction between contractor or merchandise/material  
12 transporter use of metered or un-metered parking spaces in determining the calculation  
13 of fees.

14  
15 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
16 City of Annapolis, 2012 Edition  
17 Section 12.20.230  
18

19 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
20 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

21  
22 **CHAPTER 12.20 – STOPPING, STANDING AND PARKING**

23  
24 **12.20.230 - Special parking permit for transport and contractors.**

25  
26 The [Chief of Police] **DEPARTMENT OF TRANSPORTATION** may grant to owners of  
27 vehicles used to transport merchandise or materials and to contractors a special parking permit  
28 in order to reserve one or more parking spaces, **WHETHER METERED OR UN-METERED**, on  
29 the streets, up to a maximum of five spaces. The fee for a special permit for **CONTRACTORS**  
30 **OR FOR MERCHANDISE/MATERIALS TRANSPORT** parking [on metered streets, per meter,]  
31 per day, including Sundays shall be established by resolution of the City Council. [The fee for a  
32 special permit for parking on unmetered streets, per day for each space reserved, including  
33 Sundays shall be established by resolution of the City Council.] Payment for special permits  
34 shall be made in advance of use. The owners or operators of vehicles used by public service  
35 companies as defined in Article 78, Section 2(O) of the Annotated Code of Maryland are not  
36 required to apply for or to obtain the permit provided for in this section in order to reserve  
37 parking spaces in accordance with this section.

1           **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
2 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.  
3

4  
5           **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
6  
7

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

8  
9  
10                           **EXPLANATION**

11                           CAPITAL LETTERS indicate matter added to existing law.

12                           [brackets] indicate matter stricken from existing law.

13                           Underlining indicates amendments.

## **Policy Report**

### **Ordinance O-11-13**

#### **Parking Permits for Contractors and Transporters of Merchandise and Materials**

The proposed ordinance would remove the distinction between contractor or merchandise/material transporter use of metered or un-metered parking spaces in determining the calculation of fees.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

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**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance No. O-12-13**

**Sponsor: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13		
Transportation	3/11/13		

8  
9 **A ORDINANCE** concerning

10 **Authorizing an Application Fee and Permit Fee for a Tree Removal Permit**

11 **FOR** the purpose of authorizing the Department of Neighborhood and Environmental  
12 Programs to collect an application fee and permit fee for a tree removal permit.

13  
14 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
15 City of Annapolis, 2012 Edition  
16 Section 14.12.095  
17

18 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
19 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

20  
21 **CHAPTER 14.12 – TREES**

22 **14.12.095 - Tree conservation area—Tree removal.**

- 23 A. "Tree conservation areas" are established to be the same areas as the legally defined front,  
24 side or rear yard setbacks of any residential or commercial property as described in the  
25 zoning regulations of the City of Annapolis, which are adjacent to a public right-of-way.
- 26 B. Within a tree conservation area, no tree greater than five inches in diameter as measured at  
27 four and one-half feet above the ground shall be removed except as provided for in this  
28 section. Within a tree conservation area, the property owner may remove trees that are less  
29 than five inches in diameter as measured at four and one-half feet above the ground.
- 30 C. A permit issued by the Director of Neighborhood and Environmental Programs or his or her  
31 designee is required for the removal of any tree greater than five inches in diameter, as  
32 measured at four and one-half feet above the ground, located within the tree conservation  
33 area. [There shall be no fee for the tree removal permit] **THE TREE REMOVAL PERMIT**

**APPLICATION FEE AND PERMIT FEE SHALL BE SET BY RESOLUTION OF THE CITY COUNCIL.** Conditions under which such a permit may be issued include but shall not be limited to the following:

1. The tree is dead, dying or diseased, such that fifty percent or more of the crown area is visibly dead;
2. The tree is damaged or injured to the extent that it is likely to die or become diseased;
3. The removal of the tree will serve the purposes of this chapter or will enhance the health of the remaining trees in the conservation area;
4. The removal of the tree will avoid or alleviate, mitigate, or reduce a substantial hardship or damage to the property or any structure located thereon; or
5. The removal of the tree is consistent with good forestry practices.

D. A permit shall not be required for public utilities to remove trees situated in proximity to overhead or underground facilities or in case of any emergency in which failure to remove a tree is likely to cause imminent damage to public or private property, as used herein, the term "public utilities" means any "public service company" as defined in Article 78, Section 2, of the Annotated Code of Maryland, or its successor statutes; or in case of any emergency in which failure to remove a tree is likely to cause imminent damage to public or private property.

E. In issuing a permit, the Director of Neighborhood and Environmental Programs or his or her designee may, in its discretion, require that replacement tree(s) be planted. The size, location and variety of any replacement tree may be required by the Director of Public Works neighborhood and environmental programs or his or her designee, solely at his or her discretion, to reestablish the visual character and environmental benefits afforded by the trees which were removed. Replacement as follows shall be deemed conclusively to be a reasonable exercise of such discretion:

Removed tree	Replacement Tree(s)
5—10" Diameter breast height (dbh)	1 tree
10.1—20" Diameter breast height (dbh)	2 trees
Greater than 20"	3 trees

If the tree conservation area is insufficient in size to accommodate more than one replacement tree or if it is undesirable to plant appropriate replacement trees (as determined by the Department of Neighborhood and Environmental Programs, in its sole discretion), then the issuance of the permit shall be conditioned upon the approval by the Director of Neighborhood and Environmental Programs of a planting plan, developed by the owner, to plant replacement trees in another location approved by the Department of Neighborhood and Environmental Programs.

F. The tree conservation area shall be the first priority for replacement of removed trees as required under the preceding subsection. Alternate planting sites, in order of preference, are:

1. An area on the property adjacent to any public right-of-way other than the tree conservation area;
2. An area within any adjacent public right-of-way;

- 1        3. Any other public property;
- 2        4. Any property with a conservation designation (e.g.: property reserved as part of the
- 3                subdivision process; property within the critical area; etc.);
- 4        5. Any other appropriate area.

5        If no alternative planting site can be located, a fee equivalent to the in-ground cost of  
6 planting replacement trees shall be paid by the permit applicant to the City, which shall plant an  
7 equivalent number of trees in an appropriate location within one year.

8 G. A property owner shall replace any tree removed without a permit according to the  
9 replacement standard in subsections (E) and (F) of this section. The site, location and  
10 variety of such replacement trees shall be reviewed and approved by the Director of  
11 Neighborhood and Environmental Programs or his or her designee in accordance with the  
12 standards set forth herein.

13 H. Violation of this section shall be a municipal infraction punishable by a fine as established  
14 by resolution of the City Council for each tree greater than five inches in diameter at 4.5 feet  
15 above the ground removed from the tree conservation area without a permit. In addition, the  
16 Director of Neighborhood and Environmental Programs or his or her designee may revoke  
17 any permit issued under this section and/or issue an order stopping further tree removal  
18 whenever the director or designee determines that such action is necessary to accomplish  
19 the purpose of this section. Enforcement of this section shall be the responsibility of the  
20 Department of Neighborhood and Environmental Programs. All fines must be paid in full  
21 before any work can continue.

22 I. Where this section and any other Federal, State or local law regarding tree removal and/or  
23 replacement apply to a given circumstance, the more restrictive law shall control.

24

25                **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
26 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

27

28                **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

29

30

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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36

**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

## **Policy Report**

### **Ordinance O-12-13**

#### **Authorizing an Application Fee and Permit Fee for a Tree Removal Permit**

The proposed ordinance would authorize the Department of Neighborhood and Environmental Programs to collect an application fee and permit fee for a tree removal permit within the Tree Conservation Area as defined in 14.12.095 A.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Ordinance No. O-13-13

4 Sponsor: Mayor Cohen  
5  
6  
7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	3/11/13		

8  
9 **A ORDINANCE** concerning

10 **Authorizing a Fee for a Hearing Before the Board of Port Wardens**

11 **FOR** the purpose of authorizing a fee for a hearing before the Board of Port Wardens.

12 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
13 City of Annapolis, 2012 Edition  
14 Section 15.16.040  
15

16  
17 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
18 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:  
19

20 **Chapter 15.16 - PORT WARDENS**

21 **15.16.010 - Port Wardens—Appointment.**

22 There shall be five wardens of the port. The Port Wardens shall be appointed by the Mayor  
23 and confirmed by a majority vote of the City Council. Each warden shall serve for a term of three  
24 years commencing on September 1st of the year in which the appointment is made, and not  
25 more than two terms shall expire in any one year.  
26

27 **15.16.020 - Port Wardens—Barrier regulation.**

28 The Port Wardens shall regulate the placement, erection and construction of structures and  
29 other barriers within or on the waters of the City, including but not limited to, the issuing of  
30 licenses to create or build wharves or piers and the issuing of permits for mooring piles, floating  
31 wharves, buoys or anchors. The Port Wardens shall regulate the materials and construction and  
32 make certain that the placement, erection, or construction of structures or other barriers in City  
33 waters do not render navigation too close and confined and are undertaken in a manner and of

1 materials as to be sufficiently substantial and lasting. The Port Wardens also shall make certain  
2 that the proposed structure or barrier will not increase materially water pollution or erosion, or  
3 materially impair marine life, wildlife or conservation, or have a material impact upon increasing  
4 boat congestion.

5

6 **15.16.030 - Port Wardens—Development regulation.**

7 A. The Port Wardens shall not approve any application for a license or permit involving  
8 placement, erection, or construction in the waters beyond the harbor lines, either fixed or  
9 provisional, as shown on the harbor line maps, but may approve or disapprove an  
10 application within the developable waterway areas as defined in this title, in accordance  
11 with the criteria set forth in this chapter. The location of the harbor lines in the waterways,  
12 as shown on the harbor line maps, shall be utilized by the Port Wardens to define the  
13 maximum channelward limits of construction.

14 B. The Port Wardens shall approve or disapprove applications for licenses or permits to  
15 construct, enlarge, rebuild or modify any and all marinas, community or private piers,  
16 wharves, mooring piles, floating wharves, buoys, anchors, bulkheads, including any  
17 dredging and modification of the natural shoreline.

18 C. The Port Wardens shall consider the effect of the proposed structure alone and in concert  
19 with present and other proposed uses on marine life, wildlife, conservation, water pollution,  
20 erosion, navigational hazards, the effect of the proposed use on congestion within the  
21 waters, the effect on other riparian property owners and the present and projected needs  
22 for any proposed commercial or industrial use.

23 D. A person neither may build a wharf or pier or carry out any earth or other material for the  
24 purpose of building a wharf or pier, nor place or erect mooring piles, floating wharves or  
25 docks with or without motors, buoys or anchors without approval of the Port Wardens.

26

27 **15.16.040 - Port Wardens hearings, decisions and appeals.**

28 **A. WHENEVER AN APPLICATION IS SUBMITTED TO THE PORT WARDENS, THE PORT**  
29 **WARDENS SHALL HOLD A HEARING ON THE APPLICATION. THE FEE FOR AN**  
30 **APPLICATION FOR A PORT WARDENS HEARING SHALL BE SET BY RESOLUTION**  
31 **OF THE CITY COUNCIL.**

32 **[A.] B. UPON RECEIPT OF A DULY AND PROPERLY FILED APPLICATION** [Whenever an  
33 application is submitted by the Director of Public Works, the Director of Neighborhood and  
34 Environmental Programs or by the Harbormaster to the Port Wardens,] the Port Wardens  
35 shall cause notice of the hearing of the application to be published once in each week for  
36 two consecutive weeks in one newspaper of general circulation published in the City. The  
37 second advertisement shall be published at least seven days prior to the hearing. The first  
38 advertisement shall be published between eight and fourteen days prior to the hearing.

39 **[B.] C.** The notice required by subsection A. of this section shall specify the names and  
40 residency of the applicant, the location of the projected construction and description of the  
41 construction proposed and such other information as the Port Wardens shall direct. The  
42 notice also shall advise that an appeal from a decision of the Port Wardens to the City  
43 Council is on the record of the proceedings made before the Port Wardens and that

1 persons who may desire to appeal a decision of the Port Wardens shall provide for a  
2 verbatim account of the Port Wardens' proceedings to be recorded and transcribed. The  
3 cost of the publication of notice of hearing shall be borne by the applicant.

4 [C.] D. Additionally, a sign indicating that a permit is being sought and stating the date and time  
5 of the meeting of the Port Wardens shall be posted on the property, both at the street and  
6 at the water, by the applicant at least ten days prior to the meeting of the Port Wardens and  
7 shall be removed by the applicant within ten days following the completion of the Port  
8 Warden's consideration of the application.

9 [D. E. The decision of the Port Wardens shall be based upon their judgment of testimony  
10 presented to them at the hearing, shall be in writing and shall contain the findings of fact  
11 upon which the decision is based. All decisions of the Port Wardens shall be filed with the  
12 City Clerk.

13 [E.] F. The Port Wardens shall cause notice of their decision pertaining to an application to be  
14 published within two weeks in one newspaper of general circulation published in the City.  
15 The cost of the publication of the notice of decision also shall be borne by the applicant.

16 [F.] G. A person aggrieved by a decision of the Port Wardens may appeal that decision to the  
17 Circuit Court of Anne Arundel County in accordance with Maryland Rules of Procedure,  
18 Title 7, Chapter 200.

19 **15.16.050 - Appeal.**

20 (Repealed by O-22-04)

21 **15.16.060—15.16.070 - Removed by O-31-02.**

22 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
23 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

24  
25  
26  
27  
28

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

## **Policy Report**

### **Ordinance O-13-13**

#### **Authorizing a Fee for a Hearing Before the Board of Port Wardens**

The proposed ordinance would authorize a fee for a hearing before the Board of Port Wardens.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Ordinance No. O-14-13

4 Sponsor: Mayor Cohen  
5  
6  
7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
Referred to	Referral Date	Meeting Date	Action Taken
3/11/13			6/7/13
Environmental Matters	3/11/13		

8  
9 **A ORDINANCE** concerning

10 **Clarification of the Utility Contractor Inspection Fee**

11 **FOR** the purpose of clarifying the utility contractor inspection fee by deleting Section  
12 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure  
13 objective and detailed inspection of any improvements and facilities, including water and  
14 sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement  
15 within easements or rights-of-way; and authorizing an inspection fee that varies by the  
16 value of the construction to be performed.

17 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
18 City of Annapolis, 2012 Edition  
19 Section 16.04.030  
20 Section 16.04.060  
21

22 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
23 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:  
24

25 **Chapter 16.04 - WATER AND SEWER SERVICE GENERALLY**

26 **16.04.010 - Tapping existing water and sewer mains.**

27 A. A person desiring to tap or connect with or open for the purpose of repair or for any other  
28 purposes a public sewer, water [or gas] main, **OR STORMWATER LINE** which requires the  
29 opening or alteration of a sidewalk, curb, street or alley, may do so upon receiving a permit  
30 from the Director of Public Works or his or her designee. The application shall give the  
31 exact location of the place to be opened or altered, the size of the opening, the number of  
32 days for completion of the work and shall contain a guaranty that the applicant, within the  
33 time specified, will place the sidewalk, curb, street or alley in as good condition as it was  
34 before the opening or alteration.

- 1 B. A permit and inspection fee will be charged prior to granting the permit as established by  
2 resolution of the City Council.
- 3 C. When a cement sidewalk is broken or opened during the work, the whole sidewalk section  
4 shall be replaced.
- 5 D. Both the contractor completing the work and the owner of the premises to be benefitted  
6 jointly are responsible for applying for and obtaining the required permit unless the work is  
7 being initiated by some person other than the property owner, in which case solely the  
8 contractor is responsible.
- 9 E. The permit shall be valid for work commenced within a period of sixty days after issuance,  
10 otherwise it shall be void and of no effect.
- 11 F. A person who violates this section is guilty of a municipal infraction and is subject to a fine  
12 as established by resolution of the City Council.

13

14 **16.04.020 - Tapping machine rental.**

15 The Director of Public Works or his or her designee may lease the City tapping machine to  
16 any responsible person. The rental cost shall be established by resolution of the City Council.

17

18 **[16.04.030 - Inspection of contractor-built lines.]**

19 [Utility contractors shall pay for inspection of water and sewer lines constructed by them  
20 from building lots in public or private rights-of-way as established by resolution of the City  
21 Council.]

22

23 **16.04.040 - Air-conditioning discharge into public way or stormwater drain.**

- 24 A. No person shall install an air-conditioning unit which discharges water into a public way or  
25 stormwater drain.
- 26 B. A person who violates this section is guilty of a municipal infraction and is subject to a fine  
27 as established by resolution of the City Council.
- 28 C. The Director of Neighborhood and Environmental Programs or the director's designee shall  
29 have the power to enforce the provisions of this section through the issuance of a municipal  
30 citation.

31

32 **16.04.050 - Application for service—Extension construction.**

33 A person constructing a residential or commercial structure who desires water or sewerage  
34 service to the property shall apply to the Director of Public Works or his or her designee for the  
35 service. The Director of Public Works shall not approve an application for water or sewerage  
36 service outside the City without the concurrence of the City Council. The applicant shall

1 construct the extension and install the service according to the specifications and under the  
2 direction of the Department of Public Works.

3

4 **16.04.060 – [Development improvement] UTILITY CONTRACTOR inspection fee.**

5 A. [A developer shall pay the City a fee to ensure objective and detailed inspection of any  
6 improvements and facilities that the City eventually will take over for maintenance. The  
7 facilities include water and sewer pipes and appurtenances, storm drainage systems, curbs,  
8 gutters and pavement within easements or rights-of-way to be dedicated. The fee shall be  
9 established by resolution of the City Council. The estimate shall be certified by a registered  
10 professional engineer, and shall be subject to the review and approval of the Director of  
11 Public Works or his or her designee.]

12 **A UTILITY CONTRACTOR WHO SEEKS TO TAP, CONNECT WITH, OR OPEN FOR**  
13 **THE PURPOSE OF REPAIR, OR FOR ANY OTHER PURPOSE, A PUBLIC SEWER,**  
14 **WATER MAIN, OR STORMWATER LINE SHALL PAY THE CITY A FEE FOR AN**  
15 **INSPECTION OF THE WORK PERFORMED. THIS INSPECTION IS REQUIRED**  
16 **REGARDLESS OF WHETHER THE CITY OR A PRIVATE PARTY WILL BEAR**  
17 **RESPONSIBILITY FOR MAINTENANCE OF THE IMPROVEMENTS AND FACILITIES**  
18 **AFTER CONSTRUCTION HAS BEEN COMPLETED. THE FACILITIES AND**  
19 **IMPROVEMENTS SUBJECT TO INSPECTION INCLUDE ALL AFFECTED WATER AND**  
20 **SEWER PIPES AND APPURTENANCES, STORM DRAINAGE SYSTEMS, CURBS,**  
21 **GUTTERS AND PAVEMENT. THE FEE SHALL BE ESTABLISHED BY RESOLUTION**  
22 **OF THE CITY COUNCIL AND SHALL VARY ACCORDING TO THE VALUE OF THE**  
23 **CONSTRUCTION TO BE PERFORMED. THE ESTIMATE OF THE VALUE OF THE**  
24 **CONSTRUCTION SHALL BE CERTIFIED BY A REGISTERED PROFESSIONAL**  
25 **ENGINEER, AND SHALL BE SUBJECT TO THE REVIEW AND APPROVAL OF THE**  
26 **DIRECTOR OF PUBLIC WORKS OR HIS OR HER DESIGNEE.**

27 B. [The inspection fee, payable prior to issuance of a permit to construct the facilities, shall be  
28 used to inspect and monitor the previously mentioned improvements. At the completion of  
29 the work, acceptance by the City will be contingent upon a determination by the director or  
30 his or her designee that all work to be taken over by the City for future maintenance has  
31 been constructed in accordance with City standards and specifications.]

32 **THE INSPECTION FEE, PAYABLE PRIOR TO THE ISSUANCE OF A PERMIT TO**  
33 **CONSTRUCT THE FACILITIES, SHALL BE USED TO INSPECT AND MONITOR THE**  
34 **PROGRESS OF THE CONSTRUCTION OF THE FACILITIES AND IMPROVEMENTS.**  
35 **AT THE COMPLETION OF THE WORK, ACCEPTANCE BY THE CITY OF**  
36 **RESPONSIBILITY FOR MAINTENANCE OF ANY SUCH IMPROVEMENTS OR**  
37 **FACILITIES SHALL BE CONTINGENT UPON A DETERMINATION BY THE DIRECTOR**  
38 **OF PUBLIC WORKS OR HIS OR HER DESIGNEE THAT ALL WORK HAS BEEN**  
39 **PERFORMED IN ACCORDANCE WITH CITY STANDARDS AND SPECIFICATIONS.**

40

41 **16.04.070 - Chlorine or bacteria testing.**

42 All new and repaired water lines shall be disinfected in accordance with current American  
43 Water Works Association (AWWA) standards and tested for bacteria before they are placed in  
44 service. The tests performed to determine residual chlorine and bacteria levels shall be

1 performed by authorized City personnel and associated costs shall be paid by the  
2 installing/repairing contractor. The charge for chlorine or bacteria testing on water lines shall be  
3 as established by resolution of the City Council.

4  
5 **16.04.080 - Ten-Year Water and Sewerage Plan.**

6 The City of Annapolis Public Works Administration shall adopt a Ten-Year Water and  
7 Sewerage Plan required under Title 9, Subtitle 5, of the Environmental Article of the Annotated  
8 Code of Maryland. As required by State law, the plan shall be incorporated into the Master Plan  
9 developed by Anne Arundel County.

10 The purpose of the Ten-Year Water and Sewerage Plan is to provide for the orderly  
11 development, expansion and maintenance of water and sewerage systems in the City of  
12 Annapolis and to accomplish the following objectives:

- 13 1. Be coordinated and consistent with the County Master Plan as required by State law.
- 14 2. Further the health and welfare of citizens residing or working in the City of Annapolis  
15 through the development of adequate water and wastewater systems, including the  
16 following:
  - 17 a. Ensure a dependable and ample supply of water for drinking and other household  
18 uses, irrigation, and recreation, for present and future populations.
  - 19 b. Dispose of wastewater in a manner that will not degrade, and where possible,  
20 improve the surface and groundwater quality of the City of Annapolis.
  - 21 c. Correct sanitary and water supply problems by using the most effective and  
22 economical technologies and methods.
- 23 3. Schedule and set priorities for water and wastewater projects in the Capital  
24 Improvement Program based on an evaluation of facilities usage, the need for  
25 maintenance, upgrade and/or expansion, public health considerations, and planned  
26 growth patterns consistent with the Comprehensive Plan based upon a current  
27 infiltration and inflow and water plant study.

28 Any change in the fees set forth in the subsections below must reflect the actual cost of  
29 providing services as established by an annual review of the actual cost of providing water and  
30 sewer services (operating and capital) and where applicable, a concurrent rate study.

31  
32 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**  
33 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

34  
35 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

36  
37  
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

## **Policy Report**

### **Ordinance O-14-13**

#### **Clarification of the Utility Contractor Inspection Fee**

The proposed ordinance would clarify the utility contractor inspection fee by deleting Section 16.04.030 of the Annapolis City Code and revising Section 16.04.060 in order to ensure objective and detailed inspection of any improvements and facilities, including water and sewer pipes and appurtenances, storm drainage systems, curbs, gutters and pavement within easements or rights-of-way; and authorizing an inspection fee that varies by the value of the construction to be performed.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

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**CITY COUNCIL OF THE  
City of Annapolis**

**Ordinance No. O-15-13**

**Sponsor: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13		

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9

**A ORDINANCE** concerning

10

**Clarifying the Fee-in-Lieu for Trees in Development Areas**

11  
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**FOR** the purpose of clarifying the fee-in-lieu for trees in development areas by addressing the contraction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule.

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**BY** repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition  
Section 17.09.070

17

**SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

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**CHAPTER 17.09 – TREES IN DEVELOPMENT AREAS**

**17.09.070 - Replacement value—Mitigation—Fee in lieu—Exceptions.**

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A. Replacement Trees. It is the intent of this section to ensure that landscaping proposed in association with development will reflect the density and species of those trees necessarily removed for development. Therefore, trees removed for development shall be replaced according to the following requirements:

28

1. The number of trees to be replaced are contained in the following table:

29

**Table 17.09.070**

30

**Tree Replacement Requirements**

Plant Material Size	Number to be replaced for number removed:				
	Outside Critical Areas	Intensely Developed	Limited Development	Resource Conservation	100 foot Buffer

		Areas	Areas	Areas	Critical Area
Scrub shrub - sapling <1" DBH	no replacement	1 for every 20 square feet	1 for every 40 square feet	Area basis for area basis	*
Trees 1 to <4" DBH	no replacement	1 for 1	1 for 1	Area basis for area basis	*
Trees 4 to <12" DBH	1 for 2	2 for 1	1 for 1	Area basis for area basis	*
Trees 12 to <18" DBH	1 for 1	3 for 1	2 for 1	Area basis for area basis	*
Trees 18 to 24" DBH	2 for 1	4 for 1	3 for 1	Area basis for area basis	*
Trees >24" DBH	3 for 1	6 for 1	4 for 1	Area basis for area basis	*
Additional requirements found in Section	17.09.070	17.09.070 (G)(1-2)	17.09.070 (H)(1—5)	17.09.070 (I)(1-2)	17.09.070 (J)(1—8)

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\* Must obtain approved buffer management plan from the Department of Planning and Zoning

2. One or more trees may be transplanted as replacement trees from areas designated to be cleared on a development site; however transplanted trees shall only be used when a professional nursery, landscape contractor, or similar professional qualified to do this work, is employed to transplant the trees. This professional shall meet with City staff prior to moving any trees to ensure that the trees to be moved are healthy and suitable for transplanting.
3. Replacement trees shall be a species native to Maryland and shall be healthy, free of pests or disease and in good condition. Deciduous species shall be a minimum of two inches in caliper measured six inches from the ground. Coniferous trees shall be a minimum of five feet in height. Transplanted trees shall be, at a minimum, of the approximate size as nursery stock and shall be healthy, free of pests or disease and in good condition.
4. Any landscaping requirements imposed under other sections of this code shall include any and all replacement trees.
5. Any waiver or modification to these requirements shall be made in accordance with Section 17.09.130 of this chapter.

B. Mitigation. If the number of trees to be planted, as determined by the tree replacement requirements, exceeds the number of trees which can be accommodated practically on site as determined by the Department of Neighborhood and Environmental Programs, off-site planting may be requested at locations as determined by the developer and/or the Departments of Neighborhood and Environmental Programs and Planning and Zoning, or a fee-in-lieu of off-site planting may be required as provided in subsection C of this section.

- 1 Trees removed for development within the critical area must be replaced within the critical  
2 area.
- 3 C. Fee-in-Lieu. Where, pursuant to subsection A of this section, replacement on site is not  
4 practical and an off-site location cannot be determined and agreed upon by the developer  
5 and the Department of Neighborhood and Environmental Programs, a fee-in-lieu **AS SET**  
6 **BY RESOLUTION OF THE CITY COUNCIL** may be assessed which is adequate to ensure  
7 an equivalent tree replacement as required by subsection A of this section. [In-ground cost  
8 plus twenty percent will be estimated by a commercial nursery, landscape contractor, or  
9 similar professional and provided by the applicant or developer to the Department of  
10 Neighborhood and Environmental Programs for approval.] All funds collected by this  
11 process will be expended exclusively for tree planting and tree maintenance within the City  
12 under the auspices of the urban forestry program and, wherever possible, within reasonable  
13 proximity to the development from which fees are collected for planting. Fees-in-lieu  
14 collected for trees removed within the critical area shall be expended exclusively for tree  
15 planting and tree maintenance within the critical area, and if possible within the same creek  
16 watershed.
- 17 2. All funds collected by this process will be expended exclusively for tree planting and  
18 tree maintenance within the City under the auspices of the urban forestry program and,  
19 wherever possible, within reasonable proximity to the development from which fees are  
20 collected for planting.
- 21 3. Fees-in-lieu collected for trees removed within the critical area shall be expended  
22 exclusively for tree planting and tree maintenance within the critical area, and if  
23 possible within the same creek watershed.
- 24 D. Exceptions. The following trees removed for development are not subject to the  
25 requirements of subsections A, B and C of this section:
- 26 1. Trees removed for the construction of approved roads and the installation or  
27 maintenance of public utilities.
- 28 a. Approved roads include City required public roads and fire lanes, but does not  
29 include any portion of a parking lot.
- 30 b. Public utilities include gas, electric, water and sewer main transmission lines, and  
31 stormwater management structures within required easements.
- 32 2. Trees which have been confirmed by the Department of Neighborhood and  
33 Environmental Programs to be hazardous, dead, dying or diseased;
- 34 3. Trees transplanted from one part of a development site to another.
- 35 E. General Applicability. Except as provided by subsection D of this section, the requirements  
36 of this section apply to all development and construction undertaken pursuant to any  
37 grading permit or pursuant to any building permit for construction which may involve the  
38 disturbance of land but for which a grading permit previously was not required.
- 39 F. Minimum Standards. Afforestation and reforestation as required by the Maryland Forest  
40 Conservation Act, Annotated Code of Maryland, Natural Resources Article, Title 5, Subtitle  
41 16 (or its successors) shall be a minimum standard for the replacement and planting of  
42 trees where Chapter 17.09 of this code applies, regardless of the square footage of the  
43 area disturbed.
- 44 G. The locations of intensely developed areas, limited development areas, resource  
45 conservation areas and the critical area buffer are shown on the approved critical areas

1 map for the City of Annapolis and its amendments. Proposed development shall be  
2 consistent with the approved critical areas plan for the City of Annapolis.

3 H. Additional Standards for Limited Development Areas.

4 1. Under normal circumstances, no more than twenty percent of any forest or woodland  
5 may be removed from forest use, except as permitted in subsection (C)(3) of this  
6 section. The remaining eighty percent shall be maintained through recorded, restrictive  
7 covenants or similar instruments.

8 2. A developer may clear or develop up to thirty percent of any forest or woodland,  
9 provided that the afforested area shall be one and one-half times the total surface  
10 acreage of the disturbed forest or developed woodland. The remaining seventy percent  
11 shall be maintained through recorded, restrictive covenants or other similar  
12 instruments.

13 3. If no forest is established on proposed development sites, these sites shall be planted  
14 to provide a forest or developed woodland cover of at least fifteen percent of the total  
15 surface area of the site.

16 4. Forests which have been cleared before obtaining a grading permit, or that exceed the  
17 maximum area allowed in subsection (C)(3) of this section shall be planted at three  
18 times the areal extent of the cleared forest.

19 5. The developer shall consider the recommendations of the Maryland Forest, Parks and  
20 Wildlife Service when planning development on forested lands.

21 I. Additional Standards for Resource Conservation Areas.

22 1. In addition to the requirements of subsection H of this section, the overall acreage of  
23 forest and woodland within the resource conservation area may not be decreased.

24 2. Any development within a resource conservation area that requires the cutting or  
25 clearing of trees must replace the trees on a not less than an equal area basis, except  
26 where trees are removed according to subparagraphs 4, 6 and 8 of subsection J of this  
27 section.

28 J. Additional Standards for the Critical Area Buffer.

29 1. A one-hundred-foot buffer is established landward from the mean high water line of  
30 tidal waters, tributary streams, and tidal wetlands which is a protected area.

31 2. New development activities, including structures, roads, parking areas and other  
32 impervious surfaces, mining or related facilities, or septic systems, may not be  
33 permitted in the buffer, except for those necessarily associated with water-dependent  
34 facilities.

35 3. The buffer shall be maintained in natural vegetation, but may include planted  
36 vegetation as approved by the Department of Neighborhood and Environmental  
37 Programs where necessary to protect, stabilize or enhance the shoreline.

38 4. Cutting of trees or removal of natural vegetation may be permitted where necessary to  
39 provide access to private piers, or to install and construct a shore erosion protection  
40 device or measure, or a water-dependent facility, provided the device, measure or  
41 facility has received all necessary City, State, and Federal permits.

42 5. With the concurrence of the Department of Neighborhood and Environmental  
43 Programs, individual trees may be cut for personal use providing that this cutting does

- 1 not impair the water quality or existing habitat value or other functions of the buffer, and
- 2 provided that the trees are replaced on an equal area basis for each tree cut.
- 3 6. With the concurrence of the Department of Neighborhood and Environmental
- 4 Programs, individual trees may be removed which are in danger of falling and causing
- 5 damage to dwellings or other structures, or which are in danger of falling and therefore
- 6 causing the blockage of streams, or resulting in accelerated shore erosion.
- 7 7. Horticultural practices shall be used to maintain the health of individual trees.
- 8 8. Other cutting techniques may be permitted within the one-hundred-foot buffer and
- 9 under the advice and guidance of the Department of Neighborhood and Environmental
- 10 Programs, if necessary to preserve the forest from extensive pest or disease
- 11 infestation or threat from fire.
- 12 K. Forest Preservation Plan. The forest preservation plan as described within the approved
- 13 critical areas program for the City of Annapolis shall be consistent with the provisions of this
- 14 chapter.
- 15 L. Forest Undeveloped Wood Land. Where forests or developed woodland occur within the
- 16 City of Annapolis, local policies and programs for tree cultural operations in the critical area
- 17 shall be consistent with the critical area program of the City of Annapolis.
- 18 M. Applicability. The requirements of this section are in addition to, and not in lieu of, any and
- 19 all requisites of this chapter.
- 20 N. Restrictions. The requirements of this section do not restrict the removal of hazardous,
- 21 dead, dying or diseased trees, although replacement may be required as determined by the
- 22 Department of Neighborhood and Environmental Programs, nor are accepted horticultural
- 23 practices restricted.
- 24 O. Variance Procedures. Variance procedures shall be in accordance with the approved
- 25 critical areas plan of the City of Annapolis.
- 26 P. Minimum Standards. The provisions of the Maryland Forest Conservation Act, Annotated
- 27 Code of Maryland, Natural Resources Article, Title 5, Subtitle 16, (or its successors) do not
- 28 apply to the critical area, except that afforestation and reforestation as required by the Act
- 29 shall be a minimum standard for the replacement and planting of trees.

30

31 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**

32 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

33

34 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

35

ATTEST: THE ANNAPOLIS CITY COUNCIL

BY \_\_\_\_\_

Regina C. Watkins-Eldridge, MMC, City Clerk Joshua J. Cohen, Mayor

36

37 **EXPLANATION**

38 CAPITAL LETTERS indicate matter added to existing law.

39 [brackets] indicate matter stricken from existing law.

40 Underlining indicates amendments.

## **Policy Report**

### **Ordinance O-15-13**

#### **Clarifying the Fee-in-Lieu for Trees in Development Areas**

The proposed ordinance would clarify the fee-in-lieu for trees in development areas by addressing the contraction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule. The current fee in the fee schedule is \$1,000 while the Code specifies in-ground cost plus twenty percent; proposed ordinance O-15-13 would remove the latter from the Code.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Ordinance No. O-16-13

4 Sponsor: Mayor Cohen  
5  
6  
7

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13		
Finance	3/11/13		

8  
9 **A ORDINANCE** concerning

10 **Authorizing Local Businesses to be Eligible for a Capital Facilities Payment Plan**

11 **FOR** the purpose of authorizing local businesses to be eligible for a capital facilities payment  
12 plan.

13  
14 **BY** repealing and re-enacting with amendments the following portions of the Code of the  
15 City of Annapolis, 2012 Edition  
16 Section 17.28.090

17  
18 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**  
19 **COUNCIL** that the Code of the City of Annapolis shall be amended to read as follows:

20  
21 **CHAPTER 17.28 – PLUMBING CODE**

22 **17.28.090 - Permit—Fees—Schedule.**

23 The charges for issuance of permits are the sum of a connection charge, a capital facility  
24 charge, a capital facility assessment charge and an installation charge. The charges shall be  
25 recommended to the City Council by the Director of Public Works and collected by the Director  
26 of Neighborhood and Environmental Programs. The schedule of fees shall be established by  
27 resolution of the City Council.

- 28 A. Connection Charges. Connection charges for a one inch or less water service and four-  
29 inch sewer service shall be based on the City's cost of constructing the water and  
30 sewer service lines between the property line and main pipeline, including the cost of  
31 the water meter. There will be no connection charges for water services constructed by  
32 the applicant (all services greater than one inch and, when approved by the Director of  
33 Public Works, one inch or less) and for sewer services constructed by the applicant (all  
34 service greater than four inches and, when approved by the Director of Public Works,

1 four inches), but all costs associated with the construction of the connection between  
2 the property line and main pipeline, including the cost of the water meter, shall be the  
3 responsibility of the applicant.

4 B. Capital Facility Charges. Capital facility charges shall be based on equivalent dwelling  
5 units (EDU). An EDU is two hundred fifty gallons per day. No less than one EDU shall  
6 be charged.

7 1. An individual residential dwelling unit is one EDU.

8 2. All other uses will be charged based on the number of EDUs. Determination of the  
9 number of EDUs is as follows:

10 (a) By Director of Public Works. Whenever a charge is set based on EDUs, the  
11 property owner shall provide all information required by the Director of Public  
12 Works (Director) and the Director shall reasonably determine, based on that  
13 information and any other information that the Director deems appropriate, the  
14 number of EDUs for a property based on peak daily usage. If the Director  
15 determines within a three-year period after the initial determination that the  
16 property owner provided materially inaccurate information, the Director shall  
17 re-determine the number of EDUs and the property owner shall be liable for  
18 the difference in any charge that is set based on EDUs.

19 (b) By agreement.

20 (1) In this section, "peaked average daily usage" means a number of gallons  
21 of water that is the product of the average daily water usage by a property  
22 owner during the highest actual usage billing cycle within a defined period  
23 times the peaking factor of 1.4.

24 (2) If the Director finds that new technology or other unique circumstances  
25 may significantly affect the determined peak daily usage, the Director may  
26 enter into an agreement with the property owner to recalculate the  
27 number of EDUs based on peaked average daily usage over a period of  
28 time determined by the Director. The agreement shall provide for refund  
29 of charges by the City if peaked average daily usage is less than eighty  
30 percent of determined peak daily usage and for payment of additional  
31 charges by the property owner if peaked average daily usage is more  
32 than one hundred twenty percent of determined peak daily usage based  
33 on the recalculation. The agreement shall include terms and conditions as  
34 determined by the Director to protect the City's interest in receiving  
35 payment of all additional charges and to bind as necessary the property  
36 owner and any successor in interest. If there is a change in use of the  
37 property during the time when the recalculation is being made, the  
38 agreement shall be null and void.

39 3. Industrial wastes of unusual strength or character may be assessed additional  
40 EDUs as determined by the Director of Neighborhood and Environmental  
41 Programs or his or her designee may require pretreatment to remove heavy  
42 metals or other deleterious materials prior to discharge of the waste to the City  
43 sewer system.

44 4. Combined commercial, industrial and institutional facilities' EDUs shall be  
45 determined by summing the EDUs for the individual functional areas.

- 1           5. A person who purchases a home in the urban renewal project area and who  
2           previously resided in the home either as an owner or renter continuously for six  
3           months immediately prior to the acquisition of the home by the urban renewal  
4           authority, is exempt from the payment of the capital facilities charge.
- 5           6. Capital facilities and capital facilities assessment charges shall be used exclusively  
6           to pay for either or both the capital improvements and retirement of bonds on the  
7           sewer systems and water systems or facilities and not to supplement user rates.
- 8           7. When the use and occupancy of a structure is changed, the Director of  
9           Neighborhood and Environmental Programs or his or her designee shall determine  
10          if the water consumption or sewage discharge has changed materially from the  
11          previous use. Any significant increase in usage or discharge may require  
12          assessment of capital facilities charges as outlined in this subsection.
- 13         C. Capital Facility Assessment Charge. A capital facility assessment charge will continue  
14         to be applied after December 19, 2011 for accounts with remaining capital facility  
15         assessment charge balances. For active permits prior to December 19, 2011, the  
16         current structure for capital facility assessment charges will continue to be in effect.
- 17         D. Installation Charges.
  - 18           1. Reinspection Fee. A fee as established by resolution of the City Council must be  
19           paid before another inspection is made, if, for the original inspection, one or more  
20           of the following occurred:
    - 21               a. Requesting party called for inspection, but work was not ready;
    - 22               b. Requesting party was not on site;
    - 23               c. Building was locked;
    - 24               d. Safety features not on site;
    - 25               e. Approved drawings not on site;
    - 26               f. Permit card not posted and visible from fronting street.
- 27         E. State Road Opening or Tunneling. For any connection in which a state road must be  
28         opened or tunneled, the charges set out in this section for public sewer and water  
29         supply connections shall be increased by the additional cost of the work as estimated  
30         and approved by the Director of Neighborhood and Environmental Programs or his or  
31         her designee.
- 32         F. Master Plumber and Gasfitter. Master plumbers who currently are registered in the City  
33         and who also are registered master gasfitters in the City shall be charged as  
34         established by resolution of the City Council for the additional gas connection for gas  
35         hot water heaters; otherwise, the gas connection for gas hot water heaters must be  
36         made by a registered master gasfitter at the regular rates.
- 37         G. Sizes Not Shown. Charges for any sizes not shown in this section shall be determined  
38         by the Director of Neighborhood and Environmental Programs or his or her designee.
- 39         H. The City Council may designate by resolution certain areas in the City of Annapolis to  
40         be revitalization areas. In adopting such a resolution, the City Council shall take into  
41         consideration the following factors as they apply to the area:
  - 42           1. The availability, cost, and condition of business facilities;
  - 43           2. The age and number of substandard structures;



## **Policy Report**

### **Ordinance O-16-13**

#### **Authorizing Local Businesses to be Eligible for a Capital Facilities Payment Plan**

The proposed ordinance would authorize qualifying local businesses to be eligible for a capital facilities payment plan based on regulations promulgated by the Small Minority Business Enterprise Coordinator.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at 410.263.1184 or [JCCowles@annapolis.gov](mailto:JCCowles@annapolis.gov).

1 CITY COUNCIL OF THE  
2 City of Annapolis

3 Resolution No. R-16-13

4 Introduced by: Mayor Cohen  
5  
6  
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LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13		
Finance	3/11/13		

8  
9 **A RESOLUTION** concerning

10 **Extension of Deadline for Submission of Proposed Union Agreements**

11  
12 **FOR** the purpose of postponing until after Monday, March 11, 2013, the submission to the  
13 Mayor of proposed memoranda of understanding between employee organizations and  
14 the City.

15  
16 **WHEREAS,** Section 3.32.060D of the Annapolis City Code directs submission of proposed  
17 memoranda of understanding of collective bargaining agreements to the Mayor  
18 by the first Monday in February (February 4, 2013) prior to the beginning of a  
19 fiscal year; and

20  
21 **WHEREAS,** continued good-faith negotiations render conformity to this directive improbable;  
22 and

23  
24 **WHEREAS,** the Maryland Court of Appeals has held that directive language enacted by a  
25 legislature may be read as permissive when binding upon the same body.

26  
27 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the City  
28 Council waives the directive of Section 3.32.060D of the City Code and postpones the  
29 submission to the Mayor of any proposed union memoranda of understanding until after  
30 Monday, March 11, 2013.

31  
32 **ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2013.  
33

ATTEST:

THE ANNAPOLIS CITY COUNCIL

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

BY

\_\_\_\_\_  
Joshua J. Cohen, Mayor

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**EXPLANATION**

CAPITAL LETTERS indicate matter added to existing law.  
[brackets] indicate matter stricken from existing law.  
Underlining indicates amendments.

## **Policy Report**

### **R-16-13**

#### **Extension of Deadline for Submission of Proposed Union Agreements**

The proposed resolution would postpone until after Monday, March 11, 2013 the submission to the Mayor of proposed memoranda of understanding between employee organizations and the City.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at JCCowles@annapolis.gov or 410.263.1184.

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**CITY COUNCIL OF THE  
City of Annapolis**

**Resolution No. R-17-13**

**Introduced by: Mayor Cohen**

LEGISLATIVE HISTORY			
<i>Legislative referrals are subject to City Council action at the time of introduction and are reflected in the City Council's adopted minutes</i>			
First Reading	Public Hearing	Fiscal Impact Note	90 Day Rule
3/11/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

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**A RESOLUTION** concerning

**A Revision to the Capital Improvement Budget and Program  
(Parking Meter Upgrade): FY 2013 to FY 2018**

**FOR** the purposes of revising the capital improvement budget for the Fiscal Year 2013 and the capital improvement program (parking meter upgrade) for the six-year period from July 1, 2012, to June 30, 2018.

**WHEREAS,** Section 6.16.030 of the Code of the City of Annapolis requires the Annapolis City Council to approve the capital improvement program and budget for each fiscal year on a six-year basis; and

**WHEREAS,** on April 30, 2012, the Annapolis City Council held a public hearing on capital improvement budget and program for the Fiscal Year 2013 to Fiscal Year 2018; and

**WHEREAS,** the capital improvement budget for the Fiscal Year 2013 and the capital improvement program for the six-year period from July 1, 2012 to June 30, 2018 was prepared and proposed by the Mayor and submitted to the Annapolis City Council for its consideration and approval; and

**WHEREAS,** on June 4, 2012, the Annapolis City Council considered and approved the capital improvement budget for the Fiscal Year 2013 and the capital improvement program for the six-year period from July 1, 2012, to June 30, 2018; and

**WHEREAS,** on \_\_\_\_\_ the Annapolis City Council shall hold a public hearing on a proposed revision to the capital improvement for the City of Annapolis for the

1 Fiscal Year 2013 and the capital improvement program (parking meter upgrade)  
2 for the six-year period from July 1, 2012 to June 30, 2018 budget, which is  
3 attached to this resolution.  
4

5 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that pursuant  
6 to the provisions of Section 6.16.030 of the Code of the City of Annapolis, it hereby adopts the  
7 revision to the capital improvement budget for the Fiscal Year 2013, and the Capital  
8 Improvement Program for the City of Annapolis for the six year period from July 1, 2012, to June  
9 30, 2018, a copy of which is attached to this Resolution and is made part hereof.

10  
11  
12  
13 **ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
14  
15

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC, City Clerk

\_\_\_\_\_  
Joshua J. Cohen, Mayor

16  
17  
18 **EXPLANATION**

19 CAPITAL LETTERS indicate matter added to existing law.

20 [brackets] indicate matter stricken from existing law.

21 Underlining indicates amendments.  
22

PROPOSED CIP AMENDMENT (March 2013)

Capital Improvement Program

Project Detail

FY2013-FY2018

<b>Project Title</b> Parking Meter Upgrade	<b>Project Number:</b>	<b>Initiating Department</b> Transportation	
<b>Asset Category</b>	<b>Asset Number</b>	<b>Priority Score</b> Project not scored	
<p><b>Project Description</b> The City currently has three hundred eighty four (384) individual meters throughout the City's historic district with five (5) pay &amp; display multi-space meters covering an additional one hundred fifty (150) spaces. The need for new meter technology is critical to keep pace with the industry as well as securing continued revenue funds and providing enhanced payment opportunities for the community.</p> <p>The meters and systems must be capable of interfacing with credit card, debit card, cash and future Smart Card technology in order to be considered. The use of space sensors to interface with the meter technology is a component to aid enforcement activities.</p> <p>The proposed system must promote the overall efficiency, reliability, performance, and success of the City's on-street parking management program.</p>			
<b>Regulatory or Legal Mandates</b>			<b>Operational Necessity</b>
<b>Prior Funding</b>		<b>Non-City sources of funding</b>	
<b>FY13 Budget commitment allows project stage:</b> Installation		<b>Project Years</b>	<b>Total Project Budget</b>

Appropriation Schedule	FY13 Budget	5-Year Capital Plan					Total FY13 - FY18
	Proposed Revision	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	
Land Acquisition							
Design Costs							
Construction Costs							
Construction Project Mgmt							
IT Costs							
Furniture/Fixtures/Equipment	216,000						216,000
Legal Fees							
Contingencies							
<b>Total</b>	<b>216,000</b>						<b>216,000</b>
<b>Funding Schedule</b>							
Bond funds							
Operating funds – Parking Fund	216,000						216,000
Other							
<b>Total</b>	<b>216,000</b>						<b>216,000</b>

## **Policy Report**

**R-17-13**

### **A Revision to the Capital Improvement Budget and Program (Parking Meter Upgrade): FY 2013 to FY 2018**

The proposed resolution would revise the capital improvement budget for the Fiscal Year 2013 and the capital improvement program (parking meter upgrade) for the six-year period from July 1, 2012, to June 30, 2018. The installation of the parking meters allows more efficient capture of parking revenue.

Prepared by Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at JCCowles@annapolis.gov or 410.263.1184.