

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

April 8, 2013 7:00 p.m.

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

Mayor Cohen
Alderwoman Hoyle
Mayor Cohen
City Clerk Watkins-Eldridge

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen

PETITIONS, REPORTS AND COMMUNICATIONS

Approval of Journal Proceedings

Regular Meeting March 11, 2013
Special Meeting March 18, 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.

PUBLIC HEARINGS

Note: The public hearing on O-8-13 (including the constant yield tax rate), O-9-13, O-11-13, O-12-13, O-13-13, O-14-13, O-15-13, R-12-13, R-13-13, R-14-13, and R-15-13 will be held jointly.

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.

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	4/8/13	3/15/13	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.

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	4/8/13	3/15/13	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		

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.

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	4/8/13	Available 4/8/13	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.

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	4/8/13	3/26/13	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.

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	4/8/13	3/27/13	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.

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	4/8/13	3/15/13	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.

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	4/8/13	3/26/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	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.

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	4/8/13	3/15/13	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.

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	4/8/13	4/2/13	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.

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	4/8/13	4/2/13	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.

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	4/8/13	4/2/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	3/11/13		
Finance	3/11/13		

O-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.

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	4/8/13	3/27/13	6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/11/13		
Finance	3/11/13		

O-17-13 Issuance of Bonds – For the purpose of authorizing and empowering the City of Annapolis (the “City”) to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Fifteen Million Three Hundred Seventy Thousand Dollars (\$15,370,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Bonds, 2013 Series” and said bonds to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; authorizing and empowering the City to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Five Million One Hundred Thousand Dollars (5,100,000) pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, Section 24 of Article 31 of the Annotated Code of Maryland (2010 Replacement Volume and 2012 Supplement), and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Refunding Bonds, 2013 Series”, for the public purpose of refunding all or a portion of certain outstanding general obligation bonds as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds

of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.

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
3/18/13	4/8/13	Available 4/8/13	6/14/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/18/13		
Finance	3/18/13		
Financial Advisory Commission	3/18/13	4/1/13	Comments/amd.

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.

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	4/8/13	2/25/13	5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	2/11/13		
Transportation	2/11/13		
Planning Commission	N/A	1/3/13	Favorable
Transportation Board	2/11/13		

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.

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	4/8/13	4/2/13	6/7/13

Referred to	Referral Date	Meeting Date	Action Taken
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

R-21-13 Recommendations of the Council Compensation Commission – For the purpose of providing for consideration, and the City Charter's required public hearing, of the recommendations of the Council Compensation Commission.

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
3/18/13	4/8/13	Available 4/8/13	6/14/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	3/18/13		

LEGISLATIVE ACTION

RESOLUTION – 1ST READER

R-10-13 A Protocol for Ensuring the Implementation of the Forest Conservation Act – For the purpose of enacting a protocol to ensure the implementation of the Forest Conservation Act.

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
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	4/8/13		
Environmental Matters	4/8/13		

O-4-13 Establishing Chapter 14.18 of the City Code on Special Events – For the purpose of establishing Chapter 14.18 of the City Code regarding the process for authorizing special events within the City of Annapolis; requiring a permit and permit fee for special events; providing parameters for approving a special event permit; authorizing exemptions for a special event permit and permit fee; establishing conditions for special events at City Dock; and for all other purposes related to special events.

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
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/8/13		
Economic Matters	4/8/13		

BUSINESS AND MISCELLANEOUS

1. Community Development Block Grant – FY 2014

UPCOMING CITY COUNCIL EVENTS

Work Session: Thursday, April 18, 2013, 1:30 – 4:30 p.m. City Council Chambers

Special Meeting: Monday, April 22, 2013, 7:00 p.m. City Council Chambers

Jessica Cowles
Legislative and Policy Analyst
City of Annapolis Office of Law
E) JCCowles@annapolis.gov
P) 410-263-1184
F) 410-268-3916

April 3, 2013

TO: The Capital Legal Notices: legalad@capgaz.com
FROM: Jessica Cowles, Legislative and Policy Analyst
RE: Notice of Public Hearing
PUBLISH: Please publish on: **Sunday, April 7, 2013 and Monday, April 8, 2013**

Please send bill and certificate of publication to the City of Annapolis Office of Law, 93 Main Street, 3rd Floor, Annapolis, MD 21401.

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARING

Notice is hereby given that the Annapolis City Council will hold a public hearing on Monday, April 8, 2013 at 7:00 p.m., in City Council Chambers, 160 Duke of Gloucester Street, Annapolis, for a public hearing on:

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

- 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.
- 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.
- R-14-13 FY 2014 Fines Schedule Effective July 1, 2013** – For the purpose of specifying fines that will be charged for FY 2014.
- 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.
- 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.
- O-17-13 Issuance of Bonds** – For the purpose of authorizing and empowering the City of Annapolis (the “City”) to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Fifteen Million Three Hundred Seventy Thousand Dollars (\$15,370,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Bonds, 2013 Series” and said bonds to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; authorizing and empowering the City to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Five Million One Hundred Thousand Dollars (5,100,000) pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, Section 24 of Article 31 of the Annotated Code of Maryland (2010 Replacement Volume and 2012 Supplement), and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Refunding Bonds, 2013 Series”, for the public purpose of refunding all or a portion of certain outstanding general obligation bonds as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.
- 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.
- 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.
- R-21-13 Recommendations of the Council Compensation Commission** – For the purpose of providing for consideration, and the City Charter’s required public hearing, of the recommendations of the Council Compensation Commission.

The above legislation on the City Council agenda for public hearing can be viewed on the City’s website at: <http://www.annapolis.gov/Government/Departments/LawOffice/PendingLegis.aspx>

draft

REGULAR MEETING

March 11, 2013

The Regular Meeting of the Annapolis City Council was held on March 11, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:10 p.m.

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

Staff Present: City Manager Mallinoff, City Attorney Hardwick, Finance Director Miller

The order of the agenda was amended to allow for City Council Citations, Martha Wood Leadership Award.

CITY COUNCIL CITATIONS

Martha Wood Leadership Award

Mayor Cohen invited Alderwoman Finlayson to present to Danelle Washington the City Council Citation in recognition of being honored by the Housing Authority of the City of Annapolis as the thirty-third recipient of the prestigious Martha Wood Leadership Award.

The order of the agenda was resumed.

Approval of Agenda

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

Mayor Cohen delivered his 4th State of the City Address

Tonight is the fourth time I will present to you a proposed budget for the upcoming fiscal year. And before I do, I have the responsibility and privilege of reporting on our State of our City. And I am proud to be able to report that the State of our City is strong. While we still have more ground to cover, getting to this point has been a story of hard work, teamwork, and dedication. You – the City Council, our professional staff, our citizen boards and commissions, the residents and businesspersons whom we serve, and our government partners in Anne Arundel County, the State of Maryland and in Washington, D.C. – together we have made this City strong.

When we reflect back upon the last three times I presented this address to you, it is truly remarkable how rough the waters have been that we have navigated, and how divided we as a community – and the nine of us on the council – have been about how to proceed.

That first State of the City in March of 2010, we were faced with closing a \$23 million budget deficit from the prior fiscal year. I did not want our first course of action to be asking the taxpayers for more funds. So the budget that year made an abrupt course change, cutting expenses and services. Not only did we cut City spending for the first time in 20 years, we cut our budget by a larger percentage than any of Maryland's 157 municipalities, most of whom were facing similarly challenging budgets.

During the State of the City that night, our Council Chambers were packed to overflowing with taxpayers and citizens worried about the state of the City's finances, and with dedicated City employees who had just lost 33 of their co-workers to layoffs three days before. A friend of mine who was in the audience that night observed how the grassroots democratic process that was on display in our City Hall was truly a microcosm of the broader national political debate that, unfortunately, is still stymieing our Congress today.

The two subsequent State of the City Addresses also focused on serious issues. We realigned our taxes and fees to reflect the accurate costs of service, we responded to a dramatic drop in the City's assessable base, and we modernized and streamlined our solid waste program, leading to the largest privatization of City services in memory.

Through these past three years we have worked remarkably well together towards a shared goal, namely to restore fiscal stability to our City government. While we may disagree on the proper role of our government and the services it should offer, we all agree on the need for our government to pay its bills and live within its means.

Fund balances

Getting us back to that point of solvency has required more than balancing the budget; it has required that we rebuild our fund balances, or our piggy bank, so that we have enough cash on hand to absorb the disjointed timing between the receipt of our revenues and the disbursement of our expenses.

In just three short years, we are nearing the point where we will no longer need to rely on short-term loans for our cash flow. In 2011 we had to borrow \$25 million for cash flow purposes. Last year, because we had cut our expenses and had already begun to significantly rebuild our fund balances, we reduced our need for short term borrowing to \$10 million. This year, if we need to draw down a line of credit at all, it will only be in the \$2 to \$3 million range this fall.

In many respects, it is an acceptable practice for both private-sector and public sector corporations to take out lines of credit. But given where the City was, our short-term borrowing has become symbolic – an indicator for the public of whether we are serious about getting our house in order. And today, as I stand here, I can report to you that the City of Annapolis has fully repaid all of our lines of credit and tax anticipation notes, and we have no short-term debt outstanding.

Bond rating

Perhaps the best objective measure of the City's financial health is our bond rating. And the rating agencies recognize and value the approach we have been taking. As you know, two years ago Moody's Investors Service downgraded our bond rating and assigned the City a Negative Outlook. Last year, in recognition of the prudent fiscal steps we have been taking, Moody's took us off their watch list and restored our Stable Outlook. Moody's wrote:

"The stable outlook reflects the city's proactive measures and expected future commitment to raising revenues and reducing expenditures to improve the city's reserve and liquidity position going forward."

We are now once again enjoying a Stable outlook from all three major rating agencies.

I want to take a moment to acknowledge the work of City Manager Mike Mallinoff and Finance Director Bruce Miller. Not only have they guided us well in our policy decisions, they have also overhauled the City's internal processes and controls, brought transparency to our finances, and played a critical role in getting our fiscal house in order.

Our finances have been our overriding priority for these past three years, but they have not been our only priority.

Economic Development

Economic development continues to be a key focus and, as with our finances, we have made great strides.

- Two months ago, we cut the ribbon on the City's first-ever Central Permitting counter. This new one-stop shop at 145 Gorman Street brings together all of the departments and agencies that touch a project from the time the application is submitted to when the permit is issued. All permitting, zoning, inspections and code enforcement – even the Fire Marshall – are now under one roof, and accessible at one new phone number: 410-260-2200.

- Last year the City Council streamlined the approval process for everything from major subdivisions to side porch additions, by eliminating a time-consuming, costly and duplicative public hearing.
- The Historic Preservation Commission in turn revised its rules so that now 30 percent of its applications are approved administratively without a hearing.
- And the Annapolis Economic Development Corporation, which this Council established unanimously, continues to prove its worth. Last year the AEDC helped 16 local businesses stay afloat or expand, and has helped recruit more than 60 new companies to Annapolis in the past two years. Currently it is working with more than 110 businesses to locate, stay or grow in Annapolis.

The AEDC partners with organizations such as Project Opportunity to provide business training to our veterans. The AEDC's own Entrepreneurs and Inventors Program has assisted 35 startups and led to three businesses securing direct private funding. And its efforts have brought Annapolis statewide recognition: next month the Maryland Economic Development Association is honoring the creation of the AEDC with its "Project of the year" award.

I would like to ask Board Chair Reza Jafari, President and CEO Lara Fritts, and the other members of the EDC's Board and staff to please stand.

Despite the recession, business and development in our city remain active. Last year alone, Maria Broadbent and her team at DNEP:

- Issued 3,913 Permits
- Conducted 3,816 Property Maintenance Inspections– these are on rental units in the City
- Conducted 10,653 Building and Trade Permit Inspections
- Collected almost \$2 Million (\$ 1,919,227.26) in Permit fees
- And processed permits for a total construction value of more than \$86 Million (\$86,175,620.63)

And I am pleased to report that Annapolis, as always, remains a desirable place in which to live and work and our efforts are making a difference. Despite some recent closures, all but two stores on Main Street are now leased. Last year more than 100 new businesses opened, including 30 new retail, 13 new food service establishments, 47 new offices, and 3 business expansions. New construction throughout the City is picking up again, and both office and retail vacancy rates are at their lowest levels since 2007.

Forest Conservation Act

Hand in hand with development is our responsibility to protect the environment. Last year, I changed the development review process to require that we first accurately identify all of the environmental features on a property before reviewing the proposed site plan. As you know, last year the City Council

appointed a Forest Conservation Act Working Group to review and recommend further improvements to policies and procedures, as well as substantive criteria, for the City's implementation of the FCA. Alderwoman Sheila Finlayson and Alderman Ian Pfeiffer are serving on this working group, and as they know, this discussion is ongoing.

Planning and Zoning

Our top long-range planning priority remains City Dock, the centerpiece of our town. Relying on significant public input, our Planning and Zoning Department has been working diligently to develop a plan to revitalize our crown jewel, enhance its economic vitality, and ensure that it remains a vibrant community gathering place for years to come. I would also like to personally thank the City Dock Advisory Committee Chaired by former Mayor Kurt Schmoke, and commend Planning Director Jon Arason, Assistant City Manager Virginia Burke, and Chief of Comprehensive Planning Sally Nash for their caring and tireless work on this.

Infrastructure

We cannot have robust economic growth without a solid foundation. By repositioning ourselves financially, we have been able to focus on the nuts and bolts.

- The City successfully negotiated the contract to design and build our new Water Treatment Plant. This project will be the largest public construction project in our City's history, and I commend Public Works Director David Jarrell and the water treatment plant team for a procurement process that will realize roughly 30 percent savings.
- Last fall we launched Annapolis' Clean and Green City Initiative, deploying a small army of workers to bring our town's physical environment up to the condition it deserves. In just the first few months, our city workers re-set more than 3,000 bricks, repainted almost three miles of curb, repainted more than 100 lampposts and signposts, and weeded the sidewalks on all 29 streets downtown.
- By restructuring and privatizing our solid waste operation, we realized immediate savings for our rate payers, and those savings will grow in the upcoming year.
- We are also answering the call to be reduce our footprint on the earth. By restructuring solid waste, we have increased our recycling levels to an average of 287 tons per month, a 20 percent increase in just one year's time.
- Not only are we recycling more in our homes, several businesses are participating in our commercial recycling pilot program. And we have certified 19 environmental stewards in our business community for their environmentally sustainable practices.

Internals

Internally, we are continuing to make our government more effective, efficient and transparent, and hold ourselves accountable for our performance.

- We recently launched our online Report It system, a transparent and effective tool to process and respond to a variety of issues, from potholes to streetlights out to abandoned vehicles and more. Report It not only provides a convenient, one-stop location for citizens to report problems, it also enhances our internal accountability to ensure that complaints are responded to promptly and effectively.
- Under the direction of City Manager Michael Mallinoff, and working with the University of Maryland's Institute for Governmental Service and Research, collaboratively created a strategic plan, to better position us and lend clarity to meet the evolving needs of our community.
- Also under Mr. Mallinoff's direction, we are now a participating jurisdiction in ICMA's (the Internal City/County Management Association) Citizen Survey. This survey, based on interviews with 1,000 Annapolis citizens, offers a thorough snapshot for how well we are doing and where we need to improve. And, by benchmarking our performance against 500 other jurisdictions across the country, we will be better able to hold ourselves accountable for the job we are doing.

Public Safety

- We expanded our focus for the former Office of Emergency Management (OEM) and renamed it Emergency Preparedness and Risk Management - while undergoing a name change, the staff remains steadfast in their commitment to serve Annapolis residents during times of crisis:
 1. This is why City of Annapolis and Anne Arundel County are among seven leading communities from across the United States selected to be part of the National Community Resilience Project's Pilot Program - making us more prepared and resilient in the face of disaster.
 2. And speaking of resiliency –Hurricane Sandy's effects were sweeping across Annapolis from October 25th through October 31 and the Office, heading up by Deputy Chief Kevin Simmons, responded to the critical request/needs of the community.
 3. I would also like to mention our Call Center Team, made up of volunteer staff from various departments throughout the city – overseen by Gail Smith – who unselfishly and professionally came during Sandy and responded to nearly 100 calls for assistance. These people became the voice in the dark for many with out power and a means of information to many that did not have power. If any of you are in the audience, will you please stand.

The Insurance Services Office, or ISO, classifies fire departments from 10 to 1, with 1 representing the best level of service. There are no Class 1 departments in Maryland. Last year there were only three Class 2 departments, but now there are

four. For the first time in our history, Annapolis has been elevated to a Class 2 Fire Department. The public whom we serve should have every confidence in our Fire Department's ability to respond, protect, and assist them.

Our sense of security and public safety is also reflected in our crime rates which remain at their lowest levels since the 1970s. While overall crimes increased less than 1 percent in 2012, violent crimes have dropped some 60 percent in the past six years. Last year robberies dropped 24 percent, and reported rapes dropped in half.

The stability and reliability of our entire public safety team is exemplary. I ask the members present to please stand and be recognized.

Transportation

To fix our broken transportation system, we brought in a new transportation director and replaced our parking management company. We redesigned our bus routes to use a more efficient arterial system. We focused on maintenance, cleanliness and customer service. We created the City's first bicycle master plan. We launched our free Circulator Trolley. And just last month the City Council voted to merge the Transportation Board with the Parking Advisory Committee, recognizing the interrelated nature of the two.

Annapolis Transit's on-time performance has improved from less than 70 percent to 95 percent. Our new parking management company has cleaned and modernized our facilities, and opened free, 24-hour public restrooms in all four parking garages. The Circulator served more than 60,000 riders in its first year, and is on pace to more than double that in its second year. And, garage occupancy and bus ridership have both increased substantially and continue to grow.

Although parking and transportation remains a work in progress, we are making real improvements. I would like to ask Transportation Director Richard Newell to please stand and be recognized.

HACA

Although not part of our City government, the Housing Authority of the City Annapolis has been a steadfast partner in serving our mutual citizens and constituents:

- Due to remarkable progress HACA has made in stabilizing its own finances and internal controls, HUD has removed HACA from the Troubled List and given it a Clean and Clear financial audit.
- HACA established a new, court-certified Banning Program, and instituted a restructured Grievance Panel to hear and respond to tenant complaints.

- It put on the highly successful, second annual Pathways to Opportunities Family Self-Sufficiency Program and Conference.
- And, Lt. Governor Anthony Brown recently announced that Anne Arundel Medical Center, in partnership with HACA and the City of Annapolis, was awarded one of only five grants to establish a new Health Enterprise Zone at Morris Blum Senior High Rise. The Health Enterprise Zone will establish a full time medical present at Morris Blum, and will not only reduce health care costs but will improve health care by proactively addressing long-term chronic disease and other illnesses.

I want to invite Chairman Carl Snowden, Executive Director Vincent Leggett, and the other members of the HACA team, to please stand and be recognized.

Recognizing all Employees

In my remarks I have highlighted a few individual employees for their leadership, but I want to recognize all of the City's dedicated employees. Even if you disagree with my job performance, one thing all of us on the Council agree upon is the outstanding quality of our department heads. This level of excellence is reflected throughout our workforce. I want to take a moment to thank all of our employees for their dedication and commitment to our city.

FY 2014 Budget

And that brings us to the proposed budget for Fiscal Year 2014. Given the significant course corrections we have made over the past three years, I'm afraid the Fiscal '14 budget may be lacking in similar excitement. In terms of entertainment value, if the past three budgets had enough thrills and excitement for a trilogy of Hollywood action movies, then this proposed budget is more like Downton Abbey – only without the drama. And for a City budget, given all that we've been through, that's not a bad thing.

The theme of this proposed budget is “responsible restraint:”

- Responsible, because I remain committed to continue putting the City's fiscal house in order.
- Restraint, because with the state of our economy, the continued pressure on household incomes, and the contributions we have already asked of taxpayers, we must pursue our priorities while still living within our means.

Operating Budget

So here are the highlights:

- The operating budget is largely a level-service budget, with \$94.6 Million in expenses, a 1.4 percent increase over FY13.

- The budget projects revenues of \$97.1 million, yielding a surplus of \$2.5 million across all funds. The budget proposes to allocate this surplus into our fund balances, with the understanding that the Council at its discretion may choose to utilize some of that as part of the collaborative Interest Based Bargaining process we have underway with our employee collective bargaining units.
- In terms of taxes, this budget will maintain flat property tax revenues for the second consecutive year. Due to residual adjustments in our assessable base, the budget increases the property tax rate by 1.04 cents, from 64.0 cents to 65.04 cents. Because of individual variations in the assessments which are outside of the City's control, some taxpayers will pay slightly less and others will pay slightly more, but again, overall this budget maintains flat property tax revenues for the second year in a row.
- Last year we reduced the annual solid waste fee by \$48 to reflect the initial efficiencies achieved by privatization. The proposed budget reduces that further, by another \$36 per year, to pass through additional savings that we are realizing.
- What about the size of our workforce? Even though we have had to increase expenses in order to fund neglected liabilities, the size of our workforce today is smaller than it was three years ago when we began our term of office.

A comparison of apples to apples, in which we account for all City employment – full-time, part-time, exempt, civil service, seasonal, permanent and contractual – indicates that the FY2010 budget when we took office had a workforce of 667 Full-Time Equivalent employees. Today, in the Fiscal 13 budget, our workforce is 618, a reduction of more than seven percent.

The proposed Fiscal 14 budget creates a small handful of essential new positions, and reclassifies some existing positions to increase their effectiveness, but due to other reductions elsewhere in the budget, the FY14 budget has fewer net employees than FY13 – it reduces, not increases, the size of our workforce.

Capital Improvement Program

- Our Capital Improvement Program for FY14 is in many ways a catch-up year. For much of FY14 we will still be expending bond money that we had allocated during FY13. Still, the proposed \$10 million FY14 CIP includes some new funding this coming year for essential and urgent projects.

The major new expense is \$7.5 Million to commence flood mitigation and bulkhead work as recommended by the City Dock Advisory Committee. The CIP also includes in FY14:

- Three-quarters of a million dollars to begin design and engineering for the Hillman Garage. The structural analysis has just been completed, and the Hillman Garage Advisory Committee will hold its first meeting later this week.

- \$220,000 to begin implementation of the beautiful new Wayfinding Signage Master Plan, to enable visitors to efficiently get around and navigate towards parking facilities and major destinations.
- Roughly \$150,000 each for the new community park at Kingsport, and for engineering for the long-overdue replacement of the Truxtun Park swimming pool.
- The CIP also proposes a new \$250,000 project to enable the City to construct new sidewalks in areas where they are lacking. The sidewalk fund we established last year allows the City to repair and replace existing sidewalks, but it does not address the need for infill pedestrian sidewalks along major pedestrian arteries.

So, as I stated at the beginning, the State of our City is strong. In the past I said I wanted Annapolis to be the best run City in the state. Although the ups and downs of the past few years may have made it seem like this goal was out of reach, I am confident we will get there.

Unlike the past three years which required major course corrections on both sides of the ledger, we are now setting sail for calmer waters. We still have a long way to travel, and we have to continue to act now so that long term liabilities looming on the horizon do not become new crises in the future.

The proposed FY14 budget does not chart a new course. Instead it seeks to stay the course and continue the progress we have made.

PETITIONS, REPORTS AND COMMUNICATIONS

Journal of Proceedings

- Alderman Littmann moved to approve the Journal of Proceedings for the Regular Meeting February 11, 2013 and the Special Meeting of February 26, 2013. Seconded. CARRIED on voice vote.

Comments by the General Public

David Iams, 18 Silverwood Circle, Unit # 11 Annapolis, Maryland 21403 spoke on O-28-12.
Julie Johnson, P. O. Box 6634, Annapolis, Maryland 21401 spoke on being a victim of multiple crimes.

Andrew Bing, 1997 Annapolis Exchange Pkwy, Annapolis, Maryland 21401 representing Crystal Spring spoke in favor of the Crystal Spring Project.

Janet Richardson-Pearson, 2625 Mas Que Farm Road, Annapolis, Maryland 21403 spoke in favor of Crystal Spring Project.

Jeffery Davis, 49 Old Solomons Island Road, Suite 204, Maryland 21401 representing Bob Burdon and the Annapolis and Anne Arundel Chamber of Commerce spoke in favor of Crystal Spring Project.

Glen Little, 28632 Old Pasture Drive, Easton, Maryland 21601 represents Suffix

Construction Company spoke in favor of Crystal Spring Project.
Walter E. Middlebrooke, P.O. Box 306, Annapolis, Maryland 21404 representing the Black Chamber of Commerce spoke in favor of the Crystal Spring Project.
Dr. Kelly Sullivan, 2625 Mas Que Farms Road, Annapolis, Maryland 21403 Founder of the Wellness House of Annapolis spoke in favor of Crystal Spring Project.
Erik Michaelson, 2830 Solomans Island Road, Edgewater, Maryland 21037 representing the South River Federation spoke in favor of Crystal Spring Project.
Larry Bradshaw, 2301 Research Blvd, Rockville, Maryland 20850 representing the Nation Lutheran Community & Services spoke in favor of the Crystal Spring Project.
Pat Prescott, 181 Doncaster Road, Arnold, Maryland 21012 spoke in favor of the Crystal Spring Project.
Neil Butler, 1019 Tyler Avenue, Annapolis, Maryland 21403 spoke on the creation of an abandoned property incentive program.
Gioele Settembrini, 2006 Vineyard Road, Annapolis, Maryland 21401 requested that the Mayor allow the Crystal Spring Project to proceed.

- Mayor Cohen declared petitions, reports and communications closed.

LEGISLATIVE ACTIONS

CHARTER AMENDMENT, ORDINANCES & RESOLUTIONS – 2ND 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 Arnett moved to postpone CA-2-12 on second reading until April 10, 2013 (30 days). Seconded. CARRIED on voice vote.
- 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.**
- Alderman Arnett moved to postponed O-28-12 on second reading until May 10, 2013 (60 days). Seconded. CARRIED on voice vote.
- 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 Pfeiffer moved to adopt R-8-13 on second reading. Seconded.

The Economic Matters Committee reported favorably and the Alcoholic Beverage Control Board reported favorably with amendments on R-8-13.

- Alderman Arnett moved to amend R-8-13 as follows:

On page 1, in line 28, after “capacity of” insert “not” Seconded. CARRIED on voice vote.

The main motion amended A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 9/0

- Alderman Paone requested his name be added as co-sponsor.

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.

- Alderman Arnett moved to adopt R-9-13 on second reading. Seconded.

- Alderman Paone moved to amend R-9-13 as follows:

On page 1, in line 13, insert after coincide with “The Presidential Elections in 2016, and thereafter with the”

On page 1, in line 21, insert after coincide with “The Presidential Elections in 2016, and thereafter with the”

On page 1, in line 29, insert after coincide with “The Presidential Elections in 2016, and thereafter with the” Seconded. DEFEATED on voice vote.

A ROLL CALL vote was taken:

YEAS: Aldermen Paone, Littmann

NAYS: Mayor Cohen, Aldermen Israel, Alderwomen Hoyle, Finlayson,
Aldermen Kirby, Pfeiffer, Arnett

DEFEATED: 2/7

The main motion amended A ROLL CALL vote was taken:

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Israel, Alderwomen Hoyle, Finlayson, Aldermen
Littmann, Kirby, Pfeiffer, Arnett
NAYS: Aldermen Paone
CARRIED: 8/1

ORDINANCES AND RESOLUTIONS – 1st 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.

- Alderwoman Finlayson moved to adopt O-8-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Finance Committee and the Financial Advisory Commission.

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

- Alderman Pfeiffer moved to adopt O-9-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Finance Committee, Financial Advisory and the Planning Commissions.

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.

- Alderman Arnett moved to adopt R-12-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Finance Committee, Financial Advisory and the Planning Commissions.

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.

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

Referred to the Finance Committee and the Financial Advisory Commission.

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

- Alderwoman Finlayson moved to adopt R-14-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Finance Committee.

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.

- Alderman Littmann moved to adopt R-15-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Rules and City Government and the Finance Committees.

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.

- Alderman Littmann moved to adopt O-11-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Public Safety and the Finance Committees.

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.

- Alderman Littmann moved to adopt O-12-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Environmental Matters and the Transportation Committees.

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.

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

Referred to the Environmental Matters Committee.

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.

- Alderwoman Finlayson moved to adopt O-14-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Environmental Committee.

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.

- Alderman Littmann moved to adopt O-15-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Economic Matters Committee.

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.

- Alderman Littmann moved to adopt O-16-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Economic Matters and the Finance Committees.

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.

- Alderman Littmann moved to adopt R-16-13 on first reader. Seconded. CARRIED on voice vote.

There being no voiced objection, the rules were suspended to allow passage of the resolution at the meeting of its introduction.

- Alderwoman Finlayson moved to adopt R-16-13 on second reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Aldermen Israel, Paone, Alderwomen Hoyle, Finlayson,

Aldermen Littmann, Kirby, Pfeiffer, Arnett

NAYS:

CARRIED: 9/0

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.

- Alderwoman Hoyle moved to adopt R-17-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Finance Committee and the Financial Advisory Commission.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 9:27 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

Draft
SPECIAL MEETING
March 18, 2013

The Special Meeting of the Annapolis City Council was held on March 18, 2013 in the Council Chamber. Mayor Cohen called the meeting to order at 7:06 p.m.

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

Staff Present: City Manager Mallinoff, City Attorney Hardwick, DNEP Director Broadbent, Human Resources Director Rensted, Finance Director Miller, Development & Special Projects Coordinator LeFurge, Transportation Specialist Spencer

- Alderman Paone moved to amend the agenda to strike O-10-13 on 1st Reader, and to move up on the agenda R-18-13 on 1st Reader as well as the public hearing and vote on 2nd Reader for R-4-13. Seconded. CARRIED on voice vote.

The order of the agenda was amended to allow for R-18-13 on 1st Reader.

RESOLUTIONS – 1st READER

R-18-13 Honoring Jacob Landis – For the purpose of honoring Jacob Landis by designating him a goodwill ambassador from the City of Annapolis as he embarks on his “Home Run for Hearing” cross country charity bicycle tour to raise funds for those in need of cochlear implants.

- Alderman Arnett moved to adopt R-18-13 on first reader. Seconded. CARRIED on voice vote.

There being no voiced objection, the rules were suspended to allow passage of the resolution at the meeting of its introduction.

- Alderman Paone moved to adopt R-18-13 on second reading. Seconded.

A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 9/0

- Mayor Cohen invited Alderman Paone to present Jacob Landis with the City Council Citation in recognition of being designated an official goodwill ambassador to the City of Annapolis.

PUBLIC HEARING

R-4-13 Peggy Kimbo Way – For the purpose of declaring that Maryland Avenue shall bear the honorary designation of “Peggy Kimbo Way” to celebrate the contributions of Ethelda “Peggy” Kimbo to the City of Annapolis.

Spoke in favor of the resolution:

Tony Watson, Rear Admiral (USNA Retired) 2335 S. Rolfe Street, Arlington, VA 22202

Major General Leo Williams, (USMC, Retired) 801 Key Hwy, Unit T33, Baltimore, Maryland 21230 representing the family of Peggy Kimbo

Rodell R. Wright, 13208 St. James Sanctuary Drive, Bowie, Maryland 20720 Son-in-Law of Mrs. Kimbo

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

- Mayor Cohen declared the public hearing closed.

RESOLUTION – 2ND READER

R-4-13 Peggy Kimbo Way – For the purpose of declaring that Maryland Avenue shall bear the honorary designation of “Peggy Kimbo Way” to celebrate the contributions of Ethelda “Peggy” Kimbo to the City of Annapolis.

- Alderman Finlayson moved to adopt R-4-13 on second reading. Seconded.
- Alderman Israel moved to amend R-4-13 as follows:

On page 2, in line 17, add “AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that appropriate street signs shall be erected at the City’s expense. Seconded. CARRIED on voice vote.

The main motion amended A ROLL CALL vote was taken:

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

NAYS:

CARRIED: 9/0

- Alderman Israel requested his name be added as a sponsor to the legislation.

The order of the agenda was resumed.

PETITIONS, REPORTS AND COMMUNICATIONS

Comments by the General Public

Marshall Breines, 90 Post Road West, Westport, Connecticut 06880 representing Crystal Spring Development spoke on the project.
Jim Eagan, 90 Post Road West, Westport, Connecticut 06880 representing Crystal Spring Development spoke on the project.
Bernadine Prince, 945 G Street, NW., Washington, DC 20001 representing Fresh Farm Markets spoke in favor of the lease for Freshfarm Markets Annapolis for 2013.

- Mayor Cohen declared petitions, reports and communications closed.

PUBLIC HEARING

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.

Spoke in favor of the ordinance:

Debbie Gosselin, 980 Awald Road, Annapolis, Maryland 21403 representing Chesapeake Marine Tours, Inc dba Watermark

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

- Mayor Cohen declared the public hearing closed.

LEGISLATIVE ACTIONS

ORDINANCES – 2ND READER

O-43-12 Lease of Public Parking to FRESHFARM Markets, Inc. - For the purpose of authorizing a lease of municipal property located at 110 Compromise Street from May 2013 through November 2013 to FRESHFARM Markets, Inc.

DNEP Director Broadbent was present and answered questions from Council.

- Alderman Arnett moved to adopt O-43-12 on second reading. Seconded.

The Rules and City Government and Economic Matters Committees reported favorably with amendments on O-43-12.

- Mayor Cohen moved to amend O-43-12 as follows:

Amendment #1

Page 10, Line 23: strike “2012” and insert “2013” Seconded. CARRIED on voice vote.

- Alderman Paone moved to amend O-43-12 as follows:

Amendment #1

On page 1, in line 37, after the second reference of 2013 add “; subject to prior leases already approved by the City Council” Seconded. CARRIED on voice vote.

Amendment # 2

On page 3, in line 35, delete “except September 29th and October 13th, 2012” and replace with “except September 29th though October 13th, 2013. Seconded. CARRIED on voice vote.

- Alderman Israel moved to amend O-43-12 as follows:

On page 2, of the lease, in line 46, after “Harbormaster,” strike “Department of Central Services” Seconded. CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Arnett moved to adopt O-43-12 amended on third reading. Seconded.

A ROLL CALL vote was taken:

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

NAYS: Alderman Paone, Littmann

CARRIED: 7/2

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.

- Alderman Arnett moved to adopt O-1-13 on second reading. Seconded.

The Rules and City Government and the Finance Committees reported favorably on O-1-13.

- Alderman Israel moved to amend O-1-13 as follows:

Amendment # 1

On page 3, in line 15, correct the spelling error to read ASSOCIATE. Seconded. CARRIED on voice vote.

Amendment #2

On page 2, starting in line 21, and Sec. 3.08.030 – Salary (in the chart) delete “Director of Planning” and insert “Director of Planning and Zoning”. Seconded. CARRIED on voice vote.

The main motion as amended CARRIED on voice vote.

- Alderman Finlayson moved to adopt O-13-13 amended on third reading. Seconded.

A ROLL CALL vote was taken:

YEAS: Mayor Cohen, Alderwomen Hoyle, Finlayson, Aldermen
Littmann, Kirby, Pfeiffer, Arnett, Israel
NAYS: Alderman Paone
CARRIED: 8/1

ORDINANCES and RESOLUTIONS – 1ST READER

R-21-13 Recommendations of the Council Compensation Commission – For the purpose of providing for consideration, and the City Charter’s required public hearing, of the recommendations of the Council Compensation Commission.

- Alderman Finlayson moved to adopt R-21-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Finance Committee.

O-17-13 Issuance of Bonds – For the purpose of authorizing and empowering the City of Annapolis (the “City”) to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Fifteen Million Three Hundred Seventy Thousand Dollars (\$15,370,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Bonds, 2013 Series” and said bonds to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; authorizing and empowering the City to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Five Million One Hundred Thousand Dollars (5,100,000) pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, Section 24 of Article 31 of the Annotated Code of Maryland (2010 Replacement Volume and 2012 Supplement), and Article VII, Section 11 of the

Charter of the City of Annapolis, as amended, to be designated as “Public Improvements Refunding Bonds, 2013 Series”, for the public purpose of refunding all or a portion of certain outstanding general obligation bonds as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.

- Alderman Pfeiffer moved to adopt O-17-13 on first reader. Seconded. CARRIED on voice vote

Referred to the Economic matters and Finance Committees and the Financial Advisory Commission.

R-19-13 Special Event Applications – For the purpose of authorizing City Council approval of selected special events per R-14-12, implementing a moratorium on administrative approvals for events at City Dock; designating specific dates for the sale of merchandise in the Historic District in conjunction with only the approved special events; waiving City fees for the USNA Band Concert Series; and the reimbursement of full fees to the City for the cost associated with the other approved events.

Development & Special Projects Coordinator LeFurge was present and answered questions from Council.

- Alderman Arnett moved to adopt R-19-13 on first reader. Seconded. CARRIED on voice vote.

Referred to the Economic Matters and the Finance Committees.

BUSINESS and MISCELLANEOUS

1. Budget Revision Requests

Finance Director Miller was present and answered questions from Council.

The Finance Committee reported favorably on the budget revision requests GT-15-13 and GT-16-13.

Control Number GT-15-13, Department City Council, and Dated 1-Mar-13 Justification for request: To sponsor attendance at Youth Services Conference.

Transportation Specialist Spencer was present and answered questions from Council.

- Alderman Finyalson moved to approve budget revision request control number GT-15-13. Seconded.

A ROLL CALL vote was taken:

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

NAYS: Alderman Paone, Littmann, Arnett

CARRIED: 6/3

Control Number GT-16-13, Department Public Works, and Dated 8-Mar-2013 Justification for request: To provide funding for emergency repairs to Culvert under Bywater Road that needs immediate attention.

- Alderman Arnett moved to approve budget revision request control number GT-16-13. Seconded. CARRIED on voice vote.

Upon motion duly made, seconded and adopted, the meeting was adjourned at 8:58 p.m.

Regina C. Watkins-Eldridge, MMC
City Clerk

1
2
3
4
5
6
7

**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
Referred to	Referral Date	Meeting Date	Action Taken
3/11/13			6/7/13
Finance Committee	3/11/13		
Financial Advisory Commission	3/11/13		

8
9 **A ORDINANCE** concerning

10
11 **Annual Operating Budget: FY 2014**

12 **FOR** the purposes of adopting an operating budget for the City of Annapolis for the Fiscal
13 Year 2014; appropriating funds for expenditures for the Fiscal Year 2014; defraying all
14 expenses and liabilities of the City of Annapolis and levying same for the purposes
15 specified; specifying certain duties of the Director of Finance; and, specifying a rate of
16 interest to be charged upon overdue-property taxes.
17

18 **WHEREAS,** pursuant to Section 6.16.010 of the Annapolis City Code, on March 11, 2013,
19 the Mayor submitted to the City Council the proposed annual operating
20 budget for the Fiscal Year 2014; and
21

22 **WHEREAS,** on _____ the Annapolis City Council held a public hearing on the
23 operating budget for the City of Annapolis for the Fiscal Year 2014 and the
24 constant yield tax rate; and
25

26 **WHEREAS,** the citizens of Annapolis, employees of the City of Annapolis and all
27 interested persons have been given an opportunity to express their views
28 concerning the Fiscal Year 2014 budget; and
29

30 **NOW THEREFORE:**
31

32 **SECTION I: BE IT ESTABLISHED AND ORDAINED BY THE ANNAPOLIS CITY**
33 **COUNCIL** that the annual operating budget for the Fiscal Year 2013 available at
34 <http://www.annapolis.gov/Government/Departments/Finance/Budgets.aspx> is hereby approved
35 and finally adopted for such fiscal year; and funds for all expenditures for the purposes specified
36 in the budget for the Fiscal Year 2014 are hereby appropriated in the amounts therein specified
37 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.

35
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.

38
39 **ADOPTED** this _____ day of _____, 2013.

40
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.

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
3		Budget Request FY 2014	FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
5		GENERAL FUND								
6		Revenues								
7		Taxes								
17		Subtotal;	38,062,075.54	36,026,613.43	39,158,826.87	39,214,346.00	-	39,214,346.00	0.00	39,214,346.00
18								-		
19		Licenses and Permits								
38		Subtotal;	2,509,265.97	2,648,925.47	2,520,000.00	2,595,000.00	50,000.00	2,645,000.00	0.00	2,645,000.00
39								-		
40		Fines and Forfeitures								
47		Subtotal;	121,285.00	234,233.50	466,500.00	466,500.00	-	466,500.00	0.00	466,500.00
48								-		
50		Money and Property								
59		Subtotal;	270,449.36	368,689.05	400,000.00	409,000.00	-	409,000.00	0.00	409,000.00
60								-		
62		Miscellaneous								
71		Subtotal;	459,923.96	457,495.13	437,100.00	457,100.00	-	457,100.00	0.00	457,100.00
72								-		
73		Intergovernmental								
87		Subtotal;	9,137,476.98	10,951,095.40	8,704,000.00	9,299,545.32	359,000.00	9,658,545.32	0.00	9,658,545.32
88								-		
90		Charges for Services								
94		Subtotal;	3,809,154.59	3,268,276.24	3,360,000.00	3,661,000.00	-	3,661,000.00	0.00	3,661,000.00
95								-		
97		Transfers and other Sources								
114		Subtotal;	7,072,386.68	4,437,739.56	12,215,557.93	9,451,100.00	815,000.00	10,266,100.00	0.00	10,266,100.00
115								-		
116		Bank Loans								
119		Subtotal;	0.00	7,000,000.00	0.00	0.00	-	0.00	0.00	0.00
120								-		
121		Bonds								
124		Subtotal;	0.00	10,443,871.51	0.00	0.00	-	0.00	0.00	0.00
125								-	0.00	-
126		Total; Sources of Funds	61,442,018.08	75,836,939.28	67,261,984.80	65,553,591.32	1,224,000.00	66,777,591.32	0.00	66,777,591.32
127								-		-
129		Expenditures								
130		Mayor and City Council								
131		Boards and Commissions								
140		Salaries/Benefits Total	92,750.62	57,762.18	80,943.82	90,527.45	2,850.00	93,377.45	0.00	93,377.45
148		Operating Total	11,037.42	24,736.07	16,850.00	16,850.00	(2,850.00)	14,000.00	0.00	14,000.00
150		Total; Boards & Commissions	103,788.04	82,498.26	97,793.82	107,377.45	-	107,377.45	0.00	107,377.45
151								-		-
152		Administration								
175		Salaries/Benefits Total	1,001,802.39	1,121,351.80	1,205,366.22	1,101,711.14	-	1,101,711.14	0.00	1,101,711.14
212		Operating Total	131,031.85	189,022.09	166,920.00	166,920.00	3,256.00	170,176.00	7,000.00	177,176.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
213		Total; Administration	1,132,834.24	1,310,373.89	1,372,286.22	1,268,631.14	3,256.00	1,271,887.14	7,000.00	1,278,887.14
214					-			-		-
215		Public Information								
224		Salaries/Benefits Total	154,455.64	51,485.21	176,715.13	156,391.21	15,000.00	171,391.21	0.00	171,391.21
234		Operating Total	67,427.12	0.00	75,000.00	75,000.00	-	75,000.00	0.00	75,000.00
235		Total; Public Information	221,882.76	51,485.21	251,715.13	231,391.21	15,000.00	246,391.21	0.00	246,391.21
236					-			-		-
237		Economic Development						-		
238		Total; Economic Development	384,960.40	437,860.60	450,000.00	450,000.00		450,000.00		450,000.00
239					-			-		-
240		City Attorney								
253		Salaries/Benefits Total	757,594.98	755,630.37	819,761.45	824,518.78	132,000.00	956,518.78	0.00	956,518.78
283		Operating Total	188,156.36	213,621.18	165,560.00	166,430.00	10,000.00	176,430.00	0.00	176,430.00
284		Total; City Attorney	945,751.34	969,251.55	985,321.45	990,948.78	142,000.00	1,132,948.78	0.00	1,132,948.78
285				-	-			-		-
287		Elections								
288		Salaries and Benefits								
293		Salaries/Benefits Total	0.00	2,179.78	0.00	32,606.50	0.00	32,606.50	0.00	32,606.50
332		Operating Total	0.00	35,459.60	0.00	205,338.00	0.00	205,338.00	0.00	205,338.00
333		Total; Elections	0.00	37,639.38	0.00	237,944.50	0.00	237,944.50	0.00	237,944.50
334								-		
335		Total; Mayor & City Council	2,789,216.78	2,889,108.88	3,157,116.62	3,286,293.07	160,256.00	3,446,549.07	7,000.00	3,453,549.07
336					-			-		-
337		Finance								
364		Salaries/Benefits Total	1,286,638.62	1,447,438.76	1,652,827.27	1,595,769.54	(61,264.15)	1,534,505.39	0.00	1,534,505.39
371		Operating Total	473,659.35	392,487.26	471,170.00	471,170.00	-	471,170.00	0.00	471,170.00
372		Total; Finance	1,760,297.97	1,839,926.02	2,123,997.27	2,066,939.54	(61,264.15)	2,005,675.39	0.00	2,005,675.39
373					-			-		-
374		MIT								
389		Salaries/Benefits Total	836,489.93	830,616.12	890,582.22	896,828.79	61,264.15	958,092.94	0.00	958,092.94
448		Operating Total	330,952.67	298,177.52	423,430.00	423,430.00	-	423,430.00	0.00	423,430.00
456		Fixed Assets and Capital Outlay Total	193,280.52	273,505.59	250,000.00	250,000.00		250,000.00		250,000.00
458		Total; MIT	1,360,723.12	1,402,299.23	1,564,012.22	1,570,258.79	61,264.15	1,631,522.94	0.00	1,631,522.94
459					-			-		-
460		Central Purchasing								
468		Salaries/Benefits Total	327,558.54	320,183.26	321,519.43	341,436.12	-	341,436.12	0.00	341,436.12
489		Operating Total	14,385.70	10,609.33	14,920.00	14,920.00	40,000.00	54,920.00	0.00	54,920.00
491		Total; Central Purchasing	341,944.24	330,792.59	336,439.43	356,356.12	40,000.00	396,356.12	0.00	396,356.12
492								-		-
493		Total; Finance	3,462,965.33	3,573,017.84	4,024,448.92	3,993,554.45	40,000.00	4,033,554.45	0.00	4,033,554.45
494					-			-		-
495		Human Resources								
508		Salaries/Benefits Total	560,161.73	676,412.79	703,718.42	679,472.81	-	679,472.81	0.00	679,472.81

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
3		Budget Request FY 2014	FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
543		Operating Total	145,604.18	146,158.62	191,700.00	182,410.00	-	182,410.00	0.00	182,410.00
545		Total; Human Resources	705,765.91	822,571.41	895,418.42	861,882.81	-	861,882.81	0.00	861,882.81
546					-			-		-
548		Planning and Zoning								
570		Salaries/Benefits Total	1,250,914.47	1,417,689.56	1,348,786.36	1,325,209.05	25,000.00	1,350,209.05	0.00	1,350,209.05
608		Operating Total	68,165.13	99,476.50	144,570.00	164,670.00	(24,600.00)	140,070.00	0.00	140,070.00
610		Total; Planning and Zoning	1,319,079.60	1,517,166.06	1,493,356.36	1,489,879.05	400.00	1,490,279.05	0.00	1,490,279.05
611					-			-		-
612		Central Services								
616		Salaries/Benefits Total	-	95,602.28	-	0.00	-	-	-	-
622		Operating Total	0.00	3,112.02	0.00	0.00	-	0.00	0.00	0.00
624		Total; Central Services	0.00	98,714.29	0.00	0.00	-	0.00	0.00	0.00
625								-		-
627		Total; General Government	8,277,027.62	8,900,578.49	9,570,340.33	9,631,609.39	200,656.00	9,832,265.39	7,000.00	9,839,265.39
628			-					-		-
631		Police								
833		Salaries/Benefits Total	13,502,843.60	14,048,112.52	13,719,540.89	13,247,895.48	(14,479.00)	13,233,416.48	0.00	13,233,416.48
879		Operating Total	1,194,087.38	1,309,971.69	1,445,606.19	1,445,730.00	38,550.00	1,484,280.00	0.00	1,484,280.00
881		Total; Police	14,696,930.98	15,358,084.21	15,165,147.07	14,693,625.48	24,071.00	14,717,696.48	-	14,717,696.48
882			-					-		-
883		Fire								
1057		Salaries/Benefits Total	11,552,360.48	11,678,603.05	12,073,615.56	12,606,135.79	48,210.93	12,654,346.72	0.00	12,654,346.72
1086		Operating Total	807,571.33	953,052.84	1,279,703.82	1,280,970.75	22,350.00	1,303,320.75	0.00	1,303,320.75
1088		Total; Fire	12,359,931.81	12,631,655.89	13,353,319.38	13,887,106.54	70,560.93	13,957,667.47	0.00	13,957,667.47
1089					-			-		-
1090		Emergency Preparedness and Risk Management								
1099		Salaries/Benefits Total	55,791.72	128,981.99	262,135.58	166,878.71	-	166,878.71	0.00	166,878.71
1120		Operating Total	67,623.77	605,976.51	0.00	0.00	20,000.00	20,000.00	0.00	20,000.00
1122		Total; EPARM	123,415.49	734,958.51	262,135.58	166,878.71	20,000.00	186,878.71	0.00	186,878.71
1123			-		-			-		-
1124		DNEP - (Department of Neighborhood and								
1161		Salaries/Benefits Total	1,936,385.29	1,997,984.01	2,269,566.29	2,249,272.27	6,600.00	2,255,872.27	0.00	2,255,872.27
1188		Operating Total	99,453.35	141,593.88	186,324.83	186,176.12	30,000.00	216,176.12	0.00	216,176.12
1190		Total; DNEP	2,035,838.64	2,139,577.89	2,455,891.12	2,435,448.39	36,600.00	2,472,048.39	0.00	2,472,048.39
1191			-		-			-		-
1193		Total; Public Safety & Health	29,216,116.92	30,864,276.50	31,236,493.15	31,183,059.12	151,231.93	31,334,291.05	0.00	31,334,291.05
1194			-		-			-		-
1195		Public Works								
1196		Administration								
1206		Salaries/Benefits Total	644,789.47	600,014.43	685,319.98	661,915.34	-	661,915.34	0.00	661,915.34
1225		Operating Total	14,548.52	23,219.60	148,455.11	148,390.00	100,000.00	248,390.00	0.00	248,390.00
1227		Total; Administration	659,337.99	623,234.02	833,775.09	810,305.34	100,000.00	910,305.34	0.00	910,305.34
1228			-		-			-		-

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
1229		Engineering & Construction								
1241		Salaries/Benefits Total	656,366.88	781,210.92	752,295.17	725,260.50	-	725,260.50	0.00	725,260.50
1261		Operating Total	79,429.58	88,546.27	85,630.00	85,630.00	800.00	86,430.00	0.00	86,430.00
1263		Total; Engineering & Construction	735,796.46	869,757.19	837,925.17	810,890.50	800.00	811,690.50	-	811,690.50
1264			-		-			-		-
1266		Roadways								
1313		Salaries/Benefits Total	1,755,204.69	1,785,540.18	1,854,739.20	2,384,096.10	10,193.00	2,394,289.10	0.00	2,394,289.10
1335		Operating Total	821,089.32	829,405.74	985,180.00	985,180.00	-	985,180.00	0.00	985,180.00
1338		Total; Roadways	2,576,294.01	2,614,945.92	2,839,919.20	3,369,276.10	10,193.00	3,379,469.10	-	3,379,469.10
1339			-					-		
1340		Traffic Control and Maintenance								
1348		Salaries/Benefits Total	208,928.31	199,112.32	214,834.10	221,556.31	-	221,556.31	0.00	221,556.31
1364		Operating Total	47,177.90	37,921.42	66,430.00	65,830.00	-	65,830.00	0.00	65,830.00
1366		Total; Traffic Control	256,106.21	237,033.74	281,264.10	287,386.31	-	287,386.31	-	287,386.31
1367			-		-			-		-
1368		Snow & Ice Removal								
1373		Salaries/Benefits Total	10,222.40	60,377.91	38,350.00	38,350.00	-	38,350.00	0.00	38,350.00
1379		Operating Total	23,434.40	275,788.47	49,800.00	49,800.00	-	49,800.00	0.00	49,800.00
1381		Total; Snow and Ice	33,656.80	336,166.38	88,150.00	88,150.00	-	88,150.00	-	88,150.00
1382			-		-			-		-
1383		Fleet Maintenance Center								
1394		Salaries/Benefits Total	406,688.59	411,362.71	432,241.49	405,477.33	-	405,477.33	0.00	405,477.33
1409		Operating Total	61,951.65	70,206.86	107,230.00	106,630.00	-	106,630.00	0.00	106,630.00
1411		Total; Fleet Maintenance	468,640.24	481,569.57	539,471.49	512,107.33	-	512,107.33	-	512,107.33
1412			-		-			-		-
1414		General Govt Buildings (Bldgs & Maint.)								
1424		Salaries/Benefits Total	272,762.46	282,897.48	335,692.83	344,250.72	4,941.00	349,191.72	0.00	349,191.72
1447		Operating Total	1,079,303.69	1,292,740.98	1,194,300.85	1,194,300.85	89,000.00	1,283,300.85	0.00	1,283,300.85
1449		Total; Government Buildings	1,352,066.15	1,575,638.46	1,529,993.68	1,538,551.57	93,941.00	1,632,492.57	0.00	1,632,492.57
1450					-			-		-
1451		Total; Public Works	6,081,897.86	6,738,345.27	6,950,498.72	7,416,667.16	204,934.00	7,621,601.16	-	7,621,601.16
1452			-		-			-		-
1453		Recreation and Parks								
1454		Recreation Division								
1492		Salaries/Benefits Total		0.00	0.00	1,429,407.29	0.00	1,429,407.29	0.00	1,429,407.29
1582		Operating Total		0.00	0.00	443,515.00	-	449,515.00	0.00	449,515.00
1584		Total; Recreation Division		0.00	0.00	1,872,922.29	-	1,878,922.29	0.00	1,878,922.29
1585										-
1586		Parks Division								
1638		Salaries/Benefits Total		0.00	0.00	1,511,360.49	-	1,531,287.49	0.00	1,531,287.49
1704		Operating Total		0.00	0.00	607,235.00	-	632,235.00	0.00	632,235.00
1706		Total; Parks Division		0.00	0.00	2,118,595.49	-	2,163,522.49	0.00	2,163,522.49

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
3		Budget Request FY 2014								
			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
1707					0.00	10,209.45				-
1709		Total; Recreation and Parks		0.00	0.00	3,991,517.78	-	4,042,444.78	0.00	4,042,444.78
1710										-
1712		RECREATION Current v. Proposed								
1713		Salaries/Benefits Total	2,719,878.37	3,057,833	3,055,594	2,940,767.78	19,927.00	2,960,694.78		2,960,695
1714		Operating Total	775,653	879,738	1,071,240	1,050,750.00	31,000.00	1,081,750.00		1,081,750
1715		Total; Recreation	3,495,531.45	3,937,571.73	4,126,833.69	3,991,517.78	50,927.00	4,042,444.78	-	4,042,444.78
1716			-					-		
1717					-	0.00				
1718		RECREATION (Former/Current)								
1720		Administration								
1727		Salaries/Benefits Total	1,083,635.39	1,809,745.68	1,860,838.90	0.00	-	0.00	0.00	0.00
1748		Operating Total	427,738.69	590,672.88	660,239.95	0.00	-	0.00	0.00	0.00
1750		Total; Administration	1,511,374.08	2,400,418.56	2,521,078.84	0.00	-	-	-	-
1751								-		-
1752		Pip Moyer Recreation Center Ops								
1758		Salaries/Benefits Total	1,636,242.98	1,248,087.68	1,194,754.85	0.00	-	0.00	0.00	0.00
1766		Operating Total	347,914.39	289,065.49	411,000.00	0.00	-	0.00	0.00	0.00
1768		Total; Pip Moyer Center	1,984,157.37	1,537,153.17	1,605,754.85	0.00	-	-	-	-
1769								-		-
1771		Total; Recreation	3,495,531.45	3,937,571.73	4,126,833.69	0.00	-	0.00	0.00	0.00
1772			-		-			-		-
1774		Total; General Fund before Non-Allo.	47,070,573.85	50,440,771.99	51,884,165.89	52,222,853.45	607,748.93	52,830,602.38	7,000.00	52,837,602.38
1775			-		-			-		-
1776		Non-Allocated Expenditures								
1816		Total; Non-Allocated	14,482,542.04	20,701,503.63	11,351,165.01	11,505,697.10	-	11,505,697.10	108,000.00	11,613,697.10
1817				-	-			-		-
1818		Total; General Fund Expenditures	61,553,115.89	71,142,275.62	63,235,330.91	63,728,550.55	607,748.93	64,336,299.48	115,000.00	64,451,299.48
1820				-				-		-
1821		Projected Surplus	(111,097.81)	4,694,663.66	4,026,653.89	1,825,040.77	616,251.07	2,441,291.84	(115,000.00)	2,326,291.84
1822								0.00		-
1823										
1825		WATER FUND								
1826		Revenues								
1827		Water Charges								
1832		Subtotal;	7,020,357.08	4,693,100.92	7,492,818.00	7,001,000.00	-	7,001,000.00	0.00	7,001,000.00
1833		Capital Facilities								
1837		Subtotal;	434,587.55	375,114.53	400,000.00	400,000.00	-	400,000.00	0.00	400,000.00
1838		Money and Property								
1841		Subtotal;	105,967.15	102,836.90	55,000.00	100,000.00	-	100,000.00	0.00	100,000.00
1842		Other Financing Sources								
1846		Subtotal;	0.00	2,902,914.93	0.00	0.00	-	0.00	0.00	0.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
1848		Total; Water Fund Revenues	7,560,911.78	8,073,967.27	7,947,818.00	7,501,000.00	-	7,501,000.00	0.00	7,501,000.00
1849					-			-		-
1850		Expenditures								
1851		Water Plant								
1870		Salaries/Benefits Total	1,115,306.78	1,107,555.86	1,228,286.45	1,213,308.83	-	1,213,308.83	0.00	1,213,308.83
1910		Operating Total	626,717.84	707,702.44	967,730.00	971,230.00	-	971,230.00	0.00	971,230.00
1912		Total; Water Plant	1,742,024.62	1,815,258.30	2,196,016.45	2,184,538.83	-	2,184,538.83	0.00	2,184,538.83
1913								-		-
1914		Water Distribution								
1934		Salaries/Benefits Total	1,077,177.92	951,187.80	1,168,072.35	1,142,448.27	-	1,142,448.27	0.00	1,142,448.27
1984		Operating Total	351,745.55	368,343.25	444,537.09	443,910.00	83,760.00	527,670.00	0.00	527,670.00
1986		Total; Water Distribution	1,428,923.47	1,319,531.04	1,612,609.44	1,586,358.27	83,760.00	1,670,118.27	0.00	1,670,118.27
1987			-		-			-		-
1988		Non-Allocated Expenses								
1994		Debt; Subtotal	1,057,633.92	1,130,034.69	865,500.00	902,560.00	-	902,560.00	0.00	902,560.00
1999		Depreciation & Adjustments; Subtotal	142,496.22	(46,111.95)	474,010.00	565,117.00	-	565,117.00	0.00	565,117.00
2009		Intefund Allocations; Subtotal	2,417,991.71	1,474,876.78	2,774,530.47	1,957,195.48	-	1,957,195.48	0.00	1,957,195.48
2011		Total; Non-Allocated	3,618,121.85	2,558,799.53	4,114,040.47	3,424,872.48	-	3,424,872.48	0.00	3,424,872.48
2012					-			-		-
2013		Total; Water Fund Expenditures	6,789,069.94	5,693,588.87	7,922,666.36	7,195,769.57	83,760.00	7,279,529.57	0.00	7,279,529.57
2014								-		-
2016		<i>Projected Surplus <Deficit></i>	771,841.84	2,380,378.40	25,151.64	305,230.43	(83,760.00)	221,470.43	0.00	221,470.43
2017			0.00	0.00				-		-
2018				-						
2020		WASTEWATER FUND								
2021		Revenues								
2022		Licenses and Permits								
2023		Subtotal;	81,365.30	83,901.93	75,000.00	84,000.00		84,000.00		84,000.00
2024		Sewer Charges			-					-
2029		Subtotal;	6,909,589.06	5,255,152.50	7,177,148.00	7,177,148.00	-	7,177,148.00	0.00	7,177,148.00
2030		Capital Facilities			-					-
2034		Subtotal;	435,885.02	413,420.73	400,000.00	400,000.00	-	400,000.00	0.00	400,000.00
2035		Money and Property			-					-
2038		Subtotal;	28.60	11,471.81	0.00	0.00	-	0.00	0.00	0.00
2039		Other Financing Sources			-					-
2042		Subtotal;	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00
2044		Total; Sewer Fund Revenues	7,426,867.98	5,763,946.97	7,652,148.00	7,661,148.00	-	7,661,148.00	0.00	7,661,148.00
2045								-		-
2046		Expenditures								
2047		Water Reclamation Facility								
2048		Contract Services Total	2,577,739.00	1,889,469.67	3,100,000.00	3,100,000.00		3,100,000.00		3,100,000.00
2049					-			-		-

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
3		Budget Request FY 2014	FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2050		Wastewater Collection								
2061		Salaries/Benefits Total	511,768.39	634,181.24	517,741.83	502,808.90	-	502,808.90	0.00	502,808.90
2105		Operating Total	511,755.47	588,789.31	618,795.25	618,935.00	150,000.00	768,935.00	0.00	768,935.00
2108		Total; Wastewater Collection	3,601,262.86	3,112,440.22	1,136,537.08	1,121,743.90	150,000.00	1,271,743.90	0.00	1,271,743.90
2109				0.00				-		-
2110		Non-Allocated Expenses			-					
2121		Debt; Subtotal	651,877.73	851,667.11	774,576.58	657,314.00	-	657,314.00	0.00	657,314.00
2126		Depreciation & Adjustments; Subtotal	203,249.72	64,344.04	631,970.00	632,919.00	-	632,919.00	0.00	632,919.00
2136		Interfund Allocations; Subtotal	1,308,233.71	1,586,371.30	1,302,941.24	1,484,898.39	-	1,484,898.39	0.00	1,484,898.39
2138		Total; Non-allocated	2,163,361.16	2,502,382.45	2,709,487.82	2,775,131.39	-	2,775,131.39	0.00	2,775,131.39
2139					-			-		-
2140		Total; Sewer Fund Expenditures	5,764,624.02	5,614,822.66	6,946,024.90	6,996,875.29	150,000.00	7,146,875.29	0.00	7,146,875.29
2141				-	-			-		-
2142		<i>Projected Surplus <Deficit></i>	1,662,243.96	149,124.30	706,123.10	664,272.71	(150,000.00)	514,272.71	0.00	514,272.71
2143			-		-			-		-
2144										
2146		PARKING FUND								
2147		Revenues								
2148		Street Parking Charges								
2151		Subtotal;	1,429,629.91	1,432,000.86	2,365,000.00	2,340,000.00	-	2,340,000.00	0.00	2,340,000.00
2152		Off Street Parking Charges						-		-
2161		Subtotal;	3,287,562.72	3,217,071.91	3,170,000.00	3,320,000.00	-	3,320,000.00	0.00	3,320,000.00
2162		Money and Property						-		-
2166		Subtotal;	307.95	797.54	0.00	0.00	-	0.00	0.00	0.00
2168		Total; Off Street Parking Revenues	4,717,500.58	4,649,870.31	5,535,000.00	5,660,000.00	-	5,660,000.00	0.00	5,660,000.00
2169					-			-		-
2170		Expenditures								
2171		Parking Garages								
2172		Hillman								
2180		Subtotal;	446,547.83	442,588.06	552,089.00	483,345.00	-	483,345.00	0.00	483,345.00
2181		Gott's Court						-		-
2191		Subtotal;	393,447.35	414,921.21	495,364.00	495,364.00	-	495,364.00	0.00	495,364.00
2192		Knighton						-		-
2200		Subtotal;	298,182.93	290,300.67	334,120.00	334,120.00	-	334,120.00	0.00	334,120.00
2201		Park Place						-		-
2207		Subtotal;	2,643.59	881.20	0.00	0.00	-	0.00	0.00	0.00
2208		Parking Lots						-		-
2215		Subtotal;	57,200.82	67,576.15	150,929.00	150,929.00	-	150,929.00	0.00	150,929.00
2216		Total; OSP Operating	1,198,022.52	1,216,267.29	1,532,502.00	1,463,758.00	-	1,463,758.00	0.00	1,463,758.00
2217					-			-		-
2218		Non-Allocated Expenses								
2224		Debt; Subtotal	456,948.28	773,634.97	396,649.55	375,080.00	-	375,080.00	0.00	375,080.00
2229		Depreciation & Adjustments; Subtotal	243,345.71	(13,259.69)	413,940.00	416,553.00	-	416,553.00	0.00	416,553.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2239		Interfund Allocations; Subtotal	1,410,335.55	1,610,485.44	3,174,607.34	3,343,619.37	-	3,343,619.37	0.00	3,343,619.37
2240		Total; Non-Allocated	2,110,629.54	2,370,860.72	3,985,196.89	4,135,252.37	-	4,135,252.37	0.00	4,135,252.37
2241										
2242		Total; Parking Fund Expenditures	3,308,652.06	3,587,128.01	5,517,698.89	5,599,010.37	-	5,599,010.37	0.00	5,599,010.37
2243										
2244		<i>Projected Surplus <Deficit></i>	1,408,848.52	1,062,742.30	17,301.11	60,989.63	-	60,989.63	0.00	60,989.63
2245			-		-			-		-
2246										
2249		TRANSPORTATION FUND								
2250		Revenues								
2251		Transportation Charges								
2260		Subtotal;	903,922.26	915,334.21	1,330,000.00	944,000.00	-	944,000.00	0.00	944,000.00
2261		Money and Property								
2265		Subtotal;	0.00	46,978.31	0.00	0.00	-	0.00	0.00	0.00
2266		Other Financing Sources								
2269		Subtotal;	907,033.00	1,935,677.67	2,840,000.00	2,840,000.00	-	2,840,000.00	0.00	2,840,000.00
2270		Intergovernmental								
2274		Federal Capital Grants; Subtotal	0.00	431,587.87	0.00	0.00	-	0.00	0.00	0.00
2283		State Operating Grants; Subtotal	0.00	862,854.67	0.00	180,568.00	-	180,568.00	0.00	180,568.00
2285		County Operating Grants; Subtotal	184,568.00	136,522.67	0.00	0.00		0.00		0.00
2288		Total; Transportation Revenues	1,995,523.26	4,328,955.40	4,170,000.00	3,964,568.00	-	3,964,568.00	-	3,964,568.00
2289										
2290		Expenditures								
2291		Administration								
2306		Salaries/Benefits Total	651,643.70	580,905.68	430,996.35	695,174.84	0.00	695,174.84	0.00	695,174.84
2338		Operating Total	92,459.18	94,227.38	121,256.00	48,543.00	-	48,543.00	0.00	48,543.00
2340		Total; Administration	744,102.88	675,133.05	552,252.35	743,717.84	-	743,717.84	0.00	743,717.84
2341										
2342		Transit Vehicle Operations								
2391		Salaries/Benefits Total	2,648,113.58	2,501,913.29	956,878.83	1,532,205.72	0.00	1,532,205.72	0.00	1,532,205.72
2410		Operating Total	624,333.88	595,266.79	211,027.00	0.00	0.00	0.00	0.00	0.00
2412		Total; Vehicle Operations	3,272,447.46	3,097,180.07	1,167,905.83	1,532,205.72	-	1,532,205.72	0.00	1,532,205.72
2413										
2414		Maintenance				0.00		-		-
2429		Salaries/Benefits Total	444,825.36	392,962.76	366,223.85	394,435.42	0.00	394,435.42	0.00	394,435.42
2443		Operating Total	93,126.61	101,993.60	395,922.00	211,279.00	-	211,279.00	0.00	211,279.00
2445		Total; Maintenance	537,951.97	494,956.36	762,145.85	605,714.42	-	605,714.42	0.00	605,714.42
2446										
2447		Parking Operations								
2461		Salaries/Benefits Total	504,753.33	504,391.18	527,958.18	522,698.53	-	522,698.53	0.00	522,698.53
2472		Operating Total	22,136.55	21,967.90	27,540.00	27,540.00	11,500.00	39,040.00	0.00	39,040.00
2474		Total; Parking Operations	526,889.88	526,359.08	555,498.18	550,238.53	11,500.00	561,738.53	0.00	561,738.53
2475										

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2477		Non-Allocated Expenses								
2482		Debt; Subtotal	13,064.00	17,422.49	13,422.10	13,422.00	-	13,422.00	0.00	13,422.00
2487		Depreciation & Adjustments; Subtotal	479,874.22	402,058.16	335,570.00	489,114.00	-	489,114.00	0.00	489,114.00
2497		Interfund Allocations; Subtotal	718,029.48	615,183.84	781,072.57	998,075.51	-	998,075.51	0.00	998,075.51
2499		Contingency-General; Subtotal		(329,443.33)	0.00	0.00	-	-		0.00
2501		Total; Non-Allocated Expenses	1,210,967.70	705,221.15	1,130,064.67	1,500,611.51	-	1,500,611.51	0.00	1,500,611.51
2502					-			-		-
2503		Total Transportation Expenditures	6,292,359.89	5,498,849.72	4,167,866.87	4,932,488.02	11,500.00	4,943,988.02	0.00	4,943,988.02
2504					-			-		-
2505		<i>Projected Surplus <Deficit></i>	<i>(4,296,836.63)</i>	<i>(1,169,894.32)</i>	<i>2,133.13</i>	<i>(967,920.02)</i>	<i>(11,500.00)</i>	<i>(979,420.02)</i>	<i>0.00</i>	<i>(979,420.02)</i>
2506			-		(0.00)			-		-
2507										
2510		DOCK FUND								
2511		Revenues								
2512		Dock Charges								
2516		Fees; Subtotal	855,758.75	912,008.74	1,196,000.00	955,000.00	-	955,000.00	-	955,000.00
2517		Intergovernmental						-		-
2520		Federal Operating Grants; Subtotal	-	36,246.67	-	0.00	-	-	-	-
2525		State Operating Grants; Subtotal	-	71,008.95	-	0.00	-	-	-	-
2528		State Capital Grants; Subtotal	-	19,428.98	-	0.00	-	-	-	-
2531		Total; Dock Revenues	855,758.75	1,038,693.34	1,196,000.00	955,000.00	-	955,000.00	0.00	955,000.00
2532					-			-		-
2533		Expenditures								
2534		City Dock								
2549		Salaries/Benefits Total	337,117.21	354,958.75	353,817.51	316,033.17	29,037.50	345,070.67	0.00	345,070.67
2573		Operating Total	201,447.49	173,540.25	141,205.37	155,906.81	(15,000.00)	140,906.81	0.00	140,906.81
2574		Total; City Dock Operations	538,564.70	528,499.00	495,022.88	471,939.98	14,037.50	485,977.48	0.00	485,977.48
2575										
2576		Non Allocated Expenses				-		-		-
2582		Debt; Subtotal	190,426.13	336,809.77	182,730.94	166,908.00	-	166,908.00	-	166,908.00
2587		Depreciation & Adjustments; Subtotal	206,916.15	65,740.59	215,000.00	261,661.00	-	261,661.00	-	261,661.00
2596		Interfund Allocations; Subtotal	146,099.45	1,229,851.69	223,818.15	40,000.00	-	40,000.00	-	40,000.00
2597		Total; Non-Allocated	543,441.73	1,632,402.05	621,549.09	468,569.00	-	468,569.00	0.00	468,569.00
2598										
2599		Total; Dock Fund Expenditures	1,082,006.43	2,160,901.05	1,116,571.97	940,508.98	14,037.50	954,546.48	-	954,546.48
2600					-			-		-
2601		<i>Projected Surplus <Deficit></i>	<i>(226,247.68)</i>	<i>(1,122,207.70)</i>	<i>79,428.03</i>	<i>14,491.02</i>	<i>(14,037.50)</i>	<i>453.52</i>	<i>0.00</i>	<i>453.52</i>
2602			40,000.00	13,333.33	(0.00)			-		-
2603										
2605		MARKET FUND								
2606		Revenues								
2607		Market Charges								
2608		Subtotal;	54,418.65	56,418.38	229,000.00	174,540.00		174,540.00		174,540.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2609		Money & Property						0.00		
2611		Subtotal;	92.95	98.73	0.00	0.00		0.00		0.00
2612		Total; Market Fund Revenues	54,511.60	56,517.11	229,000.00	174,540.00	-	174,540.00	-	174,540.00
2614										
2615		Expenditures			-					
2616		Market House								
2620		Salaries/Benefits Total	0.00	0.00	0.00	0.00	-	0.00	0.00	0.00
2644		Operating Total	98,091.69	51,086.31	136,700.00	129,731.00	-	129,731.00	-	129,731.00
2645		Total; Market Fund Operating Expenditures	98,091.69	51,086.31	136,700.00	129,731.00	-	129,731.00	-	129,731.00
2646										
2647		Net Operating Income	(43,580.09)	5,430.80	92,300.00	44,809.00	0.00	44,809.00	0.00	44,809.00
2648										
2649		Other Financing Sources						0.00		
2650		Operating Revenue						0.00		
2653		Subtotal;	152,582.00	298,460.67	0.00	20,331.22	0.00	20,331.22	0.00	20,331.22
2654										
2655		Non Allocated Expenses						-		
2661		Debt; Subtotal	39,258.85	54,038.41	54,321.31	27,457.00	0.00	27,457.00	0.00	27,457.00
2663		Depreciation & Adjustments; Subtotal	21,482.60	2,023.89	25,000.00	24,892.00	0.00	24,892.00	0.00	24,892.00
2666		Interfund Allocations; Subtotal	53,550.97	70,195.52	(0.00)	0.00	0.00	0.00	0.00	0.00
2670		Intergovernmental Expenditures; Subtotal	11,720.35	3,906.78	12,791.22	12,791.22	0.00	12,791.22	0.00	12,791.22
2674		Total; Non-Allocated Expenses	126,012.77	130,164.60	92,112.53	65,140.22	-	65,140.22	-	65,140.22
2675					-			-		-
2676		Projected Surplus <Deficit>	(17,010.86)	173,726.87	187.47	0.00	0.00	0.00	0.00	0.00
2677			0.00		-			-		-
2678										
2680		SOLID WASTE								
2681		Revenues								
2682		Refuse Collection Charges - Residential								
2688		Subtotal;	4,050,937.92	3,793,347.54	3,289,568.00	3,487,500.00	(300,000.00)	3,187,500.00	0.00	3,187,500.00
2689		Commercial Refuse Recycling						-		-
2690		Subtotal;	9,318.00	7,000.33	7,500.00	7,500.00		7,500.00		7,500.00
2692		Total; Charges for Services	4,060,255.92	3,800,347.87	3,297,068.00	3,495,000.00	(300,000.00)	3,195,000.00	-	3,195,000.00
2693										
2694		Other Income			-			-		-
2701		Subtotal;	59.07	86,686.36	-	0.00	-	-	-	-
2702				-				-		-
2703		Total; Solid Waste Revenues	4,060,314.99	3,887,034.23	3,297,068.00	3,495,000.00	(300,000.00)	3,195,000.00	-	3,195,000.00
2704					-			-		-
2705		Expenditures								
2707		Residential								
2714		Salaries/Benefits Total	1,182,498.01	974,430.01	619,045.40	136,400.13	-	136,400.13	0.00	136,400.13
2734		Operating Total	765,883.06	695,837.60	1,201,665.00	1,180,130.00	171,180.00	1,351,310.00	-	1,351,310.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2736		Total; Residential Expenses	1,948,381.07	1,670,267.62	1,820,710.40	1,316,530.13	171,180.00	1,487,710.13	0.00	1,487,710.13
2737					-			-		-
2738		Yard Waste Recycling								
2743		Salaries/Benefits Total	0.00	253,676.82	0.00	0.00	-	0.00	0.00	0.00
2751		Operating Total	-	39,747.77	-	0.00	-	-	-	-
2753		Total; Yard Waste Recycling Expenses	-	293,424.58	-	0.00	-	-	-	-
2754				-				-		-
2755		Curbside Recycling								
2762		Total; Curbside Recycling Expenses	260,075.32	260,831.40	312,566.75	312,566.75	-	312,566.75	-	312,566.75
2763								-		-
2764		Non Allocated Expenses								
2768		Debt; Subtotal	10,719.46	5,203.40	9,935.68	9,936.00	-	9,936.00	0.00	9,936.00
2772		Depreciation & Adjustments; Subtotal	34,951.00	32,844.58	35,905.24	35,813.00	-	35,813.00	0.00	35,813.00
2780		Interfund Allocations; Subtotal	956,888.42	1,282,437.70	816,004.75	976,055.00	-	976,055.00	0.00	976,055.00
2782		Total; Non-Allocated Expenses	1,002,558.88	1,320,485.68	861,845.67	1,021,804.00	-	1,021,804.00	-	1,021,804.00
2783					-			-		-
2784		Total Refuse Expenditures	3,211,015.27	3,545,009.28	2,995,122.82	2,650,900.88	171,180.00	2,822,080.88	0.00	2,822,080.88
2785					-			-		-
2786		Projected Surplus <Deficit>	849,299.72	342,024.95	301,945.18	844,099.12	(471,180.00)	372,919.12	0.00	372,919.12
2787			-		0.00			-		-
2790										
2791		STORMWATER MANAGEMENT								
2792		Revenues								
2793		Stormwater Management Charges								
2794		Subtotal;	895,510.18	633,030.63	934,000.00	934,000.00		934,000.00		934,000.00
2795		Money and Property						-		-
2796		Subtotal;		545.95	0.00	0.00		0.00		0.00
2797		Transfers and Other Sources						-		-
2801		Subtotal;	-	-	-	0.00	-	-	-	-
2803		Total; Stormwater Fund Revenues	895,510.18	633,576.58	934,000.00	934,000.00	-	934,000.00	-	934,000.00
2804								-		-
2805		Expenditures								
2806		Stormwater Management								
2814		Salaries/Benefits Total	168,920.86	168,582.76	201,079.73	186,316.53	-	186,316.53	0.00	186,316.53
2827		Operating Total	71,555.57	104,905.80	79,000.00	79,000.00	-	79,000.00	-	79,000.00
2828		Non-Allocated Expenses								
2832		Debt; Subtotal	7,395.50	13,120.37	9,085.01	10,825.00	-	10,825.00	-	10,825.00
2837		Depreciation & Adjustments; Subtotal	505.24	(4,185.74)	1,628.52	1,629.00	-	1,629.00	-	1,629.00
2846		Interfund Allocations; Subtotal	540,578.07	456,117.73	636,046.52	651,700.00	-	651,700.00	-	651,700.00
2847		Total; Non-Allocated	548,478.81	465,052.35	646,760.05	664,154.00	-	664,154.00	-	664,154.00
2848					-			-		-
2849		Total; Stormwater Expenditures	788,955.24	738,540.91	926,839.78	929,470.53	-	929,470.53	-	929,470.53
2850					-			-		-

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2851		<i>Projected Surplus <Deficit></i>	106,554.94	(104,964.33)	7,160.22	4,529.47	-	4,529.47	0.00	4,529.47
2852			(0.00)		(0.00)					-
2854										
2855		SIDEWALK REVOLVING								
2856		Revenues								
2857		Sidewalk Management Charges								
2858		Subtotal;		0.00	0.00	0.00		0.00		0.00
2859		Transfers and Other Sources								
2863		Subtotal;		-	277,443.92	302,413.87	-	302,413.87	-	302,413.87
2865		Total; Sidewalk Revolving Revenues		-	277,443.92	302,413.87	-	302,413.87	-	302,413.87
2866					-			-		-
2867		Expenditures								
2868		Sidewalk Revolving Fund								
2873		Salaries/Benefits Total		0.00	277,443.92	302,413.87	-	302,413.87	0.00	302,413.87
2881		Operating Total		-	-	0.00	-	-	-	-
2882		Non Allocated Expenses								
2886		Debt; Subtotal		-	-	0.00	-	-	-	-
2891		Depreciation & Adjustments; Subtotal		-	-	0.00	-	-	-	-
2899		Interfund Allocations; Subtotal		-	-	0.00	-	-	-	-
2900		Total; Non-Allocated		-	-	0.00	-	-	-	-
2901					-			-		-
2902		Total; Sidewalk Expenditures		-	277,443.92	302,413.87	-	302,413.87	-	302,413.87
2903					-			-		-
2904		<i>Projected Surplus <Deficit></i>		0.00	0.00	(0.00)	-	(0.00)	0.00	(0.00)
2905					-			-		-
2906		Summary-by fund								
2907										
2908		General Fund								
2909		Total Revenues	61,442,018.08	75,836,939.28	67,261,984.80	65,553,591.32	1,224,000.00	66,777,591.32	0.00	66,777,591.32
2910		Total Expenditures	61,553,115.89	71,142,275.62	63,235,330.91	63,728,550.55	607,748.93	64,336,299.48	115,000.00	64,451,299.48
2911		Net Surplus <Deficit>	(111,097.81)	4,694,663.66	4,026,653.89	1,825,040.77	616,251.07	2,441,291.84	(115,000.00)	2,326,291.84
2912						0.00		0.00	-	-
2913		Water Fund								
2914		Total Revenues	7,560,911.78	8,073,967.27	7,947,818.00	7,501,000.00	-	7,501,000.00	0.00	7,501,000.00
2915		Total Expenditures	6,789,069.94	5,693,588.87	7,922,666.36	7,195,769.57	83,760.00	7,279,529.57	0.00	7,279,529.57
2916		Net Surplus <Deficit>	771,841.84	2,380,378.40	25,151.64	305,230.43	(83,760.00)	221,470.43	0.00	221,470.43
2917						0.00		-	-	-
2918		Wastewater Fund								
2919		Total Revenues	7,426,867.98	5,763,946.97	7,652,148.00	7,661,148.00	-	7,661,148.00	0.00	7,661,148.00
2920		Total Expenditures	5,764,624.02	5,614,822.66	6,946,024.90	6,996,875.29	150,000.00	7,146,875.29	0.00	7,146,875.29
2921		Net Surplus <Deficit>	1,662,243.96	149,124.30	706,123.10	664,272.71	(150,000.00)	514,272.71	0.00	514,272.71
2922						0.00		-	-	-
2923		Parking Fund								
2924		Total Revenues	4,717,500.58	4,649,870.31	5,535,000.00	5,660,000.00	-	5,660,000.00	0.00	5,660,000.00

	A	B	J	K	L	Q	Z	AA	AB	AC
2										
		Budget Request FY 2014								
3			FY 12 Actual	3 Year Actual Average	FY 13 APPROVED Budget	FY 14 Proposed Budget Level Service	City Manager's Changes	City Manager Proposal	Mayor's Changes	Mayor's Budget
2925		Total Expenditures	3,308,652.06	3,587,128.01	5,517,698.89	5,599,010.37	-	5,599,010.37	0.00	5,599,010.37
2926		Net Surplus <Deficit>	1,408,848.52	1,062,742.30	17,301.11	60,989.63	-	60,989.63	0.00	60,989.63
2927				-		0.00		-	-	-
2928		Transportation Fund								
2929		Total Revenues	1,995,523.26	4,328,955.40	4,170,000.00	3,964,568.00	-	3,964,568.00	0.00	3,964,568.00
2930		Total Expenditures	6,292,359.89	5,498,849.72	4,167,866.87	4,932,488.02	11,500.00	4,943,988.02	0.00	4,943,988.02
2931		Net Surplus <Deficit>	(4,296,836.63)	(1,169,894.32)	2,133.13	(967,920.02)	(11,500.00)	(979,420.02)	0.00	(979,420.02)
2932				-		0.00		-	-	-
2933		Dock Fund								
2934		Total Revenues	855,758.75	1,038,693.34	1,196,000.00	955,000.00	-	955,000.00	0.00	955,000.00
2935		Total Expenditures	1,082,006.43	2,160,901.05	1,116,571.97	940,508.98	14,037.50	954,546.48	0.00	954,546.48
2936		Net Surplus <Deficit>	(186,247.68)	(1,122,207.70)	79,428.03	14,491.02	(14,037.50)	453.52	0.00	453.52
2937				-		0.00		-	-	-
2938		Market Fund								
2939		Total Revenues	207,093.60	354,977.78	229,000.00	194,871.22	0.00	194,871.22	0.00	194,871.22
2940		Total Expenditures	224,104.46	181,250.91	228,812.53	194,871.22	0.00	194,871.22	0.00	194,871.22
2941		Net Surplus <Deficit>	(17,010.86)	173,726.87	187.47	0.00	-	0.00	0.00	0.00
2942				-		0.00		-	-	-
2943		Refuse Fund								
2944		Total Revenues	4,060,314.99	3,887,034.23	3,297,068.00	3,495,000.00	(300,000.00)	3,195,000.00	0.00	3,195,000.00
2945		Total Expenditures	3,211,015.27	3,545,009.28	2,995,122.82	2,650,900.88	171,180.00	2,822,080.88	0.00	2,822,080.88
2946		Net Surplus <Deficit>	849,299.72	342,024.95	301,945.18	844,099.12	(471,180.00)	372,919.12	0.00	372,919.12
2947				-		0.00		-	-	-
2948		Stormwater Fund								
2949		Total Revenues	895,510.18	633,576.58	934,000.00	934,000.00	-	934,000.00	0.00	934,000.00
2950		Total Expenditures	788,955.24	738,540.91	926,839.78	929,470.53	-	929,470.53	0.00	929,470.53
2951		Net Surplus <Deficit>	106,554.94	(104,964.33)	7,160.22	4,529.47	-	4,529.47	0.00	4,529.47
2952				-		0.00		-	-	-
2953		Sidewalk Fund								
2954		Total Revenues	0.00	0.00	277,443.92	302,413.87	-	302,413.87	0.00	302,413.87
2955		Total Expenditures	0.00	0.00	277,443.92	302,413.87	-	302,413.87	0.00	302,413.87
2956		Net Surplus <Deficit>	0.00	0.00	0.00	(0.00)	-	(0.00)	0.00	(0.00)
2957				-		0.00		-	-	-
2958		Total City								
2959		Total Receipts and Sources	89,161,499.20	104,567,961.17	98,500,462.72	96,221,592.42	924,000.00	97,145,592.42	0.00	97,145,592.42
2960		Total Expenditures and Uses	89,013,903.20	98,162,367.03	93,334,378.94	93,470,859.29	1,038,226.43	94,509,085.72	115,000.00	94,624,085.72
2961		Net Surplus <Deficit>	187,596.00	6,405,594.14	5,166,083.78	2,750,733.13	(114,226.43)	2,636,506.70	(115,000.00)	2,521,506.70
2962			0		0	(0.00)				-
2963										

FISCAL IMPACT NOTE

Legislation No: O-8-13

First Reader Date: 3-11-13

Note Date: 3-15-13

Legislation Title: **Annual Operating Budget: FY 2014**

Description: For the purpose 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.

Analysis of Fiscal Impact:

The fiscal impact is described in detail in the budget document.

1
2
3
4
5
6
7

**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		

8
9

A ORDINANCE concerning

Capital Improvement Budget: FY 2014

10
11
12
13
14

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

15
16
17

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

18
19
20

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

21
22
23
24
25
26

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

27
28
29

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.

30
31
32
33
34
35
36

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.

1
2
3

4
5
6
7
8

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

Table of Contents

Page

Introduction	1
Authority	
Purpose	
Role of the Comprehensive Plan in the CIP	
Relationship of the CIP to the Adequate Public Facilities Ordinance (APFO)	
Priority Scoring of Capital Projects	
Funds Overview	
Changes from FY13 Adopted Capital Budget	6
FY2014 – FY2019 Capital Budget and 5-Year Capital Improvement Plan	
FY14 Capital Budget: General Fund Projects – Summary	7
FY14 Capital Budget: Enterprise Fund Projects – Summary	8
FY14-FY19 Capital Plan: General Fund Projects – Summary	9
FY14-FY19 Capital Plan: Enterprise Fund Projects – Summary	10
Project Detail Sheets	
<u>General Fund Projects</u>	
Landfill Gas Mitigation.....	11
Dam Repair at Waterworks Park.....	12
Maintenance Facilities.....	13
City Hall Restoration.....	14
Stanton Center.....	15
Maynard Burgess House.....	16
Truxtun Park Pool.....	17
General Roadways.....	18
General Sidewalks.....	19
Trail Connections.....	20
City Dock Infrastructure.....	21
Kingsport Park.....	22
Wayfinding Signage.....	23
Capital Grants to Annapolis non-profit organizations.....	24
Annual Transportation Plan	25
Legislative Management System.....	26
<u>Enterprise Fund Projects</u>	
Stormwater Projects	
Stormwater Management Retrofit Projects.....	27
Stream Restoration.....	28
Water & Sewer Projects	
Water Distribution Rehab.....	29
SCADA/Radio Upgrade.....	30

Sewer Pump Station Rehab.....	31
Sewer Rehabilitation & Upgrades.....	32
Parking Projects	
Hillman Garage.....	33
Harbor and Maritime Projects	
Harbormaster Building.....	34
Creek Dredging.....	35
Long-Term Capital Program.....	36

Appendices

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>1. Health & Safety 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>2. Quality of Life & Community Welfare 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>3. Regulatory & Legal Requirements 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>4. Operational Necessity 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>5. Implication of Deferring the Project: operational cost impacts 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>6. Strategic Goals 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>7. Grant Funding 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>8. "Interweaving" factor 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>9. 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; and level of public support. Whether a significant public information/outreach strategy is recommended is noted.</p>	5
Total points possible:	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
<i>New Projects</i>			
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	
<i>Change in Scope or Timing</i>			
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.
<i>Projects Deferred</i>			
Harbormaster Building	130,000	0	Project pending based on review of City Dock Master Plan.
<i>FY14 Budget Commitments deferred to FY15: Project Underway with prior year funds</i>			
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	
<i>Completed Projects</i>			
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	
GENERAL FUND									
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.
General Fund Total:			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	
ENTERPRISE FUNDS									
Stormwater	77002	Stormwater Mgmt Retrofit Projects	-						
	tbd	Stream Restoration	-						
		Stormwater Component: see 'City Dock Infrastructure'					558,960		
Stormwater Fund Total			0				558,960		
Water	71001	Water Treatment Plant	-						
	71003	Water Distribution Rehab	-						
	tbd	SCADA/Radio Upgrade - Water	120,000			120,000			
Water Fund Total:			120,000			120,000			
Sewer	72002	Sewer Pump Station Rehab	-						
	72004	Sewer Rehab & Upgrades	-						
	-	SCADA/Radio Upgrade - Sewer	-						
Sewer Fund Total:			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	-						
Parking Fund Total:			765,190		765,190				
Dock	tbd	Harbormaster Building	-						
	tbd	Flood Control Infrastructure	-						
	tbd	IT Harbor Fee Collection System	-						
Dock Fund Total:			0						
ALL FUNDS TOTAL			10,046,009	315,000	5,675,876	357,301	558,960	2,373,682	

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	
<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
General Fund Total:			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	
ENTERPRISE FUNDS									
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
Stormwater Fund Total:			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
Water Fund Total:			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
Sewer Fund Total:			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							
Parking Fund Total:			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
Dock Fund Total:			0	170,000	2,040,000				2,210,000
ALL FUNDS TOTAL			10,604,969	22,546,062	12,045,000	8,736,200	4,810,000	7,550,000	88,149,841

Project Title Landfill Gas Mitigation	Project Number: 10001	Initiating Department Public Works
Asset Category Landfill	Asset Number 50240	Priority Score Legal Mandate: exempt from scoring
Project Description 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.		
Regulatory or Legal Mandates Project is under a Draft Consent Order with the Maryland Department of the Environment (MDE).		Operational Necessity Project is mandated to comply with Draft Consent Order.
Prior Funding 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.		Non-City sources of funding
FY14 Budget commitment allows project stage: No funds required in FY14		Project Years FY11-FY16
		Total Project Budget 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							
Total	0	0	2,575,000	0	0	0	2,575,000
Funding Schedule							
Bond funds			2,575,000				2,575,000
Operating funds							
Other							
Total	0	0	2,575,000	0	0	0	2,575,000

Project Title Dam Repair at Waterworks Park	Project Number 40002	Initiating Department Public Works	
Asset Category	Asset Number	Priority Score Legal Mandate: exempt from scoring	
Project Description 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.			
Regulatory or Legal Mandates Project is under Consent Order with the Maryland Department of the Environment.		Operational Necessity Project is mandated in order to comply with Consent Order.	
Prior Funding FY11: \$1,000,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: No funds required in FY14		Project Years FY11-	Total Project Budget 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						

Project Title Maintenance Facilities	Project Number 20004	Initiating Department Public Works
Asset Category City Facility	Asset Number	Priority Score
Project Description 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. In the planning stage, this project will utilize the recommendations of the Fleet Management Process Improvement Study (2013) to: <ul style="list-style-type: none"> • conduct a formal space needs assessment for a central fleet management and maintenance facility; • 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; • perform environmental investigations; • generate a plan to optimize the use of this site with a facility more suited to operational and maintenance needs; and • conduct a feasibility study for the proposed facility. Construction cost estimate based on a 25,000 SF facility at \$175/SF.		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding 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.		Non-City sources of funding
FY14 Budget commitment allows project stage: Planning/Design underway with prior year funds		Project Years FY11-FY16
		Total Project Budget 4,790,000

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

Funding Schedule							
Bond funds		4,375,000					4,375,000
Operating funds							
Other							
Total	0	4,375,000	0	0	0	0	4,375,000

Project Title City Hall Restoration	Project Number: 20005	Initiating Department Public Works		
Asset Category City Facility	Asset Number 50138	Priority Score		
Project Description 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.				
Regulatory or Legal Mandates Code Compliance, OSHA, ADA		Operational Necessity Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.		
Prior Funding 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).		Non-City sources of funding \$250,000 State Capital funds \$100,000 Critical Infrastructure Grant		
FY14 Budget commitment allows project stage: Project to be completed with prior year funds.		<table border="1"> <tr> <td>Project Years FY11-FY13</td> <td>Total Project Budget 2,646,035</td> </tr> </table>	Project Years FY11-FY13	Total Project Budget 2,646,035
Project Years FY11-FY13	Total Project Budget 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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Stanton Center	Project Number 20009	Initiating Department Recreation/Parks
Asset Category City Facility	Asset Number 50136	Priority Score
Project Description 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.		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding FY12: \$150,000		Non-City sources of funding Community Development Block Grant (CDBG) funds and Community Legacy Program funds.
FY14 Budget commitment allows project stage		Project Years Total Project Budget

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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Maynard Burgess House	Project Number 20002	Initiating Department Planning & Zoning/Historic Preservation Div.	
Asset Category City Facility	Asset Number 51117	Priority Score Not scored	
<p>Project Description 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>			
Regulatory or Legal Mandates		Operational Necessity	
<p>Prior Funding FY12: \$265,000 transferred to this project via GT-50-12 Prior years: \$220,000</p>		<p>Non-City sources of funding \$100,000 MHT African American Heritage Preservation Grant</p>	
FY14 Budget commitment allows project stage		Project Years	Total Project Budget

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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Truxtun Park Pool	Project Number 50008	Initiating Department Recreation & Parks	
Asset Category Parks/Rec. facilities/Open Space	Asset Number TBD	Priority Score 71	
Project Description 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.			
Regulatory or Legal Mandates New ADA requirements took effect in 2013.		Operational Necessity 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.	
Prior Funding FY13: \$100,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: Planning, Design		Project Years FY13-FY15	Total Project Budget 2,375,000

	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Expenditure Schedule							
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							
Total	150,000	2,075,000	0	0	0	0	2,225,000

Funding Schedule							
Bond funds	150,000	2,075,000					2,225,000
Operating funds							
Other							
Total	150,000	2,075,000	0	0	0	0	2,225,000

Project Title General Roadways	Project Number: 40001	Initiating Department Public Works
Asset Category Roadways/Sidewalks	Asset Number Numerous asset numbers are assigned to road segments	Priority Score 63
Project Description 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.		
Regulatory or Legal Mandates The Maryland Transportation Code mandates that Highway User Revenue (HUR) be applied to transportation projects.		Operational Necessity Sustains operations of the existing street network.
Prior Funding Project is funded via the capital budget annually. FY13: \$2,000,000		Non-City sources of funding Highway User Revenue
FY14 Budget commitment allows project stage: Construction		Project Years Recurring
		Total Project Budget 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							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

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							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Project Detail

Project Title General Sidewalks	Project Number TBD	Initiating Department Public Works
Asset Category Roadways/Sidewalks	Asset Number Numerous asset numbers are assigned to sidewalks	Priority Score 58
Project Description 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.		
Regulatory or Legal Mandates		Operational Necessity Allows continued safe use of the existing sidewalk network.
Prior Funding Beginning in FY13, project is funded via the capital budget annually. FY13: \$600,000		Non-City sources of funding
FY14 Budget commitment allows project stage Construction		Project Years Recurring
		Total Project Budget \$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							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000
Funding Schedule							
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							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000

Project Title Trail Connections	Project Number TBD	Initiating Department Transportation
Asset Category Roadways/Sidewalks	Asset Number TBD	Priority Score
Project Description 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.		
Regulatory or Legal Mandates No		Operational Necessity
Prior Funding FY13: \$1,097,000		Non-City sources of funding Grant funding is expected to offset design and construction costs, for which various State and Federal grants are available for up to 100% funding.
FY14 Budget commitment allows project stage: Phase 1 & 2 have begun with prior year funds. No funds requested in FY14.		Project Years FY13-FY17
		Total Project Budget 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							
Total	0	87,000	170,000	1,291,200	0	0	1,548,200

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

Project Title City Dock Infrastructure	Project Number: TBD	Initiating Department Planning & Zoning
Asset Category	Asset Number	Priority Score 61 – Stormwater/Flooding Component 54 – Bulkhead Component
Project Description 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.		
Regulatory or Legal Mandates Public safety associated with City-owned infrastructure.		Operational Necessity Project will address monthly flooding of City Dock surface lots and Compromise Street, and will address deterioration associated with the existing bulkhead.
Prior Funding FY13 \$275,000 under 'City Dock Development'		Non-City sources of funding Pending: Federal grant: \$1.5M (Boating Infrastructure Grant) Pending: EPARM application for Valve Installation: \$85,000
FY14 Budget commitment allows project stage: Design & Construction		Project Years FY14 – FY15
		Total Project Budget

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							
Total	7,484,405	5,085,399	0	0	0	0	12,569,804

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
Total	7,484,405	5,085,399	0	0	0	0	12,569,804

Project Title Kingsport Park	Project Number 50007	Initiating Department Recreation & Parks	
Asset Category Parks/Rec. facilities/Open Space	Asset Number None (Land Improvement)	Priority Score 40	
Project Description 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.			
Regulatory or Legal Mandates No		Operational Necessity Meets the essential recreation and park services for the community.	
Prior Funding FY13: \$15,000		Non-City sources of funding Potential: Community Parks and Playgrounds (DNR)	
FY14 Budget commitment allows project stage: Construction		Project Years FY13 – FY15	Total Project Budget 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							
Total	157,875	0	0	0	0	0	157,875
Funding Schedule							
Bond funds or Debt (for Grant match purposes)	10,931						10,931
Operating funds							
Other	146,944						146,944
Total	157,875	0	0	0	0	0	157,875

Project Title Wayfinding Signage	Project Number TBD	Initiating Department Planning & Zoning
Asset Category Assets located in the public right of way	Asset Number	Priority Score 45
Project Description 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		
Regulatory or Legal Mandates	Operational Necessity 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.	
Prior Funding 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	Non-City sources of funding Pending: \$65,500 FY14 Capital Grant from Maryland Heritage Areas Authority (MHAA)	
FY14 Budget commitment allows project stage: Design, Construction	Project Years	Total Project Budget

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							
Total	220,000	0	0	0	0	0	220,000

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

Project Title Capital Grants to Annapolis non-profit organizations	Project Number 20006	Initiating Department Mayor's Office
Asset Category Community Assets	Asset Number n/a	Priority Score Project not scored
Project Description 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.		
Maryland Hall for the Creative Arts Prior Year Awards: \$250,000 FY09-FY12 Prior Year Payments: \$240,000 FY13 Award: \$25,000		Lighthouse Shelter Prior Year Awards: \$500,000 FY08-FY12 Prior Year Payments: \$400,000
National Sailing Hall of Fame Prior Year Awards: \$250,000 FY07-FY12 Prior Year Payments: \$200,000 FY13 Award: \$25,000		Summer Garden Theater 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
Total	100,000	100,000	75,000	50,000	0	0	325,000

Funding Schedule							
Bond funds							
Operating funds	100,000	100,000	75,000	50,000			325,000
Other							
Total	100,000	100,000	75,000	50,000	0	0	325,000

Project Title Annual Transportation Capital Plan	Project Number	Initiating Department Transportation	
Asset Category Transportation	Asset Number	Priority Score	
Project Description 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). 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.			
Regulatory or Legal Mandates			Operational Necessity The ATP is an integral fiscal component of the City's Transit Operations.
Prior Funding Annual Recurring		Non-City sources of funding MTA and FTA contribute up to 90% of eligible project costs.	
FY14 Budget commitment allows project stage		Project Years Annual Recurring <table border="1" style="float: right; margin-left: 20px;"> <tr> <td>Total Project Budget</td> </tr> </table>	Total Project Budget
Total Project Budget			

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							
Total	751,539	0	0	0	0	0	751,539

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

Project Title Legislative Management System	Project Number TBD	Initiating Department MIT		
Asset Category Information Technology	Asset Number TBD	Priority Score 39		
Project Description 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.				
Regulatory or Legal Mandates			Operational Necessity Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.	
Prior Funding		Non-City sources of funding		
FY14 Budget commitment allows project stage Installation		<table border="0"> <tr> <td>Project Years FY14</td> <td>Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)</td> </tr> </table>	Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)
Project Years FY14	Total Project Budget \$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							
Total	47,000	0	0	0	0	0	47,000

Funding Schedule							
Bond funds							
Operating funds							
Peg Fees	47,000						47,000
Total	47,000	0	0	0	0	0	47,000

Project Title Stormwater Management Retrofit Projects	Project Number 77002	Initiating Department Public Works	
Asset Category Drainage/Stormwater	Asset Number Numerous asset numbers	Priority Score 45	
Project Description 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.			
Regulatory or Legal Mandates		Operational Necessity Sustains operations of existing stormwater conveyance infrastructure.	
Prior Funding FY12: \$100,000 FY11: \$50,000		Non-City sources of funding	
FY14 Budget commitment allows project stage:		Project Years Recurring	Total Project Budget 100,000 annually

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		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							
Total	0	100,000	100,000	100,000	100,000	100,000	500,000

Funding Schedule							
Bond funds							
Operating funds-Stormwater		100,000	100,000	100,000	100,000	100,000	500,000
Other							
Total	0	100,000	100,000	100,000	100,000	100,000	500,000

Project Title Stream Restoration	Project Number TBD	Initiating Department DNEP
Asset Category Drainage/Stormwater	Asset Number	Priority Score
Project Description 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.		
Regulatory or Legal Mandates 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.		Operational Necessity
Prior Funding FY13: \$406,000		Non-City sources of funding No
FY14 Budget commitment allows project stage		Project Years Total Project Budget

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							
Total	0	406,000	0	0	0	0	406,000

Funding Schedule							
Bond funds							
Operating funds-Stormwater		406,000					406,000
Other							
Total	0	406,000	0	0	0	0	406,000

Project Title Water Distribution Rehab	Project Number 71003	Initiating Department Public Works	
Asset Category Water Infrastructure	Asset Number Numerous asset numbers are assigned	Priority Score 75	
Project Description 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.			
Regulatory or Legal Mandates		Operational Necessity 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.	
Prior Funding FY13: \$1,880,000 FY12: \$1,718,000 FY11: \$102,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: Construction		Project Years Recurring	Total Project Budget 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							
Total	0	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000

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
Total	0	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000

Project Title SCADA/Radio Upgrade	Project Number: T4/MUNIS 71010	Initiating Department Public Works
Asset Category Wastewater & Water Infrastructure	Asset Number	Priority Score 73
Project Description This project continues the replacement of obsolete controls and communications system from the City's water tanks to the Water Treatment Plant chart recorders.		
Regulatory or Legal Mandates Requirements related to monitoring of water supply and pressure.		
Prior Funding FY13: \$120,000 FY12: \$413,000 FY11: \$790,000		Operational Necessity The SCADA system and reliable communications are necessary for proper operation of the automated components of the sewer collection and water distribution systems.
FY14 Budget commitment allows project stage: Construction		Non-City sources of funding
		Project Years FY11-FY14
		Total Project Budget 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							
Total	120,000	0	0	0	0	0	120,000

Funding Schedule							
Bond funds							
Operating funds-Water Fund	120,000						120,000
Other							
Total	120,000	0	0	0	0	0	120,000

Project Title Sewer Pump Station Rehab	Project Number 72002	Initiating Department Public Works
Asset Category Wastewater Infrastructure	Asset Number numerous	Priority Score 73
Project Description 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.		
Regulatory or Legal Mandates 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.		Operational Necessity Continuous operation of sewage pump stations is critical to the City's sewer service.
Prior Funding FY13: \$614,000 FY12: \$1,239,000 FY11: \$490,743		Non-City sources of funding
FY13 Budget commitment allows project stage Construction		Project Years FY11-FY15
		Total Project Budget 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							
Total	0	900,000	0	0	0	0	900,000

Funding Schedule							
Bond funds		900,000					900,000
Operating funds - Sewer Fund							
Other							
Total	0	900,000	0	0	0	0	900,000

Project Title Sewer Rehabilitation & Upgrades	Project Number: 72004, 72006	Initiating Department Public Works
Asset Category Wastewater Infrastructure	Asset Number numerous	Priority Score 74
<p>Project Description 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>Regulatory or Legal Mandates 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>Prior Funding FY13: \$2,320,000 FY12: \$1,050,000 FY11: \$1,200,000</p>		<p>Non-City sources of funding</p>
<p>FY14 Budget commitment allows project stage: Construction</p>		<p>Project Years Recurring</p> <p>Total Project Budget 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							
Total	0	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	12,660,000

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
Total	0	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	12,660,000

Project Detail

Project Title Hillman Garage	Project Number 73002	Initiating Department Transportation
Asset Category Off-Street Parking Facility	Asset Number 50026	Priority Score 62
Project Description 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)		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding FY13: \$300,000 \$700,000 spent in 2009 and 2010 on structural repairs		Non-City sources of funding
FY14 Budget commitment allows project stage Project planning underway with FY13 funds		Project Years FY13-FY16
		Total Project Budget

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							
Total	765,190	1,530,360	19,257,610	0	0	0	21,553,160

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

Project Title Harbormaster Building	Project Number TBD	Initiating Department Harbormaster	
Asset Category Harbor and Maritime Infrastructure/ City Facility	Asset Number 50137 (Johnson Building) 50593 (Welcome Center)	Priority Score Project not scored to date	
<p>Project Description 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.</p> <p>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.</p>			
Regulatory or Legal Mandates		Operational Necessity	
Prior Funding		Non-City sources of funding State and federal funds may offset up to 65% of the components of the project providing boater facilities.	
FY14 Budget commitment allows project stage No funds required in FY14		Project Years	Total Project Budget

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							
Total	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							
Total	0	130,000	2,000,000	0	0	0	2,130,000

Project Title Creek Dredging	Project Number	Initiating Department DNEP	
Asset Category	Asset Number	Priority Score 28	
<p>Project Description 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>			
Regulatory or Legal Mandates		Operational Necessity	
Prior Funding		Non-City sources of funding	
FY14 Budget commitment allows project stage		Project Years	Total Project Budget

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
Total	0	0	375,000	0	0	0	375,000

Funding Schedule							
Operating funds			375,000				375,000
Other							
Total	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**

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>1. Health, Safety & Welfare 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>2. Quality of Life & Community Welfare <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>2. 3. Regulatory or legal mandates & Legal Requirements 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>3. 4. Operational Necessity 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>5. Budget Impact 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 clogging 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>4. 5. Implication of Deferring the Project: operational cost impacts 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>6. Strategic Goals An assessment of the degree to which the project furthers the the <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>7. Grant Funding Opportunity 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>8. “Interweaving” factor <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>8. Community Demand An assessment of the degree to which the project meets a community need or responds to a community demand.</p>	<p>7</p>

<p>9. Implementation readiness An assessment of the time required for a project to begin.</p>	<p>5</p>
<p style="text-align: right;">Total points possible:</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
<u>Building</u>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<u>Roads</u>									
<i>Planning Stage</i>									
Subtotal									
<i>Design Stage</i>									
Subtotal									
<i>Construction Stage</i>									
Subtotal									
Total									
<u>Water</u>									
<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 30st, 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

FISCAL IMPACT NOTE

Legislation No: O-9-13

First Reader Date: 3-11-13

Note Date: 3-15-13

Legislation Title: **Capital Improvement Budget: FY 2014**

Description: For the purpose adopting a capital improvement budget for FY 2014

Analysis of Fiscal Impact:

The fiscal impact is described in detail in the budget document.

1
2
3
4
5
6
7

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-11-13

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
Referred to	Referral Date	Meeting Date	Action Taken
3/11/13			6/7/13
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.

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.

1
2
3
4
5
6
7

**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
Referred to	Referral Date	Meeting Date	Action Taken
3/11/13			6/7/13
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

31

32

33

34

35

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.

FISCAL IMPACT NOTE

Legislation No: O-12-13

First Reader Date: 3-11-13

Note Date: 3-26-13

Legislation Title: **Authorizing an Application Fee and Permit Fee for a Tree Removal Permit**

Description: 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.

Analysis of Fiscal Impact: This legislation authorizes an application fee and a permit fee as set by resolution of the City Council. R-13-13, FY 2014 Effective July 1, 2013 proposes an application fee of \$30 and a permit fee of \$60, conditional on the adoption of O-12-13. The fiscal impact to the City depends on the number of applications filed and permits issued.

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
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 **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 **ADOPTED** this _____ day of _____, _____.
27
28

ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

29
30
31
32
33
34

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.

FISCAL IMPACT NOTE

Legislation No: O-13-13

First Reader Date: 3-11-13

Note Date: 3-27-13

Legislation Title: **Authorizing a Fee for a Hearing Before the Board of Port Wardens**

Description: For the purpose of authorizing a fee for a hearing before the Board of Port Wardens

Analysis of Fiscal Impact:

R-13-13 proposes an application fee of \$100 for a Port Wardens hearing. Assuming the proposed fee is adopted and there are 20 applications in a year, the positive fiscal impact would be \$2,000.

1
2
3
4
5
6
7

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-14-13

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		

8
9

A ORDINANCE concerning

10

Clarification of the Utility Contractor Inspection Fee

11
12
13
14
15
16

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.

17
18
19
20
21

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition
Section 16.04.030
Section 16.04.060

22
23
24

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:

25

Chapter 16.04 - WATER AND SEWER SERVICE GENERALLY

26

16.04.010 - Tapping existing water and sewer mains.

27
28
29
30
31
32
33
34

A. A person desiring to tap or connect with or open for the purpose of repair or for any other purposes a public sewer, water [or gas] main, **OR STORMWATER LINE** which requires the opening or alteration of a sidewalk, curb, street or alley, may do so upon receiving a permit from the Director of Public Works or his or her designee. The application shall give the exact location of the place to be opened or altered, the size of the opening, the number of days for completion of the work and shall contain a guaranty that the applicant, within the time specified, will place the sidewalk, curb, street or alley in as good condition as it was 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

38

1
2
3
4
5

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.

FISCAL IMPACT NOTE

Legislation No: O-14-13

First Reader Date: 3-11-13

Note Date: 3-15-13

Legislation Title: **Clarification of the Utility Contractor Inspection Fee**

Description: 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.

Analysis of Fiscal Impact:

As inspection fees are designed to cover the City's direct and administrative costs for the service, this legislation has no significant fiscal impact.

**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		

A ORDINANCE concerning

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.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition
Section 17.09.070

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:

CHAPTER 17.09 – TREES IN DEVELOPMENT AREAS

17.09.070 - Replacement value—Mitigation—Fee in lieu—Exceptions.

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:

1. The number of trees to be replaced are contained in the following table:

Table 17.09.070

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)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

- * 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.

FISCAL IMPACT NOTE

Legislation No: O-15-13

First Reader Date: 3-11-13

Note Date: 3-26-13

Legislation Title: **Clarifying the Fee-in-Lieu for Trees in Development Areas**

Description: For the purpose of clarifying the fee-in-lieu for trees in development areas by addressing the contradiction between Section 17.09.070 (C) of the Annapolis City Code and the fee schedule.

Analysis of Fiscal Impact: This legislation has no significant fiscal impact.

1
2
3
4
5
6
7

**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		

8
9

A RESOLUTION concerning

Capital Improvement Program: FY 2014 to FY 2019

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

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.



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

Table of Contents

Page

Introduction	1
Authority	
Purpose	
Role of the Comprehensive Plan in the CIP	
Relationship of the CIP to the Adequate Public Facilities Ordinance (APFO)	
Priority Scoring of Capital Projects	
Funds Overview	
Changes from FY13 Adopted Capital Budget	6
FY2014 – FY2019 Capital Budget and 5-Year Capital Improvement Plan	
FY14 Capital Budget: General Fund Projects – Summary	7
FY14 Capital Budget: Enterprise Fund Projects – Summary	8
FY14-FY19 Capital Plan: General Fund Projects – Summary	9
FY14-FY19 Capital Plan: Enterprise Fund Projects – Summary	10
Project Detail Sheets	
<u>General Fund Projects</u>	
Landfill Gas Mitigation.....	11
Dam Repair at Waterworks Park.....	12
Maintenance Facilities.....	13
City Hall Restoration.....	14
Stanton Center.....	15
Maynard Burgess House.....	16
Truxtun Park Pool.....	17
General Roadways.....	18
General Sidewalks.....	19
Trail Connections.....	20
City Dock Infrastructure.....	21
Kingsport Park.....	22
Wayfinding Signage.....	23
Capital Grants to Annapolis non-profit organizations.....	24
Annual Transportation Plan	25
Legislative Management System.....	26
<u>Enterprise Fund Projects</u>	
Stormwater Projects	
Stormwater Management Retrofit Projects.....	27
Stream Restoration.....	28
Water & Sewer Projects	
Water Distribution Rehab.....	29
SCADA/Radio Upgrade.....	30

Sewer Pump Station Rehab.....	31
Sewer Rehabilitation & Upgrades.....	32
Parking Projects	
Hillman Garage.....	33
Harbor and Maritime Projects	
Harbormaster Building.....	34
Creek Dredging.....	35
Long-Term Capital Program.....	36

Appendices

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>1. Health & Safety 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>2. Quality of Life & Community Welfare 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>3. Regulatory & Legal Requirements 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>4. Operational Necessity 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>5. Implication of Deferring the Project: operational cost impacts 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>6. Strategic Goals 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>7. Grant Funding 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>8. "Interweaving" factor 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>9. 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; and level of public support. Whether a significant public information/outreach strategy is recommended is noted.</p>	5
Total points possible:	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
<i>New Projects</i>			
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	
<i>Change in Scope or Timing</i>			
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.
<i>Projects Deferred</i>			
Harbormaster Building	130,000	0	Project pending based on review of City Dock Master Plan.
<i>FY14 Budget Commitments deferred to FY15: Project Underway with prior year funds</i>			
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	
<i>Completed Projects</i>			
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	
GENERAL FUND									
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.
General Fund Total:			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	
ENTERPRISE FUNDS									
Stormwater	77002	Stormwater Mgmt Retrofit Projects	-						
	tbd	Stream Restoration	-						
		Stormwater Component: see 'City Dock Infrastructure'					558,960		
Stormwater Fund Total			0				558,960		
Water	71001	Water Treatment Plant	-						
	71003	Water Distribution Rehab	-						
	tbd	SCADA/Radio Upgrade - Water	120,000			120,000			
Water Fund Total:			120,000			120,000			
Sewer	72002	Sewer Pump Station Rehab	-						
	72004	Sewer Rehab & Upgrades	-						
	-	SCADA/Radio Upgrade - Sewer	-						
Sewer Fund Total:			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	-						
Parking Fund Total:			765,190		765,190				
Dock	tbd	Harbormaster Building	-						
	tbd	Flood Control Infrastructure	-						
	tbd	IT Harbor Fee Collection System	-						
Dock Fund Total:			0						
ALL FUNDS TOTAL			10,046,009	315,000	5,675,876	357,301	558,960	2,373,682	

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	
GENERAL FUND									
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
General Fund Total:			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	
ENTERPRISE FUNDS									
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
Stormwater Fund Total:			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
Water Fund Total:			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
Sewer Fund Total:			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							
Parking Fund Total:			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
Dock Fund Total:			0	170,000	2,040,000				2,210,000
ALL FUNDS TOTAL			10,604,969	22,546,062	12,045,000	8,736,200	4,810,000	7,550,000	88,149,841

Project Title Landfill Gas Mitigation	Project Number: 10001	Initiating Department Public Works
Asset Category Landfill	Asset Number 50240	Priority Score Legal Mandate: exempt from scoring
Project Description 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.		
Regulatory or Legal Mandates Project is under a Draft Consent Order with the Maryland Department of the Environment (MDE).		Operational Necessity Project is mandated to comply with Draft Consent Order.
Prior Funding 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.		Non-City sources of funding
FY14 Budget commitment allows project stage: No funds required in FY14		Project Years FY11-FY16
		Total Project Budget 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							
Total	0	0	2,575,000	0	0	0	2,575,000
Funding Schedule							
Bond funds			2,575,000				2,575,000
Operating funds							
Other							
Total	0	0	2,575,000	0	0	0	2,575,000

Project Title Dam Repair at Waterworks Park	Project Number 40002	Initiating Department Public Works	
Asset Category	Asset Number	Priority Score Legal Mandate: exempt from scoring	
Project Description 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.			
Regulatory or Legal Mandates Project is under Consent Order with the Maryland Department of the Environment.		Operational Necessity Project is mandated in order to comply with Consent Order.	
Prior Funding FY11: \$1,000,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: No funds required in FY14		Project Years FY11-	Total Project Budget 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						

Project Title Maintenance Facilities	Project Number 20004	Initiating Department Public Works
Asset Category City Facility	Asset Number	Priority Score
<p>Project Description 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"> • conduct a formal space needs assessment for a central fleet management and maintenance facility; • 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; • perform environmental investigations; • generate a plan to optimize the use of this site with a facility more suited to operational and maintenance needs; and • conduct a feasibility study for the proposed facility. <p>Construction cost estimate based on a 25,000 SF facility at \$175/SF.</p>		
Regulatory or Legal Mandates		
<p>Prior Funding 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>		Non-City sources of funding
<p>FY14 Budget commitment allows project stage: Planning/Design underway with prior year funds</p>		<p>Project Years FY11-FY16</p> <p>Total Project Budget 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							
Total	0	4,375,000	0	0	0	0	4,375,000

Funding Schedule							
Bond funds		4,375,000					4,375,000
Operating funds							
Other							
Total	0	4,375,000	0	0	0	0	4,375,000

Project Title City Hall Restoration	Project Number: 20005	Initiating Department Public Works
Asset Category City Facility	Asset Number 50138	Priority Score
Project Description 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.		
Regulatory or Legal Mandates Code Compliance, OSHA, ADA		Operational Necessity Energy efficiency and improved working environment will result from improvements to mechanical and HVAC systems.
Prior Funding 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).		Non-City sources of funding \$250,000 State Capital funds \$100,000 Critical Infrastructure Grant
FY14 Budget commitment allows project stage: Project to be completed with prior year funds.		Project Years FY11-FY13
		Total Project Budget 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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Stanton Center	Project Number 20009	Initiating Department Recreation/Parks
Asset Category City Facility	Asset Number 50136	Priority Score
Project Description 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.		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding FY12: \$150,000		Non-City sources of funding Community Development Block Grant (CDBG) funds and Community Legacy Program funds.
FY14 Budget commitment allows project stage		Project Years Total Project Budget

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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Maynard Burgess House	Project Number 20002	Initiating Department Planning & Zoning/Historic Preservation Div.	
Asset Category City Facility	Asset Number 51117	Priority Score Not scored	
<p>Project Description 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>			
Regulatory or Legal Mandates		Operational Necessity	
<p>Prior Funding FY12: \$265,000 transferred to this project via GT-50-12 Prior years: \$220,000</p>		<p>Non-City sources of funding \$100,000 MHT African American Heritage Preservation Grant</p>	
FY14 Budget commitment allows project stage		Project Years	Total Project Budget

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							
Total	0	0	0	0	0	0	0

Funding Schedule							
Bond funds							
Operating funds							
Other							
Total	0	0	0	0	0	0	0

Project Title Truxtun Park Pool	Project Number 50008	Initiating Department Recreation & Parks	
Asset Category Parks/Rec. facilities/Open Space	Asset Number TBD	Priority Score 71	
Project Description 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.			
Regulatory or Legal Mandates New ADA requirements took effect in 2013.		Operational Necessity 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.	
Prior Funding FY13: \$100,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: Planning, Design		Project Years FY13-FY15	Total Project Budget 2,375,000

	Budget	5-Year Capital Plan					FY14 - FY19 Total
	Proposed FY14	Proposed FY15	Proposed FY16	Proposed FY17	Proposed FY18	Proposed FY19	
Expenditure Schedule							
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							
Total	150,000	2,075,000	0	0	0	0	2,225,000

Funding Schedule							
Bond funds	150,000	2,075,000					2,225,000
Operating funds							
Other							
Total	150,000	2,075,000	0	0	0	0	2,225,000

Project Title General Roadways	Project Number: 40001	Initiating Department Public Works
Asset Category Roadways/Sidewalks	Asset Number Numerous asset numbers are assigned to road segments	Priority Score 63
Project Description 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.		
Regulatory or Legal Mandates The Maryland Transportation Code mandates that Highway User Revenue (HUR) be applied to transportation projects.		Operational Necessity Sustains operations of the existing street network.
Prior Funding Project is funded via the capital budget annually. FY13: \$2,000,000		Non-City sources of funding Highway User Revenue
FY14 Budget commitment allows project stage: Construction		Project Years Recurring
		Total Project Budget 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							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

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							
Total	0	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	10,000,000

Project Detail

Project Title General Sidewalks	Project Number TBD	Initiating Department Public Works
Asset Category Roadways/Sidewalks	Asset Number Numerous asset numbers are assigned to sidewalks	Priority Score 58
Project Description 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.		
Regulatory or Legal Mandates		Operational Necessity Allows continued safe use of the existing sidewalk network.
Prior Funding Beginning in FY13, project is funded via the capital budget annually. FY13: \$600,000		Non-City sources of funding
FY14 Budget commitment allows project stage Construction		Project Years Recurring
		Total Project Budget \$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							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000
Funding Schedule							
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							
Total	250,000	850,000	600,000	600,000	600,000	600,000	3,500,000

Project Title Trail Connections	Project Number TBD	Initiating Department Transportation
Asset Category Roadways/Sidewalks	Asset Number TBD	Priority Score
Project Description 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.		
Regulatory or Legal Mandates No		Operational Necessity
Prior Funding FY13: \$1,097,000		Non-City sources of funding Grant funding is expected to offset design and construction costs, for which various State and Federal grants are available for up to 100% funding.
FY14 Budget commitment allows project stage: Phase 1 & 2 have begun with prior year funds. No funds requested in FY14.		Project Years FY13-FY17
		Total Project Budget 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							
Total	0	87,000	170,000	1,291,200	0	0	1,548,200

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

Project Title City Dock Infrastructure	Project Number: TBD	Initiating Department Planning & Zoning
Asset Category	Asset Number	Priority Score 61 – Stormwater/Flooding Component 54 – Bulkhead Component
Project Description 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.		
Regulatory or Legal Mandates Public safety associated with City-owned infrastructure.		Operational Necessity Project will address monthly flooding of City Dock surface lots and Compromise Street, and will address deterioration associated with the existing bulkhead.
Prior Funding FY13 \$275,000 under 'City Dock Development'		Non-City sources of funding Pending: Federal grant: \$1.5M (Boating Infrastructure Grant) Pending: EPARM application for Valve Installation: \$85,000
FY14 Budget commitment allows project stage: Design & Construction		Project Years FY14 – FY15
		Total Project Budget

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							
Total	7,484,405	5,085,399	0	0	0	0	12,569,804

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
Total	7,484,405	5,085,399	0	0	0	0	12,569,804

Project Title Kingsport Park	Project Number 50007	Initiating Department Recreation & Parks	
Asset Category Parks/Rec. facilities/Open Space	Asset Number None (Land Improvement)	Priority Score 40	
Project Description 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.			
Regulatory or Legal Mandates No		Operational Necessity Meets the essential recreation and park services for the community.	
Prior Funding FY13: \$15,000		Non-City sources of funding Potential: Community Parks and Playgrounds (DNR)	
FY14 Budget commitment allows project stage: Construction		Project Years FY13 – FY15	Total Project Budget 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							
Total	157,875	0	0	0	0	0	157,875
Funding Schedule							
Bond funds or Debt (for Grant match purposes)	10,931						10,931
Operating funds							
Other	146,944						146,944
Total	157,875	0	0	0	0	0	157,875

Project Title Wayfinding Signage	Project Number TBD	Initiating Department Planning & Zoning
Asset Category Assets located in the public right of way	Asset Number	Priority Score 45
Project Description 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		
Regulatory or Legal Mandates	Operational Necessity 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.	
Prior Funding 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	Non-City sources of funding Pending: \$65,500 FY14 Capital Grant from Maryland Heritage Areas Authority (MHAA)	
FY14 Budget commitment allows project stage: Design, Construction	Project Years	Total Project Budget

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							
Total	220,000	0	0	0	0	0	220,000

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

Project Title Capital Grants to Annapolis non-profit organizations	Project Number 20006	Initiating Department Mayor's Office
Asset Category Community Assets	Asset Number n/a	Priority Score Project not scored
Project Description 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.		
Maryland Hall for the Creative Arts Prior Year Awards: \$250,000 FY09-FY12 Prior Year Payments: \$240,000 FY13 Award: \$25,000		Lighthouse Shelter Prior Year Awards: \$500,000 FY08-FY12 Prior Year Payments: \$400,000
National Sailing Hall of Fame Prior Year Awards: \$250,000 FY07-FY12 Prior Year Payments: \$200,000 FY13 Award: \$25,000		Summer Garden Theater 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
Total	100,000	100,000	75,000	50,000	0	0	325,000

Funding Schedule							
Bond funds							
Operating funds	100,000	100,000	75,000	50,000			325,000
Other							
Total	100,000	100,000	75,000	50,000	0	0	325,000

Project Title Annual Transportation Capital Plan	Project Number	Initiating Department Transportation
Asset Category Transportation	Asset Number	Priority Score
<p>Project Description 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>		
Regulatory or Legal Mandates		
Prior Funding Annual Recurring		Non-City sources of funding MTA and FTA contribute up to 90% of eligible project costs.
FY14 Budget commitment allows project stage		Project Years Annual Recurring
		Total Project Budget

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							
Total	751,539	0	0	0	0	0	751,539

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

Project Title Legislative Management System	Project Number TBD	Initiating Department MIT		
Asset Category Information Technology	Asset Number TBD	Priority Score 39		
Project Description 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.				
Regulatory or Legal Mandates			Operational Necessity Modernizes, improves and automates manually intense preparation and distribution of City Council and other legislative meeting documents and materials.	
Prior Funding		Non-City sources of funding		
FY14 Budget commitment allows project stage Installation		<table border="0"> <tr> <td>Project Years FY14</td> <td>Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)</td> </tr> </table>	Project Years FY14	Total Project Budget \$47,000 (Approx. \$24,000 in annual programming costs will be required after initial funding year.)
Project Years FY14	Total Project Budget \$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							
Total	47,000	0	0	0	0	0	47,000

Funding Schedule							
Bond funds							
Operating funds							
Peg Fees	47,000						47,000
Total	47,000	0	0	0	0	0	47,000

Project Title Stormwater Management Retrofit Projects	Project Number 77002	Initiating Department Public Works	
Asset Category Drainage/Stormwater	Asset Number Numerous asset numbers	Priority Score 45	
Project Description 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.			
Regulatory or Legal Mandates		Operational Necessity Sustains operations of existing stormwater conveyance infrastructure.	
Prior Funding FY12: \$100,000 FY11: \$50,000		Non-City sources of funding	
FY14 Budget commitment allows project stage:		Project Years Recurring	Total Project Budget 100,000 annually

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		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							
Total	0	100,000	100,000	100,000	100,000	100,000	500,000

Funding Schedule							
Bond funds							
Operating funds-Stormwater		100,000	100,000	100,000	100,000	100,000	500,000
Other							
Total	0	100,000	100,000	100,000	100,000	100,000	500,000

Project Title Stream Restoration	Project Number TBD	Initiating Department DNEP
Asset Category Drainage/Stormwater	Asset Number	Priority Score
Project Description 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.		
Regulatory or Legal Mandates 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.		Operational Necessity
Prior Funding FY13: \$406,000		Non-City sources of funding No
FY14 Budget commitment allows project stage		Project Years Total Project Budget

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							
Total	0	406,000	0	0	0	0	406,000

Funding Schedule							
Bond funds							
Operating funds-Stormwater		406,000					406,000
Other							
Total	0	406,000	0	0	0	0	406,000

Project Title Water Distribution Rehab	Project Number 71003	Initiating Department Public Works	
Asset Category Water Infrastructure	Asset Number Numerous asset numbers are assigned	Priority Score 75	
Project Description 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.			
Regulatory or Legal Mandates			
Prior Funding FY13: \$1,880,000 FY12: \$1,718,000 FY11: \$102,000		Non-City sources of funding	
FY14 Budget commitment allows project stage: Construction		Project Years Recurring	Total Project Budget 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							
Total	0	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000

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
Total	0	1,930,000	1,990,000	2,050,000	2,110,000	2,170,000	10,250,000

Project Title SCADA/Radio Upgrade	Project Number: T4/MUNIS 71010	Initiating Department Public Works
Asset Category Wastewater & Water Infrastructure	Asset Number	Priority Score 73
Project Description This project continues the replacement of obsolete controls and communications system from the City's water tanks to the Water Treatment Plant chart recorders.		
Regulatory or Legal Mandates Requirements related to monitoring of water supply and pressure.		
Prior Funding FY13: \$120,000 FY12: \$413,000 FY11: \$790,000		Operational Necessity The SCADA system and reliable communications are necessary for proper operation of the automated components of the sewer collection and water distribution systems.
FY14 Budget commitment allows project stage: Construction		Non-City sources of funding
		Project Years FY11-FY14
		Total Project Budget 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							
Total	120,000	0	0	0	0	0	120,000

Funding Schedule							
Bond funds							
Operating funds-Water Fund	120,000						120,000
Other							
Total	120,000	0	0	0	0	0	120,000

Project Title Sewer Pump Station Rehab	Project Number 72002	Initiating Department Public Works	
Asset Category Wastewater Infrastructure	Asset Number numerous	Priority Score 73	
Project Description 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.			
Regulatory or Legal Mandates 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.			Operational Necessity Continuous operation of sewage pump stations is critical to the City's sewer service.
Prior Funding FY13: \$614,000 FY12: \$1,239,000 FY11: \$490,743		Non-City sources of funding	
FY13 Budget commitment allows project stage Construction		Project Years FY11-FY15	Total Project Budget 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							
Total	0	900,000	0	0	0	0	900,000

Funding Schedule							
Bond funds		900,000					900,000
Operating funds - Sewer Fund							
Other							
Total	0	900,000	0	0	0	0	900,000

Project Title Sewer Rehabilitation & Upgrades	Project Number: 72004, 72006	Initiating Department Public Works
Asset Category Wastewater Infrastructure	Asset Number numerous	Priority Score 74
<p>Project Description 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>Regulatory or Legal Mandates 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>Prior Funding FY13: \$2,320,000 FY12: \$1,050,000 FY11: \$1,200,000</p>		<p>Non-City sources of funding</p>
<p>FY14 Budget commitment allows project stage: Construction</p>		<p>Project Years Recurring</p> <p>Total Project Budget 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							
Total	0	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	12,660,000

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
Total	0	2,390,000	2,460,000	2,530,000	2,600,000	2,680,000	12,660,000

Project Detail

Project Title Hillman Garage	Project Number 73002	Initiating Department Transportation
Asset Category Off-Street Parking Facility	Asset Number 50026	Priority Score 62
Project Description 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)		
Regulatory or Legal Mandates		Operational Necessity
Prior Funding FY13: \$300,000 \$700,000 spent in 2009 and 2010 on structural repairs		Non-City sources of funding
FY14 Budget commitment allows project stage Project planning underway with FY13 funds		Project Years FY13-FY16
		Total Project Budget

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							
Total	765,190	1,530,360	19,257,610	0	0	0	21,553,160

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

Project Title Harbormaster Building	Project Number TBD	Initiating Department Harbormaster	
Asset Category Harbor and Maritime Infrastructure/ City Facility	Asset Number 50137 (Johnson Building) 50593 (Welcome Center)	Priority Score Project not scored to date	
Project Description 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.			
Regulatory or Legal Mandates		Operational Necessity	
Prior Funding		Non-City sources of funding State and federal funds may offset up to 65% of the components of the project providing boater facilities.	
FY14 Budget commitment allows project stage No funds required in FY14		Project Years	Total Project Budget

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							
Total	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							
Total	0	130,000	2,000,000	0	0	0	2,130,000

Project Title Creek Dredging	Project Number	Initiating Department DNEP
Asset Category	Asset Number	Priority Score 28
<p>Project Description 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>		
Regulatory or Legal Mandates		
Prior Funding		Non-City sources of funding
FY14 Budget commitment allows project stage		Project Years Total Project Budget

Expenditure Schedule	Budget Proposed FY14	5-Year Capital Plan					FY14 - FY19 Total
	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
Total	0	0	375,000	0	0	0	375,000

Funding Schedule							
Operating funds			375,000				375,000
Other							
Total	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**

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>1. Health, Safety & Welfare 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>2. Quality of Life & Community Welfare <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>2. 3. Regulatory or legal mandates & Legal Requirements 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>3. 4. Operational Necessity 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>5. Budget Impact 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>4. 5. Implication of Deferring the Project: operational cost impacts 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>6. Strategic Goals An assessment of the degree to which the project furthers the the <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>7. Grant Funding Opportunity 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>8. “Interweaving” factor <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>8. Community Demand An assessment of the degree to which the project meets a community need or responds to a community demand.</p>	<p>7</p>

<p>9. Implementation readiness An assessment of the time required for a project to begin.</p>	<p>5</p>
<p style="text-align: right;">Total points possible:</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
<u>Building</u>									
<i>Planning Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
<i>Design Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
<i>Construction Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Roads</u>									
<i>Planning Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
<i>Design Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
<i>Construction Stage</i>	_____	_____	_____	_____	_____	_____	_____	_____	_____
Subtotal	_____	_____	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____	_____	_____
<u>Water</u>									
<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 30st, 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

FISCAL IMPACT NOTE

Legislation No: R-12-13

First Reader Date: 3-11-13

Note Date: 3-15-13

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

Description: For the purpose adopting a capital improvement program for the six-year period from July 1, 2013 to June 30, 2019.

Analysis of Fiscal Impact:

The fiscal impact is described in detail in the budget document.

1
2
3
4
5
6
7

**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		

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26

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

27
28
29
30
31
32

EXPLANATION

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

FY 2014 FEE SCHEDULE

Section	Type of Fee	Amount of Fee FY 2013
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

Section	Type of Fee	Amount of Fee FY 2013
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	[\$380.00] \$340.00
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 st 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, DAILY FEE PER SPACE conditional upon adoption of O-11-13	\$35.00
	[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
14.12.095	PERMIT FOR TREE REMOVAL <i>conditional upon adoption of O-12-13</i>	
	APPLICATION FEE	\$30.00
	PERMIT FEE	\$60.00
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.)] 5:00 p.m.	Daily fee or balance thereof
	Daily (over 3 hours or after [8] 5:00 p.m.) 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>DOCKING FEES: HOLIDAY PREMIUM ADJUSTMENTS 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:</p> <ol style="list-style-type: none"> 1. 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. 2. 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 4TH AND REVERTING TO REGULAR FEES ON TUESDAY 11 DAYS LATER AND AFTER THE HOLIDAY. 3. 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. 	
	Dock Utilities	
	Transient:	
	Each [15] 20 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] 20 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
	MOORINGS IN MAIN MOORING FIELD – MOORINGS NUMBERED 1-40 (INCLUSIVE) 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
	MOORINGS IN ST. MARY'S COVE – MOORINGS NUMBERED 41-60 (INCLUSIVE) 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 – MOORINGS NUMBERED 61-76 (INCLUSIVE) (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
	PRIVATE MOORING PERMIT FEE, COMMERCIAL PER YEAR	\$1,600.00
	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)
	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.	
	UNLIMITED BOAT LAUNCH/RECOVERY (MONDAY-THURSDAY ONLY), PER MONTH	\$50.00
	WEEKEND LAUNCH/RECOVERY (FRIDAY, SATURDAY, SUNDAY, HOLIDAYS), EACH WAY	\$15.00
15.16.040	PORT WARDENS HEARING APPLICATION FEE <i>conditional upon adoption of O-13-13</i>	\$100.00
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 SEE 15.10.020	
	[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] conditional upon adoption of O-14-13	[\$60.00]
16.04.060	[Development improvement] FOR JOB VALUES OVER \$25,000, THE UTILITY CONTRACTOR 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)] conditional upon adoption of O-14-13	
	FOR JOB VALUES OF \$25,000 OR LESS, THE UTILITY CONTRACTOR INSPECTION FEE IS GREATER OF 1/2 OF 1 PERCENT OF CONTRACT conditional upon adoption of O-14-13	
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
	LATE FEE (FOR THE FIRST MONTH LATE)	\$25.00
	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

Section	Type of Fee	Amount of Fee FY 2013
	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 PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD	\$60.00 \$5.00

Section	Type of Fee	Amount of Fee FY 2013
	CONSTRUCTION PROJECTS	
	\$3,001 to 5,000 PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS	\$90.00 \$10.00
	\$5,001 to 10,000 PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS	\$125.00 \$15.00
	\$10,001 and over is 0.8 percent of cost over \$10,000 plus PLUS BOAT RAMP USE FEE FOR PIER AND BULKHEAD CONSTRUCTION PROJECTS PLUS 0.1% OVER \$10,0001	\$165.00 \$25.00
	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
	LATE FEE FIRST 30 DAYS LATE, PER RENTAL UNIT EACH ADDITIONAL 30 DAYS LATE, PER RENTAL UNIT	\$25.00 \$25.00
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

Section	Type of Fee	Amount of Fee FY 2013
	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

	Fee
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

	City Resident	Nonresident
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] \$75.00	[\$75.00] \$125.00
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.

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

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.

	Annual		Monthly (min of 4 mos)		20 punch card		Daily / Drop In	
	<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.

PER HOUR	Res	Non Res
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

	City Resident	Non Resident	Program Member Res / Non Resident	Full Member Res / Non Resident
SUMMER PROGRAMS				
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
SWIMMING POOL				
Adult	[\$4] \$5	[\$4] \$5		
Child (12 and under) and Seniors (62 +)	[\$3] \$4	[\$3] \$4		
Family Pass (4, add members \$15 each)	[\$149] \$160	[\$171] \$185		
Youth Individual Pass	[\$49] \$55	[\$56] \$65		
Adult Individual Pass	[\$59] \$65	[\$68] \$75		

FISCAL IMPACT NOTE

Legislation No: R-13-13

First Reader Date: 3-11-13

Note Date: 4-2-13

Legislation Title: FY 2014 Fees Schedule Effective July 1, 2013

Description: For the purpose of specifying fees that will be charged for the use of City services for FY 2014.

Analysis of Fiscal Impact:

The positive fiscal impact of this legislation is expected to be \$50,000.

1
2
3
4
5
6
7

**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		

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

29
30
31
32
33
34
35

EXPLANATION

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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
			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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
		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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
	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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

Section in Code	Section Name	Fine for Initial Offense	Fine for Repeat or Continuous Violations
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

1

FISCAL IMPACT NOTE

Legislation No: R-14-13

First Reader Date: 3-11-13

Note Date: 4-2-13

Legislation Title: **FY 2014 Fines Schedule Effective July 1, 2013**

Description: For the purpose of specifying fines that will be charged for FY 2014.

Analysis of Fiscal Impact:

The positive fiscal impact of this legislation is expected to be \$13,000 in FY 2014.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37

**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

1
2
3
4
5
6
7

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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

CLASS	CLASSIFICATION TITLE	GRADE
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>
GRADE (7.5%)										
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**

Classification	GRADE (7.5%)	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>	<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

FISCAL IMPACT NOTE

Legislation No: R-15-13

First Reader Date: 3-11-13

Note Date: 4-2-13

Legislation Title: **Position Classifications and Pay Plan**

Description: For the purpose of approving the FY 2014 position classification and pay plan effective July 1, 2013.

Analysis of Fiscal Impact: The pay plan is unchanged from that of FY 2013. Based on information available at this time, this legislation will produce no fiscal impact. Any reclassifications approved by the Civil Service Board will be reflected in departmental budgets.

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;

- 1 3. The income of residents relative to State or regional median incomes, including the
- 2 number of persons who are welfare recipients or unemployed;
- 3 4. The extent of unemployment and the availability in the area of jobs for residents of
- 4 the area;
- 5 5. The need for small businesses to locate in the area in order to upgrade the social
- 6 and economic conditions of the designated neighborhood; and
- 7 6. Support from community and business organizations.
- 8 I. When a property lies in a designated revitalization area **OR IS A QUALIFYING LOCAL**
- 9 **BUSINESS BASED UPON REGULATIONS PROMULGATED BY THE SMALL**
- 10 **MINORITY BUSINESS ENTERPRISE COORDINATOR**, the capital facility charge
- 11 shall, at the request of the owner, be payable as follows: forty percent prior to the
- 12 issuance of any permit; twenty percent prior to the first anniversary of the earliest
- 13 permit issuance; twenty percent prior to the second anniversary of the earliest permit
- 14 issuance; final twenty percent prior to the third anniversary of the earliest permit
- 15 issuance.

16

17 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**

18 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

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

23

24

25 **EXPLANATION**

26 **CAPITAL LETTERS** indicate matter added to existing law.

27 [brackets] indicate matter stricken from existing law.

28 Underlining indicates amendments.

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.

FISCAL IMPACT NOTE

Legislation No: O-16-13

First Reader Date: 3-11-13

Note Date: 3-27-13

Legislation Title: Authorizing Local Businesses to be Eligible for a Capital Facilities Payment Plan

Description: For the purpose authorizing local businesses to be eligible for a capital facilities payment plan.

Analysis of Fiscal Impact: This legislation provides for a payment plan for the capital facility charge for qualifying local businesses at the request of the property owner. The business must be in a designated revitalization area. Forty percent of the charge will be paid before the building permit is issued, 20% by the first anniversary of permit issuance, 20% by the following anniversary, and the final 20% by the third anniversary.

The City will not have the deferred cash available for its needs the year the permit is issued. There will also be costs associated with monitoring and collecting the payments and the risk and expense of delayed collection, possible default and tax sale.

However, the results of the revitalization effort can produce additional taxes and other revenues for the City.

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-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
3/18/13			6/14/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	3/18/13		
Finance	3/18/13		
Financial Advisory Commission	3/18/13		

AN ORDINANCE concerning

Issuance of Bonds

FOR the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Fifteen Million Three Hundred Seventy Thousand Dollars (\$15,370,000), pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as "Public Improvements Bonds, 2013 Series" and said bonds to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; authorizing and empowering the City to issue and sell, upon its full faith and credit, general obligation bonds in the aggregate principal amount not to exceed Five Million One Hundred Thousand Dollars (5,100,000) pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as amended, Section 24 of Article 31 of the Annotated Code of Maryland (2010 Replacement Volume and 2012 Supplement), and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as "Public Improvements Refunding Bonds, 2013 Series", for the public purpose of refunding all or a portion of certain outstanding general obligation bonds as provided in this Ordinance; prescribing the form and tenor of said bonds; determining the method of sale of said bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of said bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on said bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of all said bonds.

RECITALS

1
2
3 For convenience of reference, the City of Annapolis, a municipal body corporate and
4 politic of the State of Maryland, is hereinafter sometimes referred to as the “City” or as
5 “Annapolis”.

6 The authority for the powers herein exercised is contained in Article VII, Section 11 of
7 the Charter of the City (the “Charter”) and in Sections 31 through 39, inclusive, of Article 23A of
8 the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), as
9 amended, such authority being hereinafter sometimes referred to collectively as the “Enabling
10 Act”.

11 The Enabling Act authorizes and empowers the City to borrow money for any proper
12 public purpose and to evidence such borrowing by the issuance and sale of its general
13 obligation bonds in accordance with the procedure prescribed by the Enabling Act, subject to
14 the limitation imposed by the Charter, that no bonds shall be issued by the City if, by the
15 issuance thereof, the total bonded indebtedness of the City incurred, less the amount of sinking
16 funds established for the retirement thereof, would then exceed ten per centum (10%) of the
17 assessed value of all real and personal property in the City taxable for municipal purposes.

18 The Charter further provides that, in computing compliance with such limitation,
19 outstanding bonds or other indebtedness of the City issued pursuant to the authority of any
20 public local law enacted by the General Assembly of Maryland prior to January 1, 1955, or
21 pursuant to the authority of any public general law of the State of Maryland, other than the
22 Enabling Act, together with tax anticipation notes issued pursuant to the Enabling Act, revenue
23 bonds payable as to principal and interest solely from the revenues from revenue-producing
24 projects, and short-term obligations issued pursuant to certain sections of the Charter, shall not
25 be taken into account.

26 Pursuant to the Charter, the City Council of the City (the “City Council”), may in its
27 discretion hold a referendum on any such bond issue or may be required to do so as a result of
28 a proper petition of registered voters filed for the purpose after the giving of notice to the City as
29 prescribed in the Charter.

30 The City proposes to spend the proceeds of the bonds authorized pursuant to this
31 Ordinance to (i) finance and refinance the costs of certain public projects of the City, subject to
32 the provisions of this Ordinance, (ii) refund all or a portion of the City’s Public Improvement
33 Bonds, 2007 Series (collectively, the “Refunded Bonds”), and (iii) pay the costs of issuing such
34 bonds.

1 The Refunding Act authorizes the City to issue bonds for the purpose of refunding
 2 outstanding bonds issued by the City in order to (i) realize debt service savings on either a
 3 direct comparison or present value basis, or (ii) restructure debt that (1) in the aggregate effects
 4 such a reduction in the cost of debt service; or is determined to be in the best interests of the
 5 City, to be consistent with the City's long term financial plan, and to realize a financial objective
 6 including improving the relationship of debt service to a source of payment such as taxes,
 7 assessments or other charges.

8 The City has determined that it is in the best interest of the City to refund the Refunded
 9 Bonds in order to restructure its debt in order to realize the financial goals of the City consistent
 10 with the City's long term financial plan.

11 The Charter contains no limitations upon the rate at which *ad valorem* taxes may be
 12 levied by the City for the payment of the principal of and interest on said bonded indebtedness.

13 Since the adoption of Article XI-E as an amendment of the Constitution of Maryland, the
 14 General Assembly of Maryland has passed no law proposing a limitation upon the rate at which
 15 taxes may be levied by the City or a limitation upon the amount of bonded indebtedness which
 16 may be incurred by the City different from that set forth in the Charter.

17 NOW, THEREFORE, BE IT ESTABLISHED AND ORDAINED BY THE CITY COUNCIL,
 18 that:

19 SECTION 1. All terms used herein which are defined in the Recitals hereof shall have
 20 the meanings given such terms therein.

21 SECTION 2. It is in the best interest of the City to borrow money and incur indebtedness
 22 and the City is authorized and empowered to issue and sell, upon its full faith and credit, its
 23 general obligation, fully registered bonds in the aggregate principal amount not to exceed
 24 Fifteen Million Three Hundred Seventy Thousand Dollars (\$15,370,000) to be known as "Public
 25 Improvements Bonds, 2013 Series A" (the "Series A Bonds") or such other designation as
 26 deemed appropriate by the Mayor of Annapolis (the "Mayor") and City Manager of Annapolis
 27 (the "City Manager") for the purposes of financing and refinancing the costs of the public
 28 projects listed below (the "Projects"), including the costs of issuing the Series A Bonds.

FUND	PROJECT NUMBER	PROJECT NAME	BOND FUNDING
		<i>GENERAL FUND</i>	
General Fund	20004	Maintenance Facilities	\$ 415,000
	20005	City Hall Restoration	1,310,000
	50008	Truxtun Park Pool	50,000
	tbd	Fire Station Paving	426,212
	40001	General Roadways	2,000,000

	tbd	General Sidewalks	600,000
	tbd	Trail Connections	150,000
	50006	Truxtun Park Improvements (Trail)	65,000
	74001	City Dock Development	315,000
		General Fund Total:	\$5,331,212
		<i>ENTERPRISE FUNDS</i>	
Water Fund	71001	Water Treatment Plant	\$5,000,000
	71003	Water Distribution Rehab	1,880,000
		Water Fund Total:	\$6,880,000
Sewer	72002	Sewer Pump Station Rehab	\$ 614,000
	72004	Sewer Rehab & Upgrades	2,320,000
		Sewer Fund Total:	\$2,934,000
Total			\$15,145,212

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

The costs of the Projects shall include (without limitation) the costs of the planning, construction, reconstruction, demolition, improvement, refurbishing, renovation, restoration, extension, alteration, installation, repair, acquisition, conversion and modernization of structures; the acquisition of structures and sites for structures; the acquisition of rights of way for roads; architectural and engineering services, including preparation of plans, drawings and specifications; and all customary and necessary furnishings and fixed permanent equipment for structures.

SECTION 3. It is in the best interest of the City to borrow money and incur indebtedness and the City is authorized and empowered to issue and sell, upon its full faith and credit its general obligation, fully registered bonds in the aggregate principal amount not to exceed Five Million One Hundred Thousand Dollars (\$5,100,000) to be known as "Public Improvements Refunding Bonds, 2013 Series A" (the "Refunding Bonds" and together with the Series A Bonds, the "Bonds") or such other designation as deemed appropriate by the Mayor and City Manager for the purposes of refunding all or a portion of the Refunded Bonds, and to pay the costs of issuing such bonds.

Any Bonds issued pursuant to this Ordinance may be issued as one or more series of Bonds, as deemed appropriate by the Mayor and City Manager.

SECTION 4. The City hereby covenants that any Bonds issued hereunder shall comply with all limitations of the Charter and that no Bonds shall be issued by the City if, by the issuance thereof, the total bonded indebtedness of the City incurred, less the amount of sinking

1 funds established for the retirement thereof, would then exceed ten per centum (10%) of the
2 assessed value of all real and personal property in the City taxable for municipal purposes.

3 SECTION 5. The Bonds authorized by this Ordinance shall be dated the date of their
4 delivery, shall be fully registered bonds without coupons in the denomination of Five Thousand
5 Dollars (\$5,000) each or any integral multiple thereof and shall bear interest at the interest rate
6 or rates fixed at the time of the awarding of the Bonds in accordance with an executive order of
7 the Mayor and the provisions of this Ordinance as hereinafter provided. Interest on the Bonds
8 shall be payable semi-annually on the dates and in the years as may be determined by the
9 Mayor in an executive order. The Bonds shall mature, subject to the option of prior redemption,
10 in annual installments, including any mandatory sinking fund installments, in the years as shall
11 be determined by the Mayor pursuant to an executive order; provided however, that the final
12 maturity of the Bonds shall not exceed 30 years from the date of delivery of the Bonds. Each
13 Bond shall bear interest from the interest payment date next preceding the date on which it is
14 authenticated, unless authenticated upon an interest payment date, in which event it shall bear
15 interest from such interest payment date, or unless authenticated prior to the first interest
16 payment date, in which event it shall bear interest from the date of the Bonds; provided,
17 however, that if at the time of authentication of any bond interest is in default, such bond shall
18 bear interest from the date to which interest has been paid.

19 SECTION 6. Certain of the Bonds may be subject to redemption prior to maturity as
20 may be determined by the Mayor in an executive order. With respect to the Bonds subject to
21 redemption, if any, the redemption dates and the redemption prices shall be specified in an
22 executive order by the Mayor.

23 The Bonds shall be redeemed only in integral multiples of \$5,000. If less than all of the
24 Bonds of any one maturity are called for redemption, the particular bonds to be redeemed from
25 such maturity shall be selected by lot by the bond registrar for the Bonds (the "Bond Registrar")
26 in such manner as the Bond Registrar in its sole discretion may determine or under the
27 procedures for book-entry bonds if the Bonds are under a book-entry system.

28 When less than all of a Bond in a denomination in excess of \$5,000 shall be so
29 redeemed, then upon the surrender of such Bond, there shall be issued to the registered owner
30 thereof, without charges, for the unredeemed balance of the principal amount of such Bond, at
31 the option of such owner, Bonds in any of the authorized denominations, the aggregate face
32 amount of such Bonds not to exceed the unredeemed balance of the Bond so surrendered, and
33 to bear the same interest rate and to mature on the same date as said unredeemed balance.

1 If the City elects to redeem all or a portion of the Bonds outstanding, it shall give a
2 redemption notice by first class mail, postage prepaid, at least 20 days prior to the date fixed for
3 redemption to each registered owner appearing on the books kept by the Bond Registrar.
4 Notwithstanding the foregoing, so long as all of the Bonds are registered in the name of Cede &
5 Co., as nominee for the Depository Trust Company, New York, New York ("DTC"), such notice
6 shall be given by a secure means (e.g. legible facsimile transmission, registered or certified mail
7 or overnight express delivery) in a timely manner designed to assure that such notice is in DTC
8 possession no later than the close of business on such 20th day; provided, however, that the
9 failure to mail the redemption notice or any defect in the notice so mailed or in the mailing
10 thereof shall not affect the validity of the redemption proceedings. The redemption notice shall
11 state (i) whether the Bonds are to be redeemed in whole or in part and, if in part, the maturities
12 and numbers of the Bonds to be redeemed, (ii) the date fixed for redemption and the
13 redemption price or prices, (iii) that the Bonds to be redeemed shall be presented for
14 redemption at the office of the Bond Registrar, (iv) that interest on the Bonds called for
15 redemption shall cease to accrue on the date fixed for redemption; and (v) other conditions, if
16 any, for the redemption on the date fixed for redemption, including but not limited to the
17 availability of funds for such redemption.

18 From and after the date fixed for redemption, if notice has been duly and properly given
19 and if funds sufficient for the payment of the redemption price of the Bonds called for
20 redemption plus accrued interest due thereon are available on such date, the Bonds so called
21 for redemption shall become due and payable at the redemption price or prices provided for
22 redemption of such Bonds on such date, interest on the Bonds shall cease to accrue and the
23 registered owners of the Bonds so called for redemption shall have no rights in respect thereof
24 except to receive payment of the redemption price plus accrued interest to the date fixed for
25 redemption. Upon presentation and surrender of a Bond called for redemption in compliance
26 with the redemption notice, the Bond Registrar shall pay the redemption price of such bond plus
27 accrued interest thereon to the date fixed for redemption. If bonds so called for redemption are
28 not paid upon presentation and surrender as described above, such bonds shall continue to
29 bear interest at the rates stated therein until paid.

30 SECTION 7. The Bonds shall be executed in the name of the City and on its behalf by
31 the Mayor. Such signature of the Mayor shall be imprinted on such Bonds by manual or
32 facsimile and a facsimile of the corporate seal of Annapolis shall also be imprinted thereon,
33 attested by the manual or facsimile signature of the City Clerk of Annapolis, all in accordance
34 with and pursuant to the authority of the Maryland Uniform Facsimile Signature of Public

1 Officials Act, being Sections 2-301 through 2-306 of the State Finance and Procurement Article
2 of the Annotated Code of Maryland.

3 In the event any official whose signature shall appear on such Bonds shall cease to be
4 such official prior to the delivery of the Bonds, or in the event any such official whose signature
5 shall appear on the Bonds shall have become such after the date of issue thereof, the Bonds
6 shall nevertheless be valid and legally binding obligations of Annapolis in accordance with their
7 terms.

8 All Bonds shall be issued as fully registered bonds without coupons and shall be
9 registered in the name or names of the owner or owners thereof; on books kept for such
10 purpose at the principal office of the Bond Registrar. The Bonds initially will be issued in book-
11 entry form without any physical distribution of certificates made to the public. DTC will act as
12 securities depository for the Bonds and the Bonds will be registered in the name of DTC's
13 partnership nominee, Cede & Co. The City reserves the right to terminate maintenance of the
14 Bonds in a book-entry only system and to issue fully certificated bonds. The Mayor or his
15 designee is hereby authorized to appoint a financial institution to act as the Bond Registrar and
16 as paying agent (the "Paying Agent") for the Bonds, unless the Mayor determines after
17 consulting with the financial advisor to the City (the "Financial Adviser") that the City shall act as
18 the Bond Registrar or the Paying Agent or both. Payment of the principal of and interest on the
19 Bonds shall be made to the person appearing on the registration books maintained by the Bond
20 Registrar as the registered owner thereof, such principal to be payable at the principal office of
21 the Paying Agent upon presentation and surrender of such bonds as the same become due and
22 payable, and such interest to be payable by check mailed by the Paying Agent to the persons in
23 whose names the bonds are registered on the regular record date which shall be the fifteenth
24 day of the month immediately preceding each regular interest payment date, or such other day
25 specified in the bond (the "Regular Record Date"), at the registered owner's address as shown
26 on the registration books maintained by the Bond Registrar.

27 SECTION 8. Any interest on any Bond which is payable but is not punctually paid or
28 provision for the payment of which has not been made ("Defaulted Interest") shall forthwith
29 cease to be payable to the registered owner on the relevant Regular Record Date solely by
30 virtue of such registered owner having been such registered owner; and such Defaulted Interest
31 may be paid by the City, at its election in each case, as provided in paragraph (1) or (2) below:

32 (1) The City may elect to make payment of any Defaulted Interest on the Bonds to
33 the persons in whose names such Bond is registered at the close of business on a record date
34 for the payment of such Defaulted Interest (the "Special Record Date"), which shall be fixed in

1 the following manner. The City shall notify the Paying Agent in writing of the amount of
2 Defaulted Interest proposed to be paid on the Bonds and the date of the proposed payment
3 (which date shall be such as will enable the Paying Agent to comply with the next sentence
4 hereof), and at the same time the City shall deposit or cause to be deposited with the Paying
5 Agent an amount of money equal to the aggregate amount proposed to be paid in respect of
6 such Defaulted Interest or shall make arrangements satisfactory to the Paying Agent for such
7 deposit prior to the date of the proposed payment, such money when deposited to be held in
8 trust for the benefit of the persons entitled to such Defaulted Interest as provided in this
9 paragraph. Thereupon the Paying Agent shall fix a Special Record Date for the payment of
10 such Defaulted Interest which shall be not more than fifteen (15) nor less than ten (10) days
11 prior to the date of the proposed payment after the receipt by the Paying Agent of the notice of
12 the proposed payment. The Paying Agent shall promptly notify the City of such Special Record
13 Date and, in the name of the City, shall cause notice of the proposed payment of such Defaulted
14 Interest and the Special Record Date therefore to be mailed, first-class postage prepaid, to each
15 registered owner at his address as it appears in the registration books maintained by the Bond
16 Registrar not less than ten (10) days prior to such Special Record Date. The Paying Agent
17 may, in its discretion, in the name of the City, cause a similar notice to be published at least
18 once in a newspaper of general circulation in Annapolis, Maryland but such publication shall not
19 be a condition precedent to the establishment of such Special Record Date. Notice of the
20 proposed payment of such Defaulted Interest and the Special Record Date therefore having
21 been mailed as aforesaid, such Defaulted Interest shall be paid to the registered owners of the
22 Bonds as of the close of business on such Special Record Date.

23 (2) The City may make payment of any Defaulted Interest in any other lawful manner
24 not inconsistent with the requirements of any securities exchange on which the Bonds may be
25 listed, and upon such notice as may be required by such exchange, if, after notice given by the
26 City to the Paying Agent of the proposed payment pursuant to this paragraph, such payment
27 shall be deemed practicable, and approved in writing, by the Paying Agent.

28 Except as provided hereinafter or in ordinances of the Mayor and Aldermen of the City of
29 Annapolis adopted prior to the issuance and delivery of the Bonds, all Bonds shall be
30 substantially in the following form, with appropriate insertions as therein indicated and such
31 other modifications as shall be approved by the Mayor, which form and all of the covenants
32 therein contained are hereby adopted by Annapolis as and for the form of obligation to be
33 incurred by Annapolis, and said covenants and conditions are hereby made binding upon
34 Annapolis, including the promise to pay therein contained:

No. R-_____
\$_____

(Form of Bond)

UNITED STATES OF AMERICA
STATE OF MARYLAND
CITY OF ANNAPOLIS, MARYLAND

GENERAL OBLIGATION BOND

PUBLIC IMPROVEMENTS BOND
2013 SERIES

Interest Rate Per Annum Maturity Date Date of Original Issue CUSIP

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT DOLLARS

CITY OF ANNAPOLIS (the "City"), a municipal corporation created and existing under the laws of the State of Maryland, hereby acknowledges itself indebted, and, for value received, promises to pay to the Registered Owner shown above or registered assigns or legal representatives on the Maturity Date shown above (unless this bond shall be redeemable, shall have been called for prior redemption and payment of the redemption price made or provided for), the Principal Amount shown above or so much thereof as shall not have been paid upon prior redemption in any coin or currency which, at the time of payment, is legal tender for the payment of public and private debts upon presentation and surrender of this bond on the date such principal is payable or if such date is not a Business Day (hereinafter defined) then on the next succeeding Business Day at the principal office of the Paying Agent, and to pay to the registered owner hereof by check or draft, mailed to such registered owner at his address as it appears on said registration books (the "Bond Register") maintained by the Bond Registrar interest on said principal amount at the Interest Rate shown above until payment of such principal amount, or until the prior redemption hereof, such interest being payable semi-annually on the first days of [_____] and [_____] in each year, in like coin or currency to the registered owner in whose name this bond is registered on the Bond Register as of the close of business on the regular record date, which shall be the fifteenth day of the month immediately preceding each regular interest payment date (the "Regular Record Date"). Any such interest not so punctually paid or duly provided for shall forthwith cease to be payable to the registered owner on the Regular Record Date, and may be paid to the person in whose name this bond is registered at the close of business on a date fixed by the Paying Agent for such defaulted interest payment (the "Special Record Date"), notice of which is given to the registered owner hereof not less than ten (10) days prior to such Special Record Date, or may be paid at any time in any other lawful manner not inconsistent with the requirement of any securities exchange on which the bonds of this series may be listed and upon such notice as may be required by such exchange.

"Business Day" means a day other than a Saturday, Sunday or day on which banking institutions under the laws of the State governing the Paying Agent are authorized or obligated by law or required by executive order to remain closed.

1
2 This bond shall not be valid or become obligatory for any purpose, until this bond shall have
3 been authenticated by an authorized officer of the Bond Registrar.
4

5 This bond is one of a duly authorized issue of general obligation bonds of the City aggregating
6 _____ Dollars (\$_____) in principal amount, which are in
7 denominations of \$5,000 or any integral multiple thereof, mature serially in installments on the
8 first day of August in each of the years 20_ to 20_, inclusive, and bear interest per annum as
9 follows:

10	Year of	Principal	Interest	Year of	Principal	Interest
11						
12	<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>	<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>
13						
14						
15						
16						
17						
18						

19 The bonds are numbered from one consecutively upwards prefixed by the letter "R" and are of
20 like tenor and effect except as to maturity, number, interest rate, denomination and redemption
21 provisions, and are issued pursuant to and in full conformity with the provisions of Sections 31
22 to 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume
23 and 2012 Supplement), as amended, and Article VII, Section 11 of the Annapolis City Charter,
24 and by virtue of due proceedings had and taken by the Mayor and Aldermen of the City of
25 Annapolis particularly an Ordinance adopted on the _____ day of _____, 20__ (approved
26 _____ 20__) (the "Ordinance").
27

28 The bonds which mature on or before [_____] are not subject to redemption prior to their
29 maturities. The bonds which mature on or after [_____] are subject to redemption prior to
30 their maturities on or after [_____] at the option of the City either as a whole or in part at
31 any time, in any order of maturities, at a redemption price expressed as a percentage of the
32 principal amount of the bonds to be redeemed, set forth in the table below, together with interest
33 accrued to the date fixed for redemption:
34

35	<u>Redemption Period (both dates inclusive)</u>	<u>Redemption Price</u>
36		
37		
38		

39 If less than all of the bonds of any one maturity of this issue shall be called for redemption, the
40 bonds to be redeemed shall be selected by lot by the Bond Registrar in such manner as, in its
41 discretion, it shall determine.
42

43 When less than all of a bond in a denomination in excess of \$5,000 shall be so redeemed, then,
44 upon the surrender of such bond, there shall be issued to the registered owner thereof, without
45 charge, for the unredeemed balance of the principal amount of such bond, at the option of such
46 owner, bonds in any of the authorized denominations, the aggregate face amount of such bonds
47 not to exceed the unredeemed balance of the bond so surrendered, and to bear the same
48 interest rate and to mature on the same date as said unredeemed balance.
49

50 If the City elects to redeem all or a portion of the bonds outstanding, it shall give a redemption
51 notice by first class mail, postage prepaid, at least 20 days prior to the date fixed for redemption

1 to each registered owner appearing on the books kept by the Bond Registrar. Notwithstanding
2 the foregoing, so long as all of the Bonds are registered in the name of Cede & Co., as nominee
3 for the Depository Trust Company, New York, New York ("DTC"), such notice shall be given by
4 a secure means (e.g. legible facsimile transmission, registered or certified mail or overnight
5 express delivery) in a timely manner designed to assure that such notice is in DTC possession
6 no later than the close of business on such 20th day; provided, however, that the failure to mail
7 the redemption notice or any defect in the notice so mailed or in the mailing thereof shall not
8 affect the validity of the redemption proceedings. The redemption notice shall state (i) whether
9 the bonds are to be redeemed in whole or in part and, if in part, the maturities and numbers of
10 the bonds to be redeemed, (ii) the date fixed for redemption and the redemption price or prices,
11 (iii) that the bonds to be redeemed shall be presented for redemption at the office of the Bond
12 Registrar, (iv) that interest on the bonds called for redemption shall cease to accrue on the date
13 fixed for redemption, and (v) other conditions, if any, for the redemption on the date fixed for
14 redemption, including but not limited to the availability of funds for such redemption.
15

16 From and after the date fixed for redemption, if notice has been duly and properly given and if
17 funds sufficient for the payment of the redemption price of the bonds called for redemption plus
18 accrued interest due thereon are available on such date, the bonds so called for redemption
19 shall become due and payable at the redemption price or prices provided for redemption of such
20 bonds on such date interest on the bonds shall cease to accrue and the registered owners of
21 the bonds so called for redemption shall have no rights in respect thereof except to receive
22 payment of the redemption price plus accrued interest to the date fixed for redemption. Upon
23 presentation and surrender of a bond called for redemption in compliance with the redemption
24 notice, the Bond Registrar shall pay the redemption price of such Bond plus accrued interest
25 thereon to the date fixed for redemption. If bonds so called for redemption are not paid upon
26 presentation and surrender as described above, such bonds shall continue to bear interest at
27 the rates stated therein until paid.
28

29 This bond is transferable only upon the registration books kept at the principal office of the Bond
30 Registrar, by the registered owner hereof in person, or by his attorney duly authorized in writing,
31 upon surrender hereof together with a written instrument of transfer in the form attached hereto
32 and satisfactory to the Bond Registrar duly executed by the registered owner or his duly
33 authorized attorney, and thereupon, within a reasonable time, the City shall issue in the name of
34 the transferee a new registered bond or bonds of any authorized denominations in aggregate
35 principal amount equal to the principal amount of this bond or the unredeemed portion hereof,
36 and maturing on the same date and bearing interest at the same rate. Said new bond or bonds
37 shall be delivered to the transferee only after payment of any tax or governmental charge
38 required to be paid with respect to and any shipping expenses or insurance relating to, such
39 transfer and only after due authentication thereof by an authorized officer of the Bond Registrar.
40 The City shall not be required to issue, transfer or exchange any bond during the period
41 beginning fifteen days before any selection of bonds to be redeemed and ending on the day of
42 publication and mailing of the notice of redemption or to transfer or exchange any bond called or
43 being called for redemption in whole or in part. The City may deem and treat the person in
44 whose name this bond is registered as the absolute owner hereof for the purpose of receiving
45 payment of or on account of the principal or redemption price hereof and interest due hereon
46 and for all other purposes.
47

48 The full faith and credit and unlimited taxing power of the City are hereby irrevocably pledged to
49 the prompt payment of the principal of and interest on this bond according to its terms, and the
50 City does hereby covenant and agree to pay the principal of this bond and the interest thereon,

1 at the dates and in the manner mentioned herein, according to the true intent and meaning
2 hereof.
3

4 It is hereby certified and recited that all conditions, acts and things required by the Constitution
5 or statutes of the State of Maryland, the Charter and the Ordinance to exist, to have happened
6 or to have been performed precedent to or in the issuance of this bond, exist, have happened
7 and have been performed, and that the issue of bonds of which this is one, together with all
8 other indebtedness of the City, is within every debt and other limit prescribed by said
9 Constitution or statutes or Charter, and that due provision has been made for the levy and
10 collection of an *ad valorem* tax or taxes upon all legally assessable property within the corporate
11 limits of the City in rate and amount sufficient to provide for the payment, when due, of the
12 principal of and interest on this bond.
13

14 IN WITNESS WHEREOF, this bond has been executed by the facsimile signature of the Mayor
15 of the City, which signature has been imprinted hereon, a facsimile of the corporate seal of the
16 City has been imprinted hereon, attested by the manual or facsimile signature of the City Clerk
17 as of the first day of _____, ____.

18
19 ATTEST: CITY OF ANNAPOLIS

20
21
22
23 _____ By: _____
24 City Clerk Mayor

25
26
27
28 CERTIFICATION OF AUTHENTICATION

29
30 The undersigned hereby certifies that this bond is one of the registered bonds of the City of
31 Annapolis.
32

33 _____
34 _____
35 [Authorized Officer of Bond Registrar]

36
37 (Form of Assignment)
38

39 FOR VALUE RECEIVED the undersigned hereby sells, assigns and transfers unto _____ the
40 within bond and all rights thereunder, and does hereby constitute and appoint
41 _____ to transfer the within bond on the books kept for the registration thereof,
42 with full power of substitution in the premises.
43

44 Dated: _____
45

46 In the presence of:
47
48 _____
49

- 1 Notice: The signature to this assignment must correspond with the name as it appears upon the
- 2 face of the within bond in every particular, without alteration or enlargement or any change
- 3 whatever.
- 4

1
2 SECTION 9. All of the Bonds authorized by this Ordinance may be sold by solicitation of
3 competitive sealed proposals at public sale in accordance with the provisions of the following
4 Notice of Sale at the principal office of the City, on such date as may be selected by the Mayor
5 pursuant to an executive order for cash at no less than par, to the bidder therefore whose bid is
6 deemed to be for the best interests of Annapolis. Bids shall be received as provided in the
7 Notice of Sale. The Bonds authorized by this Ordinance may also be sold, if the Mayor
8 determines that it would be in the best interest of the City, at private (negotiated) sale without
9 advertisement, publication, notice of sale, or solicitation of competitive bids. The Mayor shall
10 award the sale of the Bonds by executive order.

11 Unless a referendum petition shall be filed as provided hereinafter or the Bonds are sold
12 at private (negotiated) sale, the City Clerk of Annapolis is authorized and directed to publish a
13 notice of sale at least twice in a daily or weekly newspaper having general circulation in
14 Annapolis. The publication of such notice of sale shall be made once at least ten days prior to
15 the date of sale. The City Clerk may give such other notice of the sale of such Bonds, within or
16 without this State, by publication or otherwise, as the Mayor may deem appropriate.

17 The Director of Finance of Annapolis (the "Finance Director") is hereby authorized and
18 directed to make all necessary arrangements for the tabulation and comparison of the proposals
19 received, including the employment of specially qualified personnel, if necessary, so that he will
20 be able promptly to advise the Mayor as to the proposal which produces the lowest true interest
21 cost for the Bonds sold.

22 The Mayor, City Manager and Finance Director are hereby authorized to prepare and
23 distribute a preliminary official statement and final official statement in connection with the sale
24 of the Bonds.

25 The Notice of Sale if used for the issue of Bonds authorized by this Ordinance shall be in
26 substantially the form hereinafter set forth, with the insertions therein indicated. The terms and
27 conditions stated in such Notice of Sale are hereby adopted and approved as the terms and
28 conditions under which and the manner in which such Bonds shall be sold, issued and delivered
29 at public sale, subject to such insertions, alterations, additions or deletions as the Mayor may
30 deem advisable due to financial or market conditions prevailing at the time based upon the
31 advice of the Financial Advisor.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22

NOTICE OF SALE

\$ _____
CITY OF ANNAPOLIS, MARYLAND
General Obligation Bonds
Public Improvements Bonds, 2013 Series

Electronic bids via the BiDCOMP/Parity Competitive Bidding System (“PARITY”) will be received until ____ a.m., prevailing Eastern time, on _____ (unless postponed as described herein) by City of Annapolis (the “City”) for the City’s General Obligation Bonds, Public Improvements [Refunding] Bonds, 2013 Series [A] (the “Bonds”).

Terms of the Bonds

The Bonds shall be dated the date of their delivery.

Interest on the Bonds is payable on _____ and semi-annually thereafter on [_____] and [_____] until maturity. The Bonds will mature on [_____] in the following respective years and principal amounts:

<u>Maturing</u> *	<u>Principal</u> <u>Amount*</u>	<u>Maturing</u> *	<u>Principal</u> <u>Amount*</u>
2013		2023	
2014		2024	
2015		2025	
2016		2026	
2017		2027	
2018		2028	
2019		2029	
2020		2030	
2021		2031	
2022		2032	

23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38

*Preliminary, subject to change. See “Adjustments of Principal Amounts.”

The proceeds of the Bonds will be used to finance the costs of certain public projects of the City and pay the costs of issuing the Bonds. The Bonds will be fully registered bonds without coupons in the denomination of \$5,000 each or any integral multiple thereof.

Authority

The Bonds are issued pursuant to Sections 31 through 39, inclusive, of Article 23A of the Annotated Code of Maryland (2011 Replacement Volume and 2012 Supplement), [Section 24 of Article 31 of the Annotated Code of Maryland (2010 Replacement Volume and 2012 Supplement), and Article VII, Section 11 of the Charter of the City of Annapolis, as amended. The Bonds are authorized pursuant to Ordinance O-____-12.

1 The Bonds are general obligations of the City, and will constitute an irrevocable pledge
2 of its full faith and credit and unlimited taxing power.

3
4 **Book-Entry System**
5

6 One bond representing each maturity of the Bonds will be issued to and registered in the
7 name of Cede & Co., as nominee of The Depository Trust Company, New York, New York
8 (“DTC”), as registered owner of the Bonds and each such bond shall be held in the custody of
9 DTC. DTC will act as securities depository for the Bonds. Individual purchases will be made in
10 book-entry form only, in the principal amount of \$5,000 or any integral multiple thereof.
11 Purchasers will not receive physical delivery of certificates representing their interest in the
12 Bonds purchased. The winning bidder, as a condition to delivery of the Bonds, will be required
13 to deposit the bond certificates representing each maturity with DTC.
14

15 Interest on the Bonds will be payable when due and the principal or redemption price of
16 the Bonds will be payable at maturity or upon earlier redemption to DTC or its nominee as
17 registered owner of the Bonds. Transfer of principal and interest payments to beneficial owners of
18 the Bonds by participants of DTC (“Participants”) will be the responsibility of Participants and other
19 nominees of beneficial owners. The City will not be responsible or liable for such transfers of
20 payments or for maintaining, supervising or reviewing the records maintained by DTC,
21 Participants or persons acting through Participants.
22

23 **Optional Redemption**
24

25 Bonds maturing on or before [_____] are not subject to redemption prior to their
26 stated maturities. Bonds maturing on or after [_____] are subject to redemption prior to
27 their maturities at the option of the City on or after [_____] either as a whole or in part at
28 any time in any order of maturity at the option of the City, at par plus accrued interest thereon to
29 the date fixed for redemption.
30

31 **Adjustments of Principal Amounts**
32

33 The preliminary aggregate principal amount of the Bonds and the preliminary principal
34 amount of each annual payment on the Bonds as set forth in this Notice of Sale (the
35 “Preliminary Aggregate Principal Amount” and the “Preliminary Annual Principal Amount”, and
36 collectively the “Preliminary Amounts”) may be revised before the receipt and opening of the
37 bids for their purchase. Such revisions may include the addition or deletion of maturities of the
38 Bonds. **ANY SUCH REVISIONS** made prior to the opening of the bids (the “Revised Aggregate
39 Principal Amount” and the “Revised Annual Principal Amount”, and collectively the “Revised
40 Amounts”) **WILL BE PUBLISHED ON THOMPSON MUNICIPAL MARKET MONITOR (“TM3”)**
41 **(www.tm3.com) NOT LATER THAN 9:30 A.M. (LOCAL BALTIMORE, MARYLAND TIME) ON**
42 **THE ANNOUNCED DATE FOR RECEIPT OF BIDS FOR THE BONDS.**
43

44 In the event that no such revisions are made, the Preliminary Amounts will constitute the
45 Revised Amounts. Bidders shall submit bids based on the Revised Amounts and the Revised
46 Amounts will be used to compare bids and select a winning bidder.
47

48 Such Revised Amounts, among other things, will be used by the City to calculate the final
49 aggregate principal amount of the Bonds and the final principal amount of each annual payment
50 on the Bonds (the “Final Aggregate Principal Amount” and the “Final Principal Amount” of each
51 annual payment, respectively, and collectively, the “Final Amounts”). In determining the Final

1 Amounts the City reserves the right to increase or decrease the aggregate amount of the Bonds
2 by an amount not to exceed twelve percent (12%) and correspondingly adjust the issue size, with
3 all calculations to be rounded to the nearest \$5,000.

4
5 In the event of any such adjustment, no rebidding or recalculation of the bid submitted will
6 be required or permitted. If necessary, the total purchase price of the Bonds will be increased or
7 decreased in direct proportion to the ratio that the adjustment bears to the aggregate principal
8 amount of the Bonds specified herein; and the Bonds of each maturity, as adjusted, will bear
9 interest at the same rate and must have the same initial reoffering yields as specified in the bid of
10 the successful bidder. However, the award will be made to the bidder whose bid produces the
11 lowest true interest cost, calculated as specified in the section entitled "Basis of Award" herein.
12 THE SUCCESSFUL BIDDER MAY NOT WITHDRAW ITS BID OR CHANGE THE INTEREST
13 RATES BID OR THE INITIAL REOFFERING PRICES AS A RESULT OF ANY CHANGES MADE
14 TO THE PRINCIPAL AMOUNTS WITHIN THESE LIMITS. IN READJUSTING THE PRINCIPAL
15 AMOUNT OF THE BONDS FOLLOWING THE AWARD, [THE CITY WILL HOLD CONSTANT
16 THE BIDDER'S GROSS SPREAD PER \$1,000 BONDS AS INDICATED IN THE ORIGINAL BID.]
17 In this process, however, the City reserves the right to adjust the actual dollar amount of Bidder's
18 gross spread resulting from an upward or downward adjustment of the principal amount of the
19 Bonds.

Change of Bid Date and Closing Date

20 The City reserves the right to postpone, from time to time, the date established for the
21 receipt of bids and will undertake to notify registered prospective bidders via notification published
22 on [TM3](#).

23
24 A postponement of the bid date will be announced via TM3 not later than 4:00 p.m.,
25 prevailing Eastern Time, on the last business day prior to any announced date for receipt of bids,
26 and an alternative sale date and time will be announced via TM3 at that time or at a later date.

27
28 On any such alternative date and time for receipt of bids, the City will accept electronic
29 bids for the purchase of the Bonds, such bids to conform in all respects to the provisions of this
30 Notice of Sale, except for the changes in the date and time for receipt of bids and any other
31 changes announced via TM3.

32
33 The City reserves the right to change the scheduled delivery date for the Bonds.

Bid Parameters

34
35
36
37 No bid of less than 100% of par or more than 112% on an "all-or-none" basis, no oral bid
38 and no bid for less than all of the Bonds described in this Notice of Sale, will be considered.

39
40 Bidders are requested to name the interest rate or rates in multiples of 1/8 or 1/20 of 1%,
41 and the highest rate may not exceed the lowest rate by more than 3% and no interest rate may
42 exceed 5.50%. A zero rate may not be named. No Bond shall bear more than one rate of
43 interest which rate shall be uniform for the life of the Bond.

Basis of Award

44
45
46
47 The Mayor of the City will not accept and will reject any bid for less than all of the Bonds.
48 The City will award all of the Bonds to one bidder. The City reserves the right to reject any and

1 all bids and to waive any irregularities in any of the bids. The judgment of the City shall be final
2 and binding upon all bidders with respect to the form and adequacy of any proposal received
3 and as to its conformity with the terms of this Notice of Sale.
4

5 The Bonds will be awarded to the bidder naming the lowest true interest cost (TIC) for
6 the Bonds in any legally acceptable proposal and offering to pay not less than par. The lowest
7 true interest cost with respect to the Bonds will be determined by doubling the semiannual
8 interest rate, compounded semiannually, necessary to discount the debt service payments from
9 the payment dates to the date of the Bonds and to the amount bid.
10

11 Where the proposals of two or more bidders result in the same lowest true interest cost
12 for any Bonds, such Bonds may be apportioned between such bidders, but if this shall not be
13 acceptable, the City shall have the right to award all of such Bonds to one bidder. There will be
14 no auction. The right is reserved to the City to reject any or all proposals and to waive any
15 irregularity or informality in any proposal. The City's judgment shall be final and binding upon all
16 bidders with respect to the form and adequacy of any proposal received and as to its conformity
17 to the terms of this Notice of Sale. Any award of the Bonds may be made as late as 4:00 p.m.,
18 prevailing Eastern Time, on the sale date. All bids remain firm until an award is made. Upon
19 notice of such award, the winning bidder shall advise the City of the initial reoffering prices to
20 the public of each maturity of the Bonds and the names of the members of the underwriting
21 groups.
22

23 **Procedures for Electronic Bidding**

24 ***Bidders to Submit Bids by PARITY***

25 Bids must be submitted electronically via PARITY pursuant to this Notice of Sale until
26 11:00 a.m., prevailing Eastern time, on the sale date but no bid will be received after the time for
27 receiving bids specified above. To the extent any instructions or directions set forth in PARITY
28 conflict with this Notice of Sale, the terms of this Notice of Sale shall control. For further
29 information about PARITY, potential bidders may contact i-Deal LLC at 1359 Broadway, 2nd
30 Floor, New York, New York 10018, telephone (212) 849-5021.
31
32
33

34 ***Disclaimer***

35 Each prospective electronic bidder shall be solely responsible to submit its bid via
36 PARITY as described above. Each prospective electronic bidder shall be solely responsible to
37 make necessary arrangements to access PARITY for the purpose of submitting its bid in a
38 timely manner and in compliance with the requirements of this Notice of Sale. Neither the City
39 nor PARITY shall have any duty or obligation to provide or assure access to PARITY to any
40 prospective bidder, and neither the City nor PARITY shall be responsible for proper operation
41 of, or have any liability for any delays or interruptions of, or any damages caused by PARITY.
42 The City is using PARITY as a communication mechanism, and not as the City's agent, to
43 conduct the electronic bidding for the Bonds. The City is not bound by any advice and
44 determination of PARITY to the effect that any particular bid complies with the terms of this
45 Notice of Sale and in particular the "Bid Parameters" set forth herein. All costs and expenses
46 incurred by prospective bidders in connection with their submission of bids via PARITY are the
47 sole responsibility of the bidders; the City is not responsible, directly or indirectly, for any of such
48 costs or expenses. If a prospective bidder encounters any difficulty in submitting, modifying, or
49 withdrawing a bid for the Bonds, such bidder should telephone i-Deal LLC at (212) 849-5021
50 and notify Davenport & Company LLC by facsimile at (866) 932-6660.
51

1
2 **Electronic Bidding Procedures**
3

4 Electronic bids must be submitted for the purchase of the Bonds (all or none) via
5 PARITY. Bids will be communicated electronically to the City at 11:00 a.m., prevailing Eastern
6 time, on [_____]. Prior to that time, a prospective bidder may (1) submit the proposed
7 terms of its bid via PARITY, (2) modify the proposed terms of its bid, in which event the
8 proposed terms as last modified will (unless the bid is withdrawn as described herein) constitute
9 its bid for the Bonds or (3) withdraw its proposed bid. Once the bids are communicated
10 electronically via PARITY to the City, each bid will constitute an irrevocable offer to purchase
11 the Bonds on the terms therein provided. For purposes of the electronic bidding process, the
12 time as maintained on PARITY shall constitute the official time.
13

14 **Good Faith Deposit**
15

16 A good faith deposit in the amount of \$_____ is required of the winning
17 bidder for the Bonds. The winning bidder for the Bonds is required to submit such good faith
18 deposit payable to the order of the City in the form of a wire transfer in federal funds as
19 instructed by the City's Financial Advisor, Davenport & Company LLC or a financial surety bond.
20 The winning bidder shall submit the good faith deposit not more than two hours after verbal
21 award is made. The winning bidder should provide as quickly as it is available, evidence of wire
22 transfer by providing the City the federal funds reference number. If the winning bidder fails to
23 comply with the good faith deposit requirement as described herein, that bidder is nonetheless
24 obligated to pay to the City the sum of \$_____ as liquidated damages due to the failure
25 of the winning bidder to timely deposit the good faith deposit.
26

27 A bidder may submit a financial surety bond from an insurance company acceptable to
28 the City, the claims paying ability of which is rated AAA by Standard & Poor's, a Division of the
29 McGraw-Hill Companies, Inc., or Aaa by Moody's Investors Service, Inc. and licensed to issue
30 such a bond in the State of Maryland and such surety bond must be submitted to the Director of
31 Finance of the City prior to 11:00 a.m., prevailing Eastern Time, on the date of sale. The financial
32 surety bond must identify each bidder whose good faith deposit is guaranteed by such financial
33 surety bond. If the Bonds are awarded to a bidder utilizing a financial surety bond, then the
34 successful bidder is required to submit its good faith deposit to the Director of Finance of the City
35 not later than 12:00 noon, prevailing Eastern Time, on the next business day following the award
36 either in the form of a wire transfer as described above in accordance with the City's instructions
37 to such successful bidder. If such good faith deposit is not received by that time, the financial
38 surety bond may be drawn by the City to satisfy the good faith deposit requirement.
39

40 ***Submission of a bid to purchase the Bonds serves as acknowledgement and acceptance***
41 ***of the terms of the good faith deposit requirement.***
42

43 The good faith deposit will be retained by the City until the delivery of the Bonds, at which
44 time the good faith deposit will be applied against the purchase price of the Bonds or the good
45 faith deposit will be retained by the City as partial liquidated damages in the event of the failure of
46 the successful bidder to take up and pay for such Bonds in compliance with the terms of this
47 Notice of Sale and of its bid. No interest on the good faith deposit will be paid by the City. The
48 balance of the purchase price must be wired in federal funds to the account detailed in the
49 closing memorandum, simultaneously with delivery of the Bonds.
50

1 **Approving Legal Opinion**
2

3 The approving legal opinion of McKennon Shelton & Henn LLP, Baltimore, Maryland,
4 Bond Counsel, will be furnished to the purchasers without cost. There will also be furnished the
5 usual closing papers and, in addition, a certificate signed by appropriate officers of the City,
6 certifying that there is no litigation pending or, to the knowledge of the signers of such
7 certificate, threatened affecting the validity of the Bonds and that on the date of the Official
8 Statement mentioned below and at the time of delivery of the Bonds the statements and
9 information contained in such Official Statement which are made and provided by the City are
10 and will be true, correct and complete in all material respects and the Official Statement does
11 not and will not omit any statement or information which is required to be stated therein or
12 necessary to make the statements and information therein, in the light of the circumstances
13 under which they were made, not misleading or incomplete in any material respect.
14

15 **Preliminary Official Statement; Continuing Disclosure**
16

17 The City has deemed the Preliminary Official Statement with respect to the Bonds dated
18 _____ (the "Preliminary Official Statement") to be final as of its date for purposes of
19 Rule 15c2-12 of the United States Securities and Exchange Commission (the "SEC"), except for
20 the omission of certain information permitted to be omitted by said Rule. The City agrees to
21 deliver to the successful bidder for its receipt no later than seven business days after the date of
22 sale of the Bonds such quantities of the final official statement as the successful bidder shall
23 request; provided, that the City shall deliver up to 300 copies of such official statement without
24 charge to the successful bidder.
25

26 The City has made certain covenants for the benefit of the holders from time to time of
27 the Bonds to provide certain continuing disclosure, in order to assist bidders for the Bonds in
28 complying with Rule 15c2-12(b)(5) of the SEC. Such covenants are described in the
29 Preliminary Official Statement.
30

31 **Delivery**
32

33 The Bonds will be delivered on or about [_____] (unless a notice of a change in
34 the delivery date is provided) through the facilities of DTC in New York, New York, against
35 payment therefore in federal or other immediately available funds.

36 **Reoffering Price Certificate**

37 SIMULTANEOUSLY WITH OR BEFORE DELIVERY OF THE BONDS, THE
38 SUCCESSFUL BIDDER SHALL FURNISH TO THE CITY A CERTIFICATE ACCEPTABLE TO
39 BOND COUNSEL TO THE EFFECT THAT (I) THE SUCCESSFUL BIDDER HAS MADE A
40 BONA FIDE PUBLIC OFFERING OF EACH MATURITY OF THE BONDS AT THE INITIAL
41 REOFFERING PRICES, (II) AS OF THE DATE OF THE SALE OF THE BONDS, THE
42 SUCCESSFUL BIDDER REASONABLY EXPECTED TO SELL A SUBSTANTIAL AMOUNT OF
43 EACH MATURITY OF THE BONDS TO THE PUBLIC (EXCLUDING BOND HOUSES,
44 BROKERS AND OTHER INTERMEDIARIES) AT THEIR RESPECTIVE REOFFERING
45 PRICES, AND (III) A SUBSTANTIAL AMOUNT OF EACH MATURITY OF THE BONDS WAS
46 SOLD TO THE PUBLIC (EXCLUDING BOND HOUSES, BROKERS AND OTHER
47 INTERMEDIARIES) AT THEIR RESPECTIVE INITIAL REOFFERING PRICES OR SUCH
48 OTHER FACTS REGARDING THE ACTUAL SALE OF THE BONDS AS BOND COUNSEL
49 SHALL REQUEST, AS DESCRIBED BELOW. Bond Counsel advises that (i) such certificate

1 must be made on the best knowledge, information and belief of the successful bidder, (ii) the
2 sale to the public of 10% or more in par amount of each maturity of the Bonds at the initial
3 reoffering prices would be sufficient to certify as of the sale of a substantial amount of the bonds
4 and (iii) reliance on other facts as a basis for such certification would require evaluation by Bond
5 Counsel to assure compliance with the statutory requirement to avoid the establishment of an
6 artificial price for the Bonds.

7
8 **Miscellaneous**
9

10 It is expected that CUSIP numbers will be printed on the Bonds. However, the validity,
11 sale, delivery or acceptance of the Bonds will not be affected in any manner by any failure to
12 print, or any error in printing, the CUSIP numbers on said Bonds, or any of them.

13
14 The right to reject any or all bids, or to waive any irregularity or informality in any bid, is
15 reserved.

16
17
18
19 CITY OF ANNAPOLIS, MARYLAND

20
21
22 By: /s/ _____
23 Mayor

24
25 By: /s/ _____
26 Director of Finance
27
28

1
2 SECTION 10. If any Bonds are sold pursuant to the foregoing Notice of Sale, the award
3 shall be made by order of the Mayor. Such action of the Mayor shall also fix the interest rate or
4 rates payable on the Bonds in accordance with the accepted proposal. The Mayor shall also be
5 authorized to make all changes necessary to the form of the Bond to comply with a book-entry
6 only system. The Bonds shall thereupon be signed as hereinabove provided and delivered to
7 the successful bidder upon payment of the balance of the purchase price thereof. The proceeds
8 of the Bonds shall be paid to the Finance Director. Upon approval of the appropriate vouchers,
9 in accordance with the established procedure of the City, the Finance Director shall pay, from
10 the proceeds of the Bonds in his hands, all expenses incurred in the issuance of the Bonds,
11 including costs of advertising, printing, document reproduction and counsel fees and expenses.
12 The balance of said proceeds shall be credited by the Finance Director to the several accounts
13 on his books for the Projects described above and the Finance Director shall make
14 disbursements for such Projects in accordance with the established procedure of Annapolis.
15 Prior to expenditure of such proceeds, the same or any part thereof shall be invested by the
16 Finance Director, with the approval of the Mayor, in any authorized investment of the City. If the
17 funds derived from the sale of the Bonds shall exceed the amount needed to finance any of the
18 Projects described in this Ordinance, or if the City Council determines that the public interest
19 requires a change in the capital improvements program of Annapolis, the funds so borrowed
20 and not expended for the public improvements provided by this Ordinance shall be set apart in a
21 separate fund by the Finance Director and applied in payment of the debt service on the Bonds,
22 unless the City Council shall adopt an ordinance allocating such funds to some other public
23 capital improvement project or projects of Annapolis.

24 SECTION 11. In order to provide for the payment of the principal of and interest on the
25 Bonds hereby authorized when due, there shall be appropriated in the next ensuing fiscal year
26 of Annapolis and in each fiscal year thereafter, so long as any of the Bonds are outstanding and
27 unpaid, or until a sufficient funds had been accumulated and irrevocably set aside for the
28 purpose, an amount sufficient to meet the debt service on the Bonds coming due in such fiscal
29 year and there shall be levied ad valorem taxes upon all property within the corporate limits of
30 the City subject to assessment for full City taxes, in rate and amount sufficient in each such year
31 to fund such appropriations and to provide for the payment when due of the principal of and
32 interest on all Bonds maturing in each such fiscal year. In the event the proceeds from the
33 taxes so levied in each such fiscal year shall prove inadequate for the above purposes,
34 additional taxes shall be levied in the subsequent fiscal year to make up any deficiency.

1 Thereafter, prior to each semi-annual interest payment date, the Finance Director shall deposit
2 with the Paying Agent, from the tax proceeds above described, the amounts needed to pay the
3 principal of and interest on the Bonds coming due on each such interest payment date. All
4 moneys so deposited with the Paying Agent shall be deemed and treated by the Paying Agent
5 as trust funds for the use and benefit of the holders from time to time of the Bonds hereby
6 authorized. Any such trust funds so held by the Paying Agent for the payment of particular
7 Bonds for periods of more than two (2) years from the dates of such Bonds, upon the expiration
8 of any such two-year period and the failure of the holders of said Bonds to present the same for
9 payment within such period, shall be returned by the Paying Agent to the City and, therefore,
10 the holders of any such Bonds shall have claims only against the City for payment of the
11 obligations held by them and the Paying Agent shall be relieved of the trust hereby imposed.

12 To assure the performance by the City of the provisions of this Section, the full faith and
13 credit and unlimited taxing power of the City are hereby irrevocably pledged to the payment to
14 maturity of the principal of and interest on the Bonds hereby authorized as and when the same
15 respectively mature and become payable and to the levy and collection of the taxes
16 hereinabove described as and when such taxes may become necessary in order to provide
17 sufficient funds to meet the debt service requirements of the Bonds hereby authorized to be
18 issued. This pledge is made hereby for the benefit of the holders, from time to time, of the
19 Bonds hereby authorized.

20 The City hereby solemnly covenants and agrees with each holder of any of the Bonds
21 hereby authorized to levy and collect the taxes hereinabove described and to take any other
22 action that may be appropriate from time to time during the period that any of such Bonds
23 remain outstanding and unpaid to provide the funds necessary to make principal and interest
24 payments thereon when due.

25 SECTION 12. This Ordinance and the question of the issuance of Bonds hereunder
26 shall not be submitted to a referendum of the registered voters of Annapolis, as permitted by
27 law, unless, within ten (10) days after the passage of this Ordinance, there shall be served upon
28 the Mayor a notice signed by not fewer than two hundred (200) of the registered voters of
29 Annapolis, advising that a petition for a referendum on the issuance of said bonds is being
30 circulated by one or more of the persons signing said notice and unless, within twenty (20) days
31 after the delivery of such notice, there shall also be filed with the Mayor a petition or petitions
32 requesting the holding of such a referendum, properly signed as required by the Charter, by not
33 fewer than twenty-five per centum (25%) of the registered voters of Annapolis, as shown by the

1 registered voters books of Annapolis, maintained by the Board of Supervisors of Elections of the
2 City (the "Board of Supervisors"). In view of the foregoing, no action shall be taken by
3 Annapolis pursuant to this Ordinance for a period of ten (10) days following its passage. If,
4 within such ten (10) day period, the notice above described is filed as aforesaid, then no action
5 shall be taken by Annapolis pursuant to this Ordinance for a period of twenty (20) days following
6 the filing of such notice. If, within such twenty (20) day period, a petition for referendum, as
7 above-described, shall be filed as aforesaid, then no action shall be taken by Annapolis under
8 this Ordinance unless and until the Mayor shall receive written advice from the City Attorney and
9 the Board of Supervisors that such referendum petition does not meet the requirements of the
10 Charter or unless and until the referendum requested in such petition shall be duly held in
11 accordance with law and the Board of Supervisors shall certify to Annapolis that, in the election
12 at which such referendum is held, a majority of the registered voters of Annapolis voting on the
13 question referred duly cast their ballots in favor of the issuance of the Bonds hereby authorized.
14 If this Ordinance shall be ratified or approved on any such referendum, then the Mayor and City
15 Clerk may proceed with the issuance of the Bonds hereby authorized, without further action by
16 Annapolis.

17 SECTION 13. That CUSIP numbers may be printed on the Bonds; provided, however,
18 that the printing of CUSIP numbers on the Bonds (even if incorrect) shall have no legal effect
19 and shall not in any way affect the enforceability or validity of any Bond. Any expenses in
20 relation to the printing of CUSIP numbers on the Bonds, including any CUSIP Service Bureau
21 charge for the assignment of such numbers, in the discretion of the Finance Director, may be
22 paid for by the City from the proceeds of the Bonds.

23 SECTION 14. In addition to the insertions and variations prescribed by this Ordinance,
24 the Mayor is hereby authorized to make such further modifications in such forms as will not alter
25 the substance of such forms. In connection with the issuance of any Bonds pursuant to this
26 Ordinance, the City is hereby authorized to enter into one or more agreements as the Mayor
27 shall deem necessary or appropriate for the issuance, sale, delivery or security of such Bonds,
28 which may include (without limitation) (i) underwriting, purchase or placement agreements for
29 Bonds sold at private (negotiated) sale in accordance with the provisions of this Ordinance; (ii)
30 trust agreements with commercial banks or trust companies providing for the issuance and
31 security of such Bonds; (iii) any dealer, remarketing or similar agreements providing for the
32 placement or remarketing of such Bonds; (iv) agreements providing for any credit or liquidity
33 facilities supporting any Bonds; (v) agreements with commercial banks or trust companies
34 providing for the deposit of proceeds of any Bonds; (vi) agreements with fiscal agents providing

1 for the issuance of Bonds, their authentication, registration, verification of amounts and earnings
2 set aside to pay the Refunded Bonds or payment or other similar services; and (vii) continuing
3 disclosure agreements, including any such agreements required to enable the underwriters of
4 any Bonds to meet the requirements of paragraph (b)(5) of Rule 15c2-12 promulgated by the
5 United States Securities and Exchange Commission. Each such agreement shall be in such
6 form as shall be determined by the Mayor by executive order. The execution and delivery of
7 each such agreement by the Mayor shall be conclusive evidence of the approval of the form of
8 such agreement on behalf of the City.

9 SECTION 15. The Mayor and the Finance Director shall be the officers of the City
10 responsible for the issuance of the Bonds within the meaning of the "Arbitrage Regulations"
11 (defined herein).

12 The Mayor and the Finance Director shall also be the officers of the City responsible for
13 the execution and delivery (on the date of issuance of the Bonds) of a certificate of the City (the
14 "Tax and Section 148 Certificate") which complies with the requirements of Section 148 of the
15 Internal Revenue Code of 1986, as amended ("Section 148"), and the applicable regulations
16 thereunder (the "Arbitrage Regulations"), and such officials are hereby authorized and directed
17 to execute the Tax and Section 148 Certificate and to deliver the same to Bond Counsel on the
18 date of the issuance of the Bonds.

19 The City shall set forth in the Tax and Section 148 Certificate its reasonable
20 expectations as to relevant facts, estimates and circumstances relating to the use of the
21 proceeds of the Bonds, or of any moneys, securities or other obligations to the credit of any
22 account of the City which may be deemed to be proceeds of the Bonds pursuant to Section 148
23 or the Arbitrage Regulations (collectively, "Bond Proceeds"). The City covenants with each of
24 the holders of any of the Bonds that the facts, estimates and circumstances set forth in the Tax
25 and Section 148 Certificate will be based on the City's reasonable expectations on the date of
26 issuance of the Bonds and will be, to the best of the certifying officials' knowledge, true and
27 correct as of that date.

28 In the event that Bonds are issued pursuant to this Ordinance with the expectation that
29 interest on such Bonds will be excludable from gross income for federal income tax purposes,
30 the City covenants with each of the registered owners of any of the Bonds that it will not make,
31 or (to the extent that it exercises control or direction) permit to be made, any use of the Bond
32 Proceeds which would cause the Bonds to be "arbitrage bonds" within the meaning of Section
33 148 and the Arbitrage Regulations. The City further solemnly covenants that it will comply with
34 Section 148 and the regulations thereunder which are applicable to the Bonds on the date of

1 issuance of the Bonds and which may subsequently lawfully be made applicable to the Bonds
2 as long as the Bonds remain outstanding and unpaid. The Mayor, the City Manager, and the
3 Finance Director are hereby authorized and directed to prepare or cause to be prepared and to
4 execute any certification, opinion or other document, including, without limitation, the Tax and
5 Section 148 Certificate, which may be required to assure that the Bonds will not be deemed to
6 be “arbitrage bonds” within the meaning of Section 148 and the regulations thereunder.

7 The City further covenants with each of the registered owners of any of the Bonds (i) that
8 it will not take any action or (to the extent that it exercises control or direction) permit any action
9 to be taken that would cause the Bonds or a portion of the Bonds to be “federally guaranteed”
10 within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended, and
11 (ii) that it will not make, or (to the extent that it exercises control or direction) permit to be made,
12 any use of the proceeds of the Bonds or a portion of such proceeds that would cause the Bonds
13 or a portion of the Bonds to be “private activity bonds” within the meaning of Section 141 of the
14 Internal Revenue Code of 1986, as amended.

15 In the event that the Bonds are being issued hereunder with the expectation that interest
16 on such Bonds will be excludable from gross income for federal income tax purposes, the Mayor
17 may make such covenants or agreements in connection with the issuance of such Bonds as he
18 shall deem advisable in order to assure the registered owners of such Bonds that interest
19 thereon shall be and remain excludable from gross income for federal income tax purposes and
20 such covenants or agreements shall be binding on the City so long as the observance by the
21 City of any such covenants or agreements is necessary in connection with the maintenance of
22 the exclusion of the interest on such Bonds from gross income for federal income tax purposes.
23 The foregoing covenants or agreements may include such covenants or agreements on behalf
24 of the City regarding compliance with the provisions of the Internal Revenue Code of 1986, as
25 amended, as the Mayor shall deem advisable in order to assure the registered owners of the
26 Bonds that the interest thereon is and shall remain excludable from gross income for federal
27 income tax purposes, including (without limitation) covenants or agreements relating to the
28 investment of Bond Proceeds, the payment of certain earnings resulting from such investment
29 to the United States, limitations on the times within which, and the purposes for which, Bond
30 Proceeds may be expended, or the use of specified procedures for accounting for and
31 segregating Bond Proceeds. Any covenant or agreement made by the Mayor pursuant to this
32 paragraph may be set forth in or authorized by the Tax and Section 148 Certificate or an order
33 executed by the Mayor.

1 SECTION 16. Bonds issued under this Ordinance are hereby specifically exempted
2 from the provisions of Sections 10 and 11 of Article 31 of the Annotated Code of Maryland
3 (2010 Replacement Volume).

4 SECTION 17. This Ordinance shall take effect from the date of its approval by the
5 Mayor, on or following the date of its final adoption and, thereafter, within not more than three
6 calendar days of such approval, notice of the adoption of this Ordinance shall be duly given by
7 publication of the title hereof at least once in "The Capital," or another newspaper published and
8 of general circulation in the City.

9 **ADOPTED** this _____ day of _____, 2013.
10
11

ATTEST:

THE ANNAPOLIS CITY COUNCIL

Regina C. Watkins-Eldridge, MMC,
City Clerk

BY: _____
Joshua J. Cohen, Mayor

12
13 **EXPLANATION**

14 CAPITAL LETTERS indicate matter added to existing law.

15 [brackets] indicate matter stricken from existing law.

16 Underlining indicates amendments.

Policy Report
Ordinance O-16-13
Issuance of Bonds

The proposed ordinance O-16-13 would authorize the City of Annapolis (the "City") to 1) issue and sell, upon its full faith and credit, general obligation bonds not to exceed \$15,370,000 to be designated "Public Improvements Bonds, 2013 Series" for the purpose of financing the projects listed on Pages 3 and 4 and 2) issue and sell, upon its full faith and credit, general obligation bonds not to exceed \$5,100,000 to be designated "Public Improvements Refunding Bonds, 2013 Series" to refund all or a portion of certain outstanding general obligation bonds.

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

CITY OF ANNAPOLIS FINANCIAL ADVISORY COMMISSION
c/o Frederick C. Sussman, Esq., Chair
P.O. Box 2289
Annapolis, Maryland 21404-2289
(410) 268-6600
fsussman@cbknlaw.com

April 1, 2013

BY E-MAIL AND HAND DELIVERY
Mayor and City Council of the City of Annapolis
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Re: Ordinance No. O-17-13 (Issuance of Bonds)

Dear Mayor Cohen and Members of the City Council:

I am writing to you on behalf of the City of Annapolis Financial Advisory Commission ("Commission"). Thank you for referring to us for review and comment Ordinance No. O-17-13 (Issuance of Bonds). This Ordinance would authorize the issuance of the City's General Obligation Bonds, "Public Improvement Bonds, 2013 Series" in an amount up to \$15,370,000, and "Public Improvements Refunding Bonds, 2013 Series" in an amount up to \$5,100,000. The Commission received a briefing on the Ordinance from the City's Finance Director on March 21.

The Commission does not recommend the adoption or defeat of Ordinance O-17-13. Rather the Commission offers the following comments and proposed amendments:

1. Several of the General Fund projects approved as part of the FY 2013 Capital Budget and identified in the table on pages 3 and 4 of the Ordinance to be funded by this bond issue are projects that constitute deferred maintenance, rather than capital improvements, which should be paid for from operating funds rather than long-term debt. The Commission urges the City to keep up with maintenance needs on an ongoing basis and for the City Council to provide sufficient PAYGO funding in the City's annual operating budget for that purpose so that the City does not need to issue debt to pay for maintenance.

2. The first sentence of Section 5 of the Ordinance, on page 5 at lines 3-7, authorizes the Mayor to approve the rate of interest to be paid on the bonds at the time of sale of the bonds. The Ordinance contains no maximum rate of interest that the Mayor may approve. Because even small percentage increases in rates of interest payable on the bonds may substantially increase the debt burden to be paid by taxpayers, the Commission strongly urges that the Ordinance be amended to include a market-rate maximum rate of interest to which the Mayor may commit the City. The following amendment to Ordinance O-17-13 would be appropriate for this purpose:

“On page 5, line 7, immediately following “provided.” insert “The rate or rates of interest to be fixed by executive order may not exceed _____%.”

By making this amendment the City Council and taxpayers will be able to estimate the maximum financing and tax burden costs that could be incurred by the bond issuance.

3. The third sentence of Section 9, lines 7-9, on page 14 of the proposed Ordinance authorizes the Mayor to sell bonds at private sale without advertising, publication, notice of sale or solicitation of competitive bids. While there may be valid reasons for the City to engage in a private sale, the Commission strongly believes that the Mayor should not exercise this authority unilaterally. The Commission recommends that the Mayor be required to consult with the City Council’s Finance Committee before engaging in a sale of bonds by a private sale. The following amendment to Ordinance O-17-13 would be appropriate for this purpose:

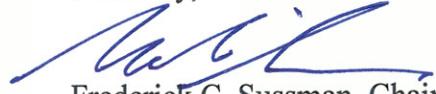
“On page 14, line 9, immediately following “bids” insert “, except that no bonds may be sold a private (negotiated) sale unless the Mayor first has consulted with the City Council’s Finance Committee regarding the terms and conditions of the sale and the benefit to the City of proceeding by private (negotiated) sale rather than public sale”.

4. The last sentence of Section 10, lines 16-23, on page 22 of the proposed Ordinance authorizes the City to use proceeds from the sale of the bonds for purposes other than those projects identified in the table on pages 3 and 4 of the Ordinance. While this may be standard bond ordinance text, the Commission is concerned that the City may borrow money, incur debt service obligations, and not need varying portions of the borrowed monies either at all or for extended periods of time for the purposes for which the bond was issued. The Commission strongly recommends that the City explore issuing bond anticipation notes or other short-term debt financing on an “as needed” basis to fund projects until such time as the projects may be financed for their useful lives by long-term debt. This will allow the City to borrow only as much as needed for projects, and in such increments as reasonably will be expended in a timely manner. This alternate type of funding could be expected to result in paying debt service on funds only as needed and to reasonably ensure that borrowed funds are used only for the purposes authorized by the City Council.

Last year Anne Arundel County recognized the wisdom of using Bond Anticipation Notes as a means of short term financing to initiate capital projects. The County’s bond authorization ordinance, Bill No. 60-2012, stated that part of the purpose of that Bill was “[t]o provide an adequate flow of funds for capital projects, to limit amounts borrowed to the costs incurred for such projects, and to facilitate the most advantageous times for the sale of bonds, bond anticipation notes may be sold for such projects from time to time, repayable from the proceeds of the appropriate series of such bonds, when issued.”

Thank you for the opportunity to comment on proposed Ordinance O-17-13.

Sincerely,

A handwritten signature in blue ink, appearing to read 'F. C. Sussman', written over a horizontal line.

Frederick C. Sussman, Chair

cc: Commission Members (By e-mail)
Michael Mallinoff, City Manager (By e-mail)
Bruce Miller, Finance Director (By e-mail)
Shirley S. Tripodi, Assistant Finance Director (By e-mail)
Hilary Raftovich, Boards and Commissions Coordinator (By e-Mail)
Jessica Cowles, Legislative and Policy Analyst (By e-mail)

1
2
3
4
5
6
7

**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-7-13

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
2/11/13			5/10/13
Referred to	Referral Date	Meeting Date	Action Taken
Rules and City Gov't	2/11/13		
Transportation	2/11/13		
Planning Commission	N/A	1/3/13	Favorable
Transportation Board	2/11/13		

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

A RESOLUTION concerning

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.

WHEREAS, the Maryland Annotated Code, Land Use Article, Title 3, requires municipalities to adopt comprehensive plans, which are to include policies, statements, goals, and interrelated plans for private and public land use, transportation, and community facilities, and which are to be documented in texts and maps that constitute the guide for future development; and

WHEREAS, the Annapolis City Council adopted successive comprehensive plans for the City in 1975, 1985, 1998, and 2009; and

WHEREAS, on October 5, 2009 the Annapolis City Council adopted the 2009 Annapolis Comprehensive Plan pursuant to R-32-09 Amended; and

WHEREAS, the City of Annapolis received a grant from the Baltimore Metropolitan Council to improve its wayfinding and signage for vehicles, pedestrians, and bicyclists. Building on previous efforts, the Wayfinding and Signage Master Plan includes an inventory of existing wayfinding signage, preferred location and content for a comprehensive program of wayfinding signs, and a comprehensive wayfinding analysis that recommends future wayfinding technologies and strategies that will benefit the City; and

1 **WHEREAS,** one of the goals of the 2009 Annapolis Comprehensive Plan was to improve
2 circulation, accessibility, and mobility in the City by focusing on travel demand
3 management. One component of a travel demand management program is
4 marketing materials that inform people about travel choices; and
5

6 **WHEREAS,** better wayfinding has long been a key recommendation made by many groups
7 who look at parking and transportation in Annapolis. There have been previous
8 efforts to improve wayfinding in the City; however, this is the first time that there
9 has been a broad perspective that includes many different technologies and a
10 comprehensive framework of analysis.

11
12 **WHEREAS,** the proposed wayfinding system will: 1) help the City be flexible in adapting to
13 emerging wayfinding technologies; 2) aid in the creation of a cohesive program
14 of placemaking and wayfinding that identifies gateways, cultural districts, City
15 landmarks, and public services; and 3) influences travel behavior and promotes
16 multi-modal travel options.

17
18 **WHEREAS,** public input into the Wayfinding and Signage Master Plan involved the
19 formation of a 10-person steering committee, including the Executive Director
20 of the Four Rivers Heritage Area; the president & CEO of the Annapolis & Anne
21 Arundel County Conference & Visitors Bureau; the president & CEO of the
22 Annapolis Economic Development Corporation; the architect for the United
23 States Naval Academy; and City staff from the Departments of Transportation,
24 Public Works, Finance-MIT, and Planning and Zoning. Stakeholder interviews
25 over a two-day period in May 2012 and an open house in August 2012
26 completed the public input process; and
27

28 **WHEREAS,** the Planning Commission has recommended to the City Council the adoption
29 of a Wayfinding and Signage Master Plan as an addendum to the 2009
30 Annapolis Comprehensive Plan and transmitted the Draft Wayfinding and
31 Signage Master Plan to the Annapolis City Council on February 7, 2013; and
32

33 **WHEREAS,** the Wayfinding and Signage Master Plan, if adopted by the City Council by
34 passage of this Resolution, shall constitute an addendum to the 2009
35 Annapolis Comprehensive Plan which sets forth goals and a guide for future
36 development; and
37

38 **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY** that the Draft Wayfinding
39 and Signage Master Plan is available online at:
40 <http://www.annapolis.gov/Government/Departments/PlanZone/Wayfinding.aspx> and is hereby
41 adopted; and
42

43 **BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the Wayfinding and
44 Signage Master Plan be, and the same hereby, made part of the 2009 Annapolis
45 Comprehensive Plan. The Plan shall be known as the "Wayfinding and Signage Master Plan."
46

47 **BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the adoption of the
48 Wayfinding and Signage Master Plan shall not be construed as an approval of individual
49 projects that may be recommended therein, and that the Annapolis City Council reserves the
50 right to consider, debate, oppose, or support specific actions that may come before the Council
51 and that are intended to implement specific elements of the Plan.

1
2
3
4
5

6
7
8
9
10
11
12
13
14
15

ADOPTED this _____ day of _____, _____.

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.

Policy Report

R-7-13

Wayfinding and Signage Master Plan

The proposed resolution would adopt the Draft Wayfinding and Signage Master Plan as an addendum to the 2009 Annapolis Comprehensive Plan. One of the goals of the 2009 Annapolis Comprehensive Plan was to improve circulation, accessibility, and mobility in the City by focusing on travel demand management. One component of a travel demand management program is marketing materials that inform people about travel choices.

Better wayfinding has long been a key recommendation made by many groups who look at parking and transportation in Annapolis. There have been previous efforts to improve wayfinding in the City; however, this is the first time that there has been a broad perspective that includes many different technologies and a comprehensive framework of analysis. The proposed wayfinding system will: 1) help the City be flexible in adapting to emerging wayfinding technologies; 2) aid in the creation of a cohesive program of placemaking and wayfinding that identifies gateways, cultural districts, City landmarks, and public services; and 3) influences travel behavior and promotes multi-modal travel options.

Prepared by Sally Nash, Senior Planner in the Department of Planning and Zoning at SNash@annapolis.gov or 410.263.7961 and Jessica Cowles, Legislative and Policy Analyst in the City of Annapolis Office of Law at JCCowles@annapolis.gov or 410.263.1184.

FISCAL IMPACT NOTE

Legislation No: R-7-13

First Reader Date: 2/11/13

Note Date: 2/25/13

Legislation Title: **Wayfinding and Signage Master Plan**

Description: For the purpose of adopting the Draft Wayfinding and Signage Master Plan as an addendum to the 2009 Annapolis Comprehensive Plan

Analysis of Fiscal Impact: This legislation adopts the draft of an addendum to the 2009 Annapolis Comprehensive Plan and has no direct fiscal impact. However, wayfinding signs may improve garage usage and therefore revenues may improve.

1
2
3
4
5
6
7

**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		

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

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

Project Title Parking Meter Upgrade	Project Number:	Initiating Department Transportation	
Asset Category	Asset Number	Priority Score Project not scored	
<p>Project Description The City currently has three hundred eighty four (384) individual meters throughout the City's historic district with five (5) pay & 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>			
Regulatory or Legal Mandates			Operational Necessity
Prior Funding		Non-City sources of funding	
FY13 Budget commitment allows project stage: Installation		Project Years	Total Project Budget

Appropriation Schedule	FY13 Budget Proposed Revision	5-Year Capital Plan					Total FY13 - FY18
		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							
Total	216,000						216,000
Funding Schedule							
Bond funds							
Operating funds – Parking Fund	216,000						216,000
Other							
Total	216,000						216,000

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.

FISCAL IMPACT NOTE

Legislation No: R-17-13

First Reader Date: 3-11-13

Note Date: 3-27-13

Legislation Title: A Revision to the Capital Improvement Budget and Program (Parking Meter Upgrade): FY 2013 to FY 2018

Description: For the purpose 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.

Analysis of Fiscal Impact: This legislation provides for parking meter upgrade project implementation. The cost of the equipment is estimated to be \$216,000. Once installed, parking meters can be programmed to charge the authorized parking rate. The new meters can offer payment options to customers. Calculated on FY12 parking meter revenues of \$784,480, new meters can be estimated to earn \$1,568,960 in one year's time at the currently authorized, but not yet implemented parking rate.

1
2
3
4
5
6
7

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-21-13

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
3/18/13			6/14/13
Referred to	Referral Date	Meeting Date	Action Taken
Finance	3/18/13		

A RESOLUTION concerning

Recommendations of the Council Compensation Commission

FOR the purpose of providing for consideration, and the City Charter's required public hearing, of the recommendations of the Council Compensation Commission.

WHEREAS, pursuant to the Annapolis City Charter, Article II, Section 4, the City Council appointed the Council Compensation Commission via R-38-12 adopted on October 8, 2012; and

WHEREAS, the Council Compensation Commission provided a report containing recommendations on compensation for the Mayor, Aldermen/Alderwomen and the City Manager and the City Council accepted the attached report on January 28, 2013; and

WHEREAS, on _____ the Annapolis City Council held a public hearing on the recommendations of the Council Compensation Commission as required by the Charter.

NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL that the report of the Council Compensation Commission is attached.

ADOPTED this _____ day of _____, _____.

ATTEST:

THE ANNAPOLIS CITY COUNCIL

Regina C. Watkins-Eldridge, MMC, City Clerk

BY

Joshua J. Cohen, Mayor

1
2
3
4
5
6

EXPLANATION

CAPITAL LETTERS indicate matter added to existing law.

[brackets] indicate matter stricken from existing law.

Underlining indicates amendments.

Policy Report

R-21-12

Recommendations of the Council Compensation Commission

The proposed resolution would provide for consideration, and the City Charter's required public hearing, of the recommendations of the Council Compensation Commission.

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

January 28, 2013

Mayor Josh Cohen and
The Annapolis City Council
City Hall
160 Duke of Gloucester Street
Annapolis, Maryland 21401

Dear Mayor Cohen and Aldermen:

Enclosed is the Report and Recommendations, with Exhibits, of the Council Compensation Commission. We appreciate the opportunity to serve our fellow residents, and trust that you will find our recommendations useful. If you have any questions or would like to hear from us in person, we would be pleased to attend a City Council meeting, work session, or other forum as you see fit.

Very truly yours,

Dale P. Kelberman
Chairman
Annapolis City Council Compensation Commission

Cc w/ encl: Karen M. Hardwick, Esq., City Attorney

**REPORT AND RECOMMENDATIONS OF THE
2012-2013 ANNAPOLIS CITY COUNCIL
COMPENSATION COMMISSION**

I. Introduction

Pursuant to the City Charter, Article II Section 4, on October 22, 2012 and November 26, 2012, the City Council appointed the undersigned as the members of the 2012-2013 City Council Compensation Commission. The members were sworn in by Mayor Cohen at the first meeting of the full Commission on November 27, 2012. The Commission was charged with the responsibility of making recommendations to the City Council on the compensation to be paid to the Mayor and the Aldermen, and to formulate an “executive pay plan” to govern the compensation of the City Manager, to take effect after the next City election.

II. Meetings of the Commission

The Commission held public meetings on the following dates: November 5, 2012, November 27, 2012, December 4, 2012, December 11, 2012, January 8, 2013 and January 15, 2012, either at City Hall or the Gorman Street location. In addition, on December 18, 2012, the Commission held a public hearing to solicit the views of the citizens of Annapolis on the issues.

III. Documents and Witnesses Interviewed

The Commission obtained a variety of documents from different sources as part of its information gathering process. The Commission had access to, among other materials: (1) the Report and related data from the previous Compensation Commissions that made compensation recommendations in 2005 and 2009; (2) comparative charts of the compensation of similar officer holders and City Managers in other parts of Maryland; (3) descriptive information regarding the duties and responsibilities of the respective officials, their salaries and benefits; (4) the 2006 Civil Service Board Hendricks Classification and Compensation Study; (5) Consumer Price information data; (6) the present contract of the City Manager; (7) salary data for the present City supervisors.

The Commission also interviewed a number of relevant parties during several of its meetings. We heard from the City Manager, the City Finance Director, the head of the City’s Human Resources Department, the Mayor, and three Aldermen: Ms. Finalyson, Ms. Hoyle and Mr. Paone (all the Aldermen were invited to meet with the Commission or submit their comments in writing).

IV. Compensation Recommendations and Justification

a. The Mayor

Recommendation: The Mayor's salary should remain at \$98,000 per year.

In 2009, our predecessor Commission recommended that the Mayor's compensation be increased to \$120,000 per year. The City Council reduced that amount, and fixed the Mayor's compensation at \$78,000, \$88,000 and \$98,000, for the years 2010, 2011 and 2012, respectively. In addition, the Mayor receives other benefits similar to those of other senior personnel in the City, such as health insurance and participation in the State Retirement program. Those benefits cost the City approximately \$30,000 per year.

According to information from the Maryland Municipal League, the Mayor's salary is the highest in the State for comparable size cities. In addition, since the last Commission made its recommendations, the City has created the position of City Manager, which has altered the day-to-day responsibilities of the Mayor. The Mayor remains a full-time position that requires a great commitment of time and energy, as the Mayor remains the CEO of the City, and the City Manager reports to the Mayor. While it is difficult to determine the extent of the change in the Mayor's duties, at the very least his duties have shifted with the advent of the City Manager position, so that the Mayor now has more time to devote to policy-making issues.

Over the last three years, the Mayor's compensation has increased an average of 12% per year, while the other City employees have had no pay increases or cost of living adjustments (although they have received step increases).

We believe the Mayor's present compensation and benefits are fair and reasonable, and should remain unchanged.¹ In addition, we believe that the current compensation package for the Mayor is sufficient such that qualified applicants for this important elected position would not be discouraged from seeking the office.

b. The Aldermen

Recommendation: The Aldermen's compensation should be increased to \$13,500 per year. The allocation of \$1500 each, presently set aside for education and training, should be expanded to permit the use of those funds for City Council expenses, such as cell phones, postage, correspondence, office supplies, and the like.

Article IV, Section 2, of the City Charter sets out the duties and responsibilities of the Aldermen, as follows:

- (a) The city council shall be the legislative body of the City of Annapolis vested with the power to enact laws. The city council shall have the authority to enact all laws necessary

¹ We considered, but ultimately rejected, including a cost-of-living increase commensurate with other City employees for the Mayor.

or convenient for the exercise of the powers granted to the City of Annapolis for the proper functioning of the government of the city and for enforcement of these laws. Except as otherwise provided by the city council, all laws adopted by the council shall take effect upon the date of adoption.

(b) The powers and duties of the city council include the power and duty to conduct oversight of the expenditure of public money and the delivery of municipal services.

(c) The city council shall sit as the planning and zoning authority of the city, except for those functions delegated to the board of appeals, the planning commission or to the planning and zoning director.

(d) The city council shall perform such other functions as specified in this Charter or by ordinance, or as conferred upon local governing bodies by the laws of the State of Maryland.

Article 2.16.190 of the City Code establishes the various City Council committees, and the duties of each.

There are at least two schools of thought on the compensation for Aldermen. On the one hand, there are those who believe that the Aldermen are essentially volunteers performing an important and valuable civic function, and any compensation they receive should be viewed as a stipend. On the other hand, there are those who say that, while the position is part-time, Aldermen spend more and more time at Council meetings, committee hearings and meetings, ceremonial duties, and responding to constituent contacts and their compensation should reflect the increased time commitment of these positions.

In 2009, the previous Compensation Commission recommended that each Alderman's compensation be increased to \$18,000 per year, with a \$1500 per year allotment for each for training and educational purposes. The City Council reduced that amount, so that the Aldermen now receive an annual salary of \$12,600 per year, and there is an allotment of \$1500 per year for education and training expenses. The Aldermen participate in the State Retirement Pension plan, but receive no other benefits.

As the City has grown and become more complex, the duties and time devoted by Aldermen has also increased, and thus a modest increase in compensation is warranted. While only two citizens appeared at the Commission's public hearing, it is worth noting that both of them recommended increasing the compensation of Aldermen.

However, the Commission has found that, in each of the last three years, roughly two-thirds of the funds set aside for training and educational expenses have not been used. At the same time, Aldermen have been required to use their own funds to pay for such expenses as office supplies to communicate with their constituents and others. Now that the Aldermen will each have space in the newly-renovated City Hall,² we believe the City should expand the use of the training and

² Section 2.16.215 of the City Code now provides that Aldermen shall have their own "dedicated office space" within City Hall.

education allotment to permit the Aldermen to use those funds for cell phones, postage, and other office expenses, to the same extent as other City agencies.

c. Executive Pay Plan for the City Manager

Article VI, Section 2B of the City Code provides:

(d) The compensation of the city manager **shall be fixed by the mayor according to the provisions of an executive pay plan formulated by the Council Compensation Commission and adopted by ordinance.** If the city manager is hired during an interim year, the mayor and council shall determine the compensation based upon the recommendations from the Finance Committee. (emphasis added).

The Commission found this language, and the Resolution creating our body, ambiguous, as we were unable to determine whether the executive pay plan we were asked to draft was designed to govern the compensation for the present City Manager. In reviewing the present City Manager's contract, it appeared that there was a conflict between our duties and his contract, and provisions of the City Code. Consequently, we sought legal advice from the City Attorney. See Exhibit A, Letter to City Attorney. Because the City Attorney believed that she might have a conflict of interest, or the appearance of such, in responding, she engaged outside counsel, Fred Sussman, Esq., a former City Attorney, to provide a response. Mr. Sussman's letter of advice is enclosed as Exhibit B. In essence, Mr. Sussman advised the Commission to objectively formulate an executive pay plan for the position of City Manager, without regard to the present City Manager's contract or other provisions of the City Code, and to leave it to the City Council to reconcile any inconsistent provisions. Based upon Mr. Sussman's advice, we considered the following issues and formulated the recommended executive pay plan accordingly.

The Commission believes that the executive pay plan (the "plan") for the City Manager should be designed to fairly compensate the City Manager for the duties and responsibilities of his position. The City Manager reports to the Mayor, and oversees each of the City department heads, a task that requires 24/7 oversight of a City of approximately 38,000 residents, a budget in excess of \$75 million, and more than 670 employees. The plan should also be competitive in the market for such executive positions, in order to attract qualified candidates with the requisite training and experience to apply for the position. To the extent possible, the plan should also insulate the City Manager from the vicissitudes of political changes, and provide incentives for improved performance on the job. The City Manager position should be included as other supervisory positions in the City Budget, without the necessity for entering into a contract with the City Manager. The Manager should be subject to removal to the same extent as other supervisory personnel, but with severance pay under certain conditions. With these general objectives in mind, the Commission recommends the following be included in the executive pay plan:

1. Base Salary with incremental increases based upon performance evaluations: The plan should include a base salary ranging from \$120,000 to \$180,000 per year, with incremental increases based upon annual performance reviews conducted by the Mayor.

The initial base salary should be fixed within the above range based upon the City Manager's education and employment experience. The annual performance review should be based upon criteria established in advance by the Mayor and City Council, in cooperation with the Director of Human Resources. The base salary and increments should be subject to cost of living increases every two years, based upon COLAs awarded to other City supervisory personnel during the two year period. The City Manager's compensation should be subject to reduction to the same extent as other supervisory City employees, including reductions based upon furloughs or similar actions.

3. **Benefits:** The City Manager should be entitled to receive the same benefits as other City supervisory personnel, such as inclusion in the City's health care and retirement plans, in which the City and the employee contribute in the same proportion as other City supervisory employees. Because of the City Manager's general duties and responsibilities, the City should provide the Manager with a City vehicle, or additional compensation to reimburse him for the use of a vehicle.
4. **Severance pay:** The Commission believes that severance pay should be a part of the pay plan in order to provide the Manager with a sense of stability and confidence, and at the same time, provide the City with the opportunity to remove the Manager for poor performance or other nonpolitical reasons without too great a penalty. The pay plan should provide for three (3) months' severance pay of salary only for a City Manager who has been removed from his position without cause and no severance if the removal is for cause. Grounds for removal that constitute "cause" shall be established by the Mayor and City Council in writing as part of the pay plan. Removal for cause shall be mandatory for the conviction of any felony, and should be within the discretion of the City Council for any other violation of law or other misconduct.
5. **Other provisions:** The Commission recommends that any other components of the City Manager's compensation plan, including termination, be adopted and applied to the City Manager according to the provisions of the City Code, to the same extent as those provisions apply to other supervisory personnel.

V. Other Issues Considered

The Commission strongly urges the City Council, the Mayor, and the City Attorney to carefully review Mr. Sussman's letter of advice to the Commission, attached as Exhibit B. Mr. Sussman has identified a number of legal issues regarding the position of City Manager, such as conflicts between the City Charter, the Code and the present City Manager's contract, that should be addressed by the City to eliminate ambiguity and inconsistency.

The Commission wishes to express its appreciation to Hilary Raftovich for staffing our Commission and providing her valuable assistance during the course of performing our duties.

Respectfully submitted,

NICK BERRY

FRANK B. BRADLEY

AMY BURDICK

FAYE CURRIE

CANDACE DONOHO

RICHARD HILLMAN

DALE P. KELBERMAN, CHAIRMAN

Date: January 28, 2013

**Dale P. Kelberman
68 Southgate Avenue
Annapolis, MD 21401
443-482-2993
kelberman@verizon.net**

December 7, 2012

By Hand Delivery

Karen Hardwick, Esq.
City Attorney
Office of Law
93 Main Street
Annapolis, Maryland 21401

Dear Ms. Hardwick:

As the Chairman of the Annapolis City Council Compensation Commission, I am writing on behalf of our Commission to seek your legal advice regarding an issue that has arisen in the course of our deliberations, specifically with respect to the recommendations for compensation to the City Manager. As you know, our Commission's task is to recommend to the City Council the compensation to be paid to the Mayor and City Council representatives commencing after the next general election. City Code, Article II, Section 4.

In addition, according to Article VI, Section 2B of the City Code, we have a role in setting the compensation for the City Manager. That section provides:

(d) The compensation of the city manager **shall be fixed by the mayor according to the provisions of an executive pay plan formulated by the Council Compensation Commission and adopted by ordinance.** If the city manager is hired during an interim year, the mayor and council shall determine the compensation based upon the recommendations from the Finance Committee. (emphasis added).

In the course of gathering information for the purpose of making our recommendations, we have obtained a copy of the existing contract between the City and the present City Manager (the "contract"). That contract is dated December 22, 2010, and sets forth the compensation and duties of the City Manager, in addition to other important provisions. The contract, however, has no termination date, and thus appears to continue in existence indefinitely (although there is a *procedure* for termination spelled out in the contract.)

In addition to setting the present salary and benefits for the City Manager, the contract also has two other provisions that relate to the City Manager's compensation. Section 5 A provides: "Employer [the City] agrees to increase said base salary and/or benefits of employee in such amounts and to such extent as the Employer may determine that it is desirable to do so on the basis of an **annual salary review** of said employee made at the same time and in the same manner as similar consideration is given other employees generally." (emphasis added.) Section 6 A of the contract states that "The Mayor shall review and evaluate the performance of Employee annually . . . "

Section 18 of the contract, labeled "No reduction of Benefits," provides: "Employer shall not at any time during the term of this agreement reduce the salary, compensation, medical benefits or other financial benefits of Employee, except to the degree of such a reduction across the board for all employees of the Employer."

Thus, according to the contract, it appears that the City Manager's compensation may only be increased based upon an annual performance evaluation by the Mayor, and his compensation may not be decreased at all during the existence of the contract, which is indefinite in duration. Nothing in the contract makes reference to the executive pay plan we are required to formulate for the purpose of governing the City manager's salary. Conversely, if we are to avoid breaching the terms of the existing (and indefinite) contract,

our executive pay plan must conform, at the least, to the terms of the contract, thereby restricting our discretion.¹

The terms of the contract appear to be inconsistent with the Code provision requiring the City Manager's compensation to be set based upon an executive pay plan established by our Commission. Even though the City Manager was hired during an interim year, because his contract has an indefinite term with fixed procedures for increases and no decreases, we fail to see how any executive pay plan we formulate will ever have a bearing on the City Manager's compensation.

We would therefore appreciate your advice on how we should proceed with regard to any recommendations for the City Manager's compensation, and the executive pay plan we are charged with formulating. Our report and recommendations to the City Council are due by late January, 2013, so we would appreciate your advice at your earliest opportunity. Thank you for your consideration, and should you need any additional information from our Commission, please do not hesitate to contact me.

Very truly yours,



Dale P. Kelberman

Chairman

Annapolis City Council Compensation Commission

Cc: Michael D. Mallinoff, City Manager

¹ For example, any executive pay plan we formulate must include: (1) a provision that prohibits any reduction in compensation and benefits; and (2) an annual salary review by the Mayor (and *not* the City Council), in order to comport with the current City Manager's contract.

January 15, 2013

HAND DELIVERED

Dale P. Kelberman, Chair
Annapolis City Council Compensation Commission
Annapolis City Hall
160 Duke of Gloucester Street
Annapolis, MD 21401

Re: Recommendation for Compensation for City Manager

Dear Mr. Kelberman:

On December 7, 2012, you delivered a letter to the Annapolis City Attorney on behalf of the Annapolis City Council Compensation Commission ("Commission"). Your letter sought advice from the City Attorney regarding what the Commission perceived may be inconsistencies between the Annapolis City Code and Charter, the current City Manager's Employment Agreement ("Agreement"), and the Commission's charge to make recommendations for an executive pay plan for the position of City Manager. The City Attorney engaged me to respond to the Commission's inquiries because she perceived that she may have a conflict of interest in giving this advice to the Commission.

The Commission was formed by City Council Resolution No. R-38-12 Amended that was adopted on October 8, 2012.¹ This Resolution directed the Commission to make specific recommendations "on the salaries, fringe benefits, and allowable expenses, for the Mayor, eight City Council members, and City

¹ The Council Compensation Commission is provided for in Article II, Section 4, of the City Charter. This Section establishes a process for a commission appointed by the City Council at least one year before any general municipal election to recommend compensation to be paid to the Mayor and members of the Council in the next term of office. Section 4 does not refer to the commission making a recommendation for compensation for a City Manager. That additional duty is included in Article VI, Section 2B, of the City Charter. Section 2B does not refer to a City Manager's term of office.

Dale P. Kelberman, Chair

Page 2

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

Manager that would be effective on December 2, 2013.” As I understand the Commission’s request for guidance, the Commission is concerned that its recommendation of an “executive pay plan”² for the City Manager may be inconsistent with existing provisions of law, and that implementation of the Commission’s recommendations may cause the City to breach the City Manager’s Agreement.

In summary, I believe that while various provisions of the Charter, Code and Agreement may not be entirely consistent, they generally can be harmonized. Furthermore, to the extent that any part of the Agreement is unconstitutional, invalid or unenforceable, the remainder of the Agreement remains in place. Finally, the Commission’s responsibility is to make a recommendation regarding compensation for the position of City Manager.³ The City Council will be responsible to receive and act upon the Commission’s recommendation. Action by the City Council to adopt an executive pay plan for the City Manager must be adopted by ordinance. Thereafter, the Mayor will be responsible to implement the City Council’s legislative determinations in accordance with law.⁴ I explain.

² As discussed later in this letter, the City Charter provides for the Council Compensation Commission to establish an “executive pay plan” to fix the compensation of the City Manager. The Charter does not define “executive pay plan.” The absence of a definition or description of an “executive pay plan” leaves to the reasonable discretion of the Commission to determine what components of compensation should be included in the plan. Resolution R-38-12 Amended which created your Commission directs the Commission to make recommendations regarding salary, fringe benefits and allowable expenses. While this may reflect the City Council’s conception of what should be included in an executive pay plan, I believe that the Commission has further latitude to include other items, if any, that the Commission determines reasonably may be related to a comprehensive package of compensation for a City Manager.

³ Even though Resolution No. R-38-12 Amended speaks in terms of salaries, fringe benefits and allowable expenses, a reasonable construction of the City Council’s intent in enacting this Resolution was to ask the Commission to prepare and present to the Council an executive pay plan for the City Manager as contemplated by Article VI, Section 2B, of the City Charter.

⁴ Article V, Section 2, of the City Charter charges the Mayor with the duty of seeing “that the actions of the city council are duly and faithfully executed....”

Dale P. Kelberman, Chair

Page 3

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

Scope of Review and Assumptions

As part of the preparation of this letter of advice I have reviewed numerous provisions of the City Charter and City Code relating to the creation of the position of City Manager, the inclusion of the position of City Manager in the City's exempt service, terms and conditions of employment of members of the City's exempt service, minutes of meetings of the City Council and City Council's Finance Committee related to the hiring of the current City Manager, the Agreement, and other matters I deemed relevant.

For purposes of this advice I make three key assumptions – (i) that the Agreement is a lawful act of the City (subject to excising any specific provisions that may be unconstitutional, invalid or unenforceable); (ii) that the position of City Manager is not a “public officer” within the meaning of Article III, Section 35, of the Maryland Constitution (“...nor may the salary or compensation of any public officer be increased or diminished during his term of office except those whose full term of office is fixed by law in excess of 4 years”); and (iii) that the Charter Amendment that created the position of City Manager is a lawful and valid enactment.

Relevant Statutory Context

Your inquiries must be evaluated in the context of provisions of the Annapolis City Charter and Code that apply to the position of City Manager and the City Manager's compensation.

The position of City Manager was established by Charter Amendment CA-03-10, adopted on April 26, 2010, effective on June 15, 2010. This Charter Amendment amended Article VI, Section 2B, of the Charter to eliminate the position of City Administrator and to create a new position of City Manager within a modified structure of the City government.^{5,6} Section 2B(d) as amended by this

⁵ The position of City Administrator was established pursuant to Charter Amendment CA-4-96 Amended/Reconsidered adopted February 10, 1997, effective April 1, 1997.

Dale P. Kelberman, Chair

Page 4

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

Charter Amendment established the process for setting the initial compensation for a City Manager that exists today:

The compensation of the city manager shall be fixed by the mayor according to the provisions of an executive pay plan formulated by the Council Compensation Commission and adopted by ordinance. If the city manager is hired during an interim year, the mayor and council shall determine the compensation based upon the recommendations from the Finance Committee.

The City Code contains additional provisions relating to the compensation of a City Manager. The City Manager is a member of the City's exempt service. City Code, § 3.08.010.3.⁷ Section 3.08.030 provides methods of determining salaries for members of the exempt service. Section 3.08.030.A.1. assigns all members of the exempt service, except for the City Manager, to a salary pay grade in the City's pay plan. However, with respect to the City Manager, Section 3.08.030.A.2. states that "[t]he salary of the City Manager shall be proposed and

⁶ The title to this Charter Amendment states that the purpose of the Charter Amendment is for "clarifying" the role of the City Manager, "enhancing" certain supervisory powers of the City Manager", and "providing" that the Mayor must approve the dismissal of the City Manager. The title to this Charter Amendment does not state that its purpose was to create the position of City Manager. Nevertheless, the City Clerk advised me that there was no prior Charter Amendment that created the position of City Manager.

⁷ The identification of the City Manager as a member of the exempt service was accomplished by Ordinance O-10-12 Amended, adopted June 4, 2012, effective from the date of its passage. The term "City Administrator" was changed to "City Manager." A corresponding provision in Article VIII, Section 2, of the Charter has not yet been amended to reflect the change from City Administrator to City Manager. However, the City Manager is a member of the exempt service by the catch-all provision in Section 2(9) that includes in the exempt service "[a]ll exempt service positions as established from time to time in Chapter 3.08 of the Annapolis City Code.

Dale P. Kelberman, Chair

Page 5

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

approved by the Council at the time of the City Manager's confirmation hearing."⁸ Section 3.08.030.B.1., provides for salary increases for members of the exempt service. Section 3.08.030.B.1. applies to all exempt positions except for certain expressly named positions, none of which is the City Manager. Section 3.08.030.B.1. provides "B. Salary raises: 1. Shall be justified by either satisfactory or above satisfactory performance reviews by the Mayor and shall be entirely at the Mayor's discretion..."

In addition to addressing salaries, other provisions of Chapter 3.08 of the City Code address employment benefits for members of the exempt service. Each of these employment benefits applies to the City Manager as a member of the exempt service.⁹ As discussed later in this letter, the benefits afforded to the City Manager in Chapter 3.08 are not entirely consistent with the benefits provided to the City Manager in the Agreement.

Section 3.08.020 provides that members of the exempt service "are entitled to each employment benefit that is provided to employees in the civil service, except as provided in this chapter." Section 3.08.040 addresses annual, sick and personal leave for members of the exempt service, including annual leave after one or more continuous years of service with the City and sick leave on the basis of "reasonable need." Department directors (but not the City Manager) are not

⁸ My review of minutes of meetings of the City Council and its Finance Committee reflect that the process set forth in Article VI, Section 2B, of the Charter, and Section 3.08.030.A.2. generally were followed.

⁹ As the Commission has noted, there are inconsistencies between and among various legislative enactments, and between legislative enactments and the current City Manager's Agreement. As part of the Commission's report to the City Council, the Commission may want to consider recommending that the City Council review and eliminate these various inconsistencies, including enacting such further charter amendments and ordinances as may be necessary. The Commission also may want to consider whether the compensation of the City Manager, including salary and benefits, should be addressed in an employment agreement between the City and the Manager, rather than treating the Manager as a member of the exempt service for purposes of salary and benefit provisions on the City Code.

Dale P. Kelberman, Chair

Page 6

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

entitled to personal leave to which civil service employees may be entitled. By virtue of Section 3.08.020 members of the exempt service are entitled to all other leave to which civil service employees are entitled.

Finally, Section 3.08.050 provides for severance pay under limited circumstances for members of the exempt service. Section 3.08.050 does not provide severance pay when employees in the exempt service, including the City Manager, are terminated for non-disciplinary reasons. Rather, an entitlement to severance pay in the amount of 1/8th of the employee's annual salary is payable when the exempt service employee has been terminated for disciplinary reasons.

Current City Manager's Employment Agreement

The provisions of the Agreement relevant to this analysis are as follows:

1. The City Manager is employed for an indefinite term, subject to termination by either party upon 45 days notice, subject to immediate termination by the City upon the City Manager's conviction of certain crimes, and further subject to termination by the City for certain disability or illness related reasons when the City Manager has remained off from work more than 4 weeks after using all of the City Manager's accrued sick leave.

2. The City Manager will receive severance benefits upon termination of employment by the City, except where termination is for conviction of certain crimes. The severance benefit is a lump sum payment equal to 180 days salary, plus health and life insurance continuation at City expense.¹⁰

3. The City Manager will be paid a salary in the amount of \$138,310 per year, except that for purpose of the City's contribution to State Retirement System

¹⁰ Note that under City Code Sections 3.08.050 and 3.16.140 exempt employees, including the City Manager, are entitled to severance pay in amount of 1/8th of salary if they are removed for disciplinary reasons.

Dale P. Kelberman, Chair

Page 7

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

the salary will be deemed to be \$145,225.50, the rate of pay prior to the furlough based wage reduction in the City's FY 2011 budget. The City Manager also is entitled to salary or benefit increases in such amounts and to such extent as the City deems desirable on basis of an annual salary review in the same manner as similar consideration is given to other employees generally.

4. The City Manager is required to work a minimum of 35 hours per week.

5. The City Manager is entitled to 4 weeks annual leave per year, credited to his account at the time of employment as City Manager and thereafter at each anniversary date.¹¹

6. The City Manager is entitled to other leave, including sick leave, to the same extent as other employees in the exempt service.

7. The City Manager is entitled to disability, health and life insurance benefits on the same basis as provided for other full-time exempt employees.

8. Subject to availability of funds in the budget, the City will pay professional dues and subscriptions for the City Manager.

9. The City agrees to budget and pay for travel and expenses for the City Manager's professional development.

10. The City Manager has use, at the city's expense, of a City-provided vehicle in connection with performance of his duties.

11. The City Manager will be provided with a parking pass to park in the City's parking garage.

¹¹ Note that under City Code Section 3.08.040 an employee is not entitled to 4 weeks of annual leave until completing seven years of continuous service.

Dale P. Kelberman, Chair

Page 8

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

12. The City will provide the City Manager use of a City computer and appropriate software.

13. The City will reimburse the City Manager for non-personal and job-related expenses in accordance with City rules, regulations and policies.

14. The City Manager is not entitled to any benefits, rights or privileges of City civil service employment except as specifically provided in the Agreement.

15. The City may not reduce the City Manager's salary, compensation, medical benefits or other financial benefits, except to the degree of such a reduction across the board for all employees.¹²

16. The Agreement contains a severability clause which says that if any part or provision of the Agreement is unconstitutional, invalid or unenforceable, the unconstitutionality, invalidity or unenforceability does not affect other provisions of the Agreement, which shall remain in full force and effect.

Discussion

The Commission is one of three cogs in the City's governing structure for setting and implementing compensation for a City Manager. The Commission performs an advisory function to the City Council. The Commission's charge by Resolution R-38-12 Amended is to provide a recommendation to the City Council "on the salaries, fringe benefits, and allowable expenses, for the Mayor, eight City Council members, and City Manager that would be effective on December 2, 2013." While this effective date is required by the Maryland Constitution and City Charter for compensation for the Mayor and members of the City Council, there is

¹² This provision is ambiguous to the extent that it is not clear as to whether the "no reduction" clause means that only the salary and benefits specified in the Agreement may not be reduced below those levels, or whether it proscribes a reduction of any enhanced salary or benefits that may be provided in future years.

Dale P. Kelberman, Chair

Page 9

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

no similar proscription against altering the compensation of the City Manager before or after that date.¹³

Notwithstanding the reference in Resolution R-38-12 Amended to the salary, fringe benefits and allowable expenses for the City Manager being effective on December 2, 2013, the Resolution still must be read in the context of the City Charter and Code provisions that address the compensation of the City Manager and members of the exempt service. So that the Commission's recommendations regarding an executive pay plan may be effective for any compensation review of the current City Manager that the Mayor may make before December 2, 2013, or may be applicable to any new City Manager should a vacancy arise before that date, the Commission may want to consider recommending that any ordinance that the City Council adopts to approve an executive pay plan for the City Manager expressly provide that, from and after the effective date of the ordinance, the approved pay plan be used in making any compensation decisions for the current or any successor City Manager.

The Commission should not feel constrained in its deliberations and recommendations by existing provisions for salary, fringe benefits and expenses contained in the City Code for members of the City's exempt service or in the City

¹³ December 2, 2013, is the date on which the newly elected Mayor and members of the City Council will take office. According to Article II, Section 4, of the City Charter, recommendations of the Commission regarding Mayoral and Council member compensation take effect only for the next succeeding term of office, and that the salaries specified when the Mayor and members of the City Council take office may not be changed during the period for which they were elected. This is consistent with the prohibition in Article III, Section 35, of the Maryland Constitution which prohibits the salary or compensation of any public officer from being increased or diminished during his or her term of office except those whose full term of office is fixed by law in excess of 4 years. The absence of a similar proscription for the effective date of a change in compensation for the City Manager is based upon the assumption noted on page 3 of this letter – that the City Manager is not a “public officer”. If the City Manager is a public officer there could be no change in his compensation because he holds the position for an indefinite term. The City Manager does not hold a four year term coterminous with that of the Mayor and members of the City Council.

Dale P. Kelberman, Chair

Page 10

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

Manager's Agreement. The Commission is expected to use its independent judgment in determining what the Commission believes are reasonable terms of an executive pay plan for the City Manager. In exercising that judgment the Commission may, and should, take into account the current salary, benefits and expenses, as they reflect the considered judgment of the Mayor and City Council when the City Manager was hired approximately two years ago. As discussed below, it will be the responsibility of the Mayor and City Council to address and reconcile differences between the Commission's recommendations, the City Code and the Agreement.

Once the Commission submits its recommendations, its task is completed. The City Council then must act by ordinance if it is to approve an executive pay plan for the position of City Manager. If this executive pay plan alters provisions relating to salary and benefits for the City Manager as a member of the exempt service as set forth in the City Code, the City Council likely would need to amend those provisions of the Code to the extent that they are inconsistent with the adopted executive pay plan.

After the City Council approves this executive pay plan the Mayor will be responsible to implement it consistent with law. To the extent that the current City Manager is employed under the Agreement, the Mayor will need to consider the provisions of the Agreement during the implementation of the pay plan. Part of this implementation may necessitate a legal review to determine whether certain provisions of the adopted executive pay plan may be implemented for the current City Manager in light of the Agreement.

If the terms of the executive pay plan are consistent with the Agreement the Mayor presumably would implement the pay plan according to its terms in order to carry out law as established by ordinance of the City Council. Several options do exist for the Mayor to address inconsistencies between the Agreement and the adopted executive pay plan - (i) determine that certain provisions of the Agreement are unconstitutional, invalid or unenforceable and implement provisions of the plan notwithstanding the Agreement, (ii) enter into an amendment to the Agreement

Dale P. Kelberman, Chair

Page 11

Re: Recommendation for Compensation for City Manager

File No.: 17523.01

January 15, 2013

with the City Manager to reflect the provisions of the new executive pay plan, or (iii) terminate the employment of the City Manager if the City Manager does not accept the provisions of the executive pay plan.

With respect to salary, Section 3.08.030.B.1. provides for salary increases for members of the exempt service, including a City Manager, at the Mayor's discretion based upon performance reviews. This is not inconsistent with the current City Manager's Agreement, which provides for salary increases based upon performance review by the Mayor. If the Commission recommends a salary or salary range for the City Manager position that is less than the salary contained in the City Manager's Agreement, the Mayor will need to consider the validity and enforceability of the "no reduction in compensation" clause in the Agreement. If the Mayor determines that the "no reduction in compensation" clause is valid and enforceable, the provisions of the executive pay plan relating to salary would apply to a succeeding City Manager. If the approved salary, or salary range, for the position of City Manager exceeds the salary in the current Agreement, the Mayor may use that salary as guidance when determining a salary increase for the current City Manager based upon performance review.

As the Commission concludes its deliberations I remind the Commission that Sections 3.08.020 and 3.08.050 of the City Code address for all members of the exempt service several elements discussed on pages 5-6 of this letter that the Commission may consider to be part of an executive pay plan. As examples, these Sections address severance pay, leave and all other benefits afforded to employees in the City's civil service, except as expressly restricted by Chapter 3.08.

The Commission should consider recommending to the City Council that, in conjunction with the Council's adoption of an executive pay plan for the City Manager, the Council should carefully review and amend those existing provisions of the City Code that may be inconsistent with the adopted executive pay plan. Additionally, it is commonplace in local government for city and town managers and administrators to be employed under employment agreements. The Commission should consider whether it may be more desirable to have all issues

Dale P. Kelberman, Chair

Page 12

Re: Recommendation for Compensation for City Manager

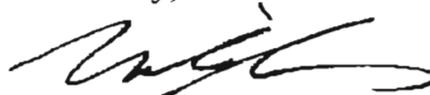
File No.: 17523.01

January 15, 2013

relating to the City Manager's compensation addressed in an employment agreement rather than in a patchwork of an agreement and provisions of the City Code. It is this patchwork that has led to the ambiguity, lack of clarity and inconsistencies that currently are presented. Placing the terms of the City Manager's employment in an agreement or the City Code, but not both, should eliminate opportunities for inconsistencies between the two. Finally, the Commission's work has revealed that the City Charter and Code provisions relating to establishment and alteration of salary and other compensation for a City Manager are ambiguous and lack clarity. The Commission should consider recommending a further review and revision of Charter and Code provisions relating to City Manager compensation to resolve these ambiguities and lack of clarity.

I trust that this letter provides the Commission with the guidance it is seeking. Please let me know if the Commission has any questions or would like me to clarify or elaborate upon the advice that I have given in this letter.

Sincerely,



Frederick C. Sussman

FCS:tbn
17523.01

1
2
3
4
5
6
7

**CITY COUNCIL OF THE
City of Annapolis**

Resolution No. R-10-13

Introduced by: Alderman Littmann, Alderman Pfeiffer, and Alderman Arnett

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
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Economic Matters	4/8/13		
Environmental Matters	4/8/13		

8
9 **A RESOLUTION** concerning

10 **A Protocol for Ensuring the Implementation of the Forest Conservation Act**

11
12 **FOR** the purpose of enacting a protocol to ensure the implementation of the Forest
13 Conservation Act.

14
15 **WHEREAS,** Since the adoption of O-11-92 on April 13, 1992, the City of Annapolis has
16 adhered to the State of Maryland's requirements in the Forest Conservation
17 Act, as amended from time to time; and

18
19 **WHEREAS,** at a Special City Council Meeting on June 18, 2012, the City Council adopted
20 Resolution R-26-12 to establish a Forest Conservation Act Working Group
21 ("Working Group") to review and make recommendations on the City of
22 Annapolis' legislation and policies pertaining to the implementation of the
23 Forest Conservation Act; and

24
25 **WHEREAS,** the Working Group is nearing completion of their recommendations and the
26 City Council is awaiting their findings for consideration as legislative action; and

27
28 **WHEREAS,** the City of Annapolis desires to balance its goal of consistently applying the
29 Forest Conservation Act, as it may be revised following receipt of the working
30 group's recommendations, with its goal of avoiding delay of previously filed
31 applications for development approval.

32
33 **NOW THEREFORE BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that in order to
34 appropriately balance these goals:

- 35 A. Applications for development on areas of 40,000 square feet or greater that were
36 submitted prior to April 1, 2013, will continue to be processed under the current City

Code in effect. Neither the submission and approval of a Forest Stand Delineation (FSD), nor an application for development submitted prior to an approved FSD, shall constitute an application for development for purposes of this Resolution.

B. Applications for development on areas of 40,000 square feet or greater that are submitted on or after April 1, 2013, will not be processed for approval or be submitted to the Planning Commission, with the exception of a Forest Stand Delineation (as to which can be reviewed and can be approved), until the earlier of the date on which:

1. The City Council has received the recommendations from the Working Group and has voted on whether, if so, to amend the City Code with respect to the Forest Conservation Act; or
2. Six months from the date of adoption of this Resolution.

AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that

1. This allowance of time for the City to consider applications for development applies to any and all projects that fall under the jurisdiction of the Forest Conservation Act. Specifically, it refers to an application for a subdivision, project plan, grading, or sediment control approval on areas 40,000 square feet or greater as required in the State Forest Conservation Act.
2. This legislation does not prevent the City from accepting and considering such applications during this time frame. City staff shall not approve, or recommend for approval, any such applications. In addition, if the resulting legislation changes the process or substance of the implementation of the Forest Conservation Act, the City must apply the new standards to all such applications.

AND, BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that it is the intention of the Annapolis City Council that any forthcoming revisions to the Annapolis City Code pertaining to the implementation of the Forest Conservation Act will apply to those applications submitted for review after April 1, 2013.

AND BE IT FURTHER RESOLVED BY THE ANNAPOLIS CITY COUNCIL that this resolution shall take effect on the date of adoption.

ADOPTED this _____ day of _____, _____.

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.

Policy Report

R-10-13

A Protocol for Ensuring the Implementation of the Forest Conservation Act

Since the adoption of O-11-92 on April 13, 1992, the City of Annapolis has adhered to the State of Maryland's requirements in the Forest Conservation Act, as amended from time to time. The proposed resolution would enact a protocol in the City of Annapolis to ensure the implementation of the Forest Conservation Act.

The City of Annapolis desires to balance its goal of consistently applying the Forest Conservation Act, as it may be revised following receipt of the working group's recommendations, with its goal of avoiding delay of previously filed applications for development approval. In order to appropriately balance these goals, the proposed resolution would set forth that:

- Applications for development on areas of 40,000 square feet or greater that were submitted prior to April 1, 2013, will continue to be processed under the current City Code in effect. Neither the submission and approval of a Forest Stand Delineation (FSD), nor an application for development submitted prior to an approved FSD, shall constitute an application for development for purposes of this Resolution.
- Applications for development on areas of 40,000 square feet or greater that are submitted on or after April 1, 2013, will not be processed for approval or be submitted to the Planning Commission, with the exception of a Forest Stand Delineation (as to which can be reviewed and can be approved), until the earlier of the date on which:
 - The City Council has received the recommendations from the Working Group and has voted on whether, if so, to amend the City Code with respect to the Forest Conservation Act; or
 - Six months from the date of adoption of this Resolution.

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

**CITY COUNCIL OF THE
City of Annapolis**

Ordinance No. O-4-13

Introduced by: Alderman Arnett and Alderman Israel

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
4/8/13			6/7/13
Referred to	Referral Date	Meeting Date	Action Taken
Environmental Matters	4/8/13		
Economic Matters	4/8/13		

A ORDINANCE concerning

Establishing Chapter 14.18 of the City Code on Special Events

FOR the purpose of establishing Chapter 14.18 of the City Code regarding the process for authorizing special events within the City of Annapolis; requiring a permit and permit fee for special events; providing parameters for approving a special event permit; authorizing exemptions for a special event permit and permit fee; establishing conditions for special events at City Dock; and for all other purposes related to special events.

BY repealing and re-enacting with amendments the following portions of the Code of the City of Annapolis, 2012 Edition
Section 2.12.020

BY adding to the following portions of the Code of the City of Annapolis, 2012 Edition
Chapter 14.18

WHEREAS, special events in the City of Annapolis provide cultural enrichment, promote economic vitality, and enhance community identity and pride; and

WHEREAS, the City recognizes that an over-saturation of special events in a single location such as City Dock can disrupt regular business, disturb local residents, and curtail long-range community economic interests; and

WHEREAS, special events have varied impacts on residents and businesses in the City and those impacts differ by the special event's location, size, duration and required resources; and

WHEREAS, the City encourages holding special events in all areas of the City at varied times of the year so that all areas may reap any positive benefits associated with special events.

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

3 **Chapter 2.12 - Mayor**

4 **2.12.020 - Powers and duties.**

5 In addition to all other duties and powers conferred upon the Mayor pursuant to the Charter and
6 Code, the Mayor has the following additional powers and duties:

7 A. Generally. The Mayor has the responsibility for the faithful execution of the
8 ordinances of the City and is the Chief Executive Officer and Administrative Director of the
9 City government.

10 B. Reports and Recommendations to Aldermen. The Mayor shall give an annual report
11 to the City Council setting forth the conditions of municipal affairs and making
12 recommendations as the Mayor deems proper for the public good and welfare of the City.
13 The annual report shall be given no later than the date on which the Mayor submits the
14 proposed annual budget for the City to the Finance Committee, as set forth in subsection C
15 of this section.

16 C. In consultation with the Director of Finance and all other department directors, the
17 Mayor shall prepare, or have prepared an annual operating budget and shall submit it to
18 the City Council no later than the second Monday in March of each year. The Mayor shall
19 supervise the administration of the budget as adopted by the council.

20 D. Committee Appointments. The Mayor shall recommend to the City Council all
21 appointments to aldermanic standing committees but all appointments shall be confirmed
22 by a majority of the City Council.

23 E. Full-time Devotion. The Mayoralty shall be a full-time office. The Mayor shall be
24 available to meet with the general public at all convenient times. The Mayor shall preside
25 over all meetings of the City Council and the Mayor shall have one vote, the same as each
26 Alderman, but shall vote first, and shall perform all of the duties of the chairperson as
27 designated under the current edition of Robert's Rules of Order, Newly Revised.

28 F. Meetings with Department Directors. The Mayor shall convene a meeting with all
29 department directors at least once in each week for the purpose of coordinating the
30 operation of the government.

31 G. Ombudsman. The Mayor shall be responsible for designating an individual from
32 his/her office to serve as an ombudsman for the City of Annapolis. All citizen complaints
33 shall be directed to the ombudsman who will arrange to have each complaint reduced to
34 writing and directed to the appropriate department with copies sent to the aldermen.

35 H. Special Events Coordinator. Subject to the provisions of [Section 14.16.030]
36 CHAPTER 14.18 of this Code, the Mayor[, or his or her designee,] SHALL DESIGNATE A
37 SPECIAL EVENTS COORDINATOR, [shall] TO be responsible for assisting those who
38 desire to hold special events in the City of Annapolis by providing a single point of contact
39 for the City of Annapolis, advising of necessary permits, fees and other City requirements,
40 assisting in the development of the special event applications and fees where appropriate,
41 and working with businesses and residents to recognize and resolve differences over such
42 matters as parking and access, as impacted by special events.

1 I. Workforce Development. The Mayor, or his or her designee, shall be responsible for
2 enhancing employment opportunities for all residents, especially women, minorities, and
3 youth, by serving as a resource for workforce development activities and programs related
4 to the economic vitality of the City of Annapolis.

5 J. Small, Minority, and Disadvantaged Business Development. The Mayor, or his or her
6 designee, shall be responsible for facilitating the growth of new and emerging small,
7 minority, and/or disadvantaged businesses in the City of Annapolis. This facilitation shall
8 include, but shall not be limited to, coordinating access to existing federal, state, county
9 and local initiatives that support new and emerging small, minority and/or disadvantaged
10 businesses, especially with respect to initiatives that expand access to procurement
11 opportunities and/or financial, accounting, legal and marketing support.

12 K. The Mayor shall have such other duties as may be prescribed by the Charter and this
13 Code, or as may be required of the Mayor by the City Council, not inconsistent with the
14 Charter and Code.
15

16 **CHAPTER 14.18 – SPECIAL EVENTS.**

17 **14.18.010 - PURPOSE**

18 THE PURPOSE AND INTENT OF THIS CHAPTER IS TO AUTHORIZE, BUT LIMIT, SPECIAL
19 EVENTS IN THE CITY OF ANNAPOLIS, ESPECIALLY IN REGARD TO THE TYPE AND
20 FREQUENCY OF EVENTS IN THE AREA OF CITY DOCK.
21

22
23 **14.18.020 - DEFINITIONS**

- 24 A. "ATHLETIC EVENT" MEANS AN OCCASION IN WHICH A GROUP OF PERSONS
25 COLLECTIVELY ENGAGE IN A SPORT. ATHLETIC EVENTS INCLUDE BICYCLE AND
26 FOOT RACES, BIKE-A-THONS, WALK-A-THONS, AND COMPETITIVE SPORTS EVENTS
27 OF ALL KINDS EXCEPT ON-THE-WATER EVENTS WHICH DO NOT CLOSE ROADS OR
28 THE HARBOR, SUCH AS REGATTAS.
- 29 B. "APPLICANT" MEANS ANY PERSON OR ORGANIZATION WHO SEEKS A SPECIAL
30 EVENT PERMIT FROM THE CITY TO CONDUCT OR SPONSOR AN EVENT GOVERNED
31 BY THIS SECTION. AN APPLICANT MUST BE EIGHTEEN (18) YEARS OF AGE OR
32 OLDER.
- 33 C. "BLOCK PARTY" MEANS AN EVENT THAT CLOSES OFF A RESIDENTIAL STREET
34 SEGMENT OF NO MORE THAN ONE BLOCK IN LENGTH FOR NO MORE THAN EIGHT
35 (8) HOURS.
- 36 D. "CITY DOCK" MEANS, FOR THE PURPOSE OF THIS CHAPTER, ALL OF DOCK
37 STREET, SUSAN CAMPBELL PARK, KUNTA KINTE PARK, AND THE PORTION OF
38 RANDALL STREET BETWEEN MEMORIAL CIRCLE AND DOCK STREET.
- 39 E. "EVENT ORGANIZER" MEANS ANY PERSON WHO CONDUCTS, MANAGES,
40 PROMOTES, ORGANIZES OR SOLICITS ATTENDANCE AT THE EVENT FOR WHICH A
41 SPECIAL EVENT PERMIT IS REQUESTED.
- 42 F. "EXPRESSIVE ACTIVITY" MEANS CONDUCT WHOSE SOLE OR PRINCIPAL OBJECT IS
43 THE EXPRESSION, DISSEMINATION OR COMMUNICATION OF VERBAL, VISUAL,
44 LITERARY, OR AUDITORY MEANS OF OPINION, VIEWS OR IDEAS FOR WHICH NO
45 FEE OR DONATION IS CHARGED OR REQUIRED AS A CONDITION OF
46 PARTICIPATION IN OR ATTENDANCE AT SUCH ACTIVITY. FOR THE PURPOSES OF
47 THIS CHAPTER, EXPRESSIVE ACTIVITY DOES NOT INCLUDE ATHLETIC EVENTS,

1 INCLUDING MARATHONS; FUNDRAISING EVENTS; OR EVENTS WHOSE PRINCIPAL
2 PURPOSE IS ENTERTAINMENT.

- 3 G. "MAJOR SPECIAL EVENT" MEANS A SPECIAL EVENT THAT MAY INVOLVE, BUT IS
4 NOT LIMITED TO, RESTRICTED ACCESS TO CITY ROAD(S), THE CLOSING OF CITY
5 ROAD(S), THE DISPLACEMENT OF 10 OR MORE PARKING SPACES, SALES BY
6 VENDORS THAT COMPETE WITH NEARBY BUSINESSES, AMPLIFIED SOUND, OR
7 THE SERVING OF ALCOHOLIC BEVERAGES.
- 8 H. "MARCH" MEANS A PROCESSION OR WALK FOR AN ORGANIZED PURPOSE.
- 9 I. "MASS PARTICIPATION SPORTS" MEANS ATHLETIC EVENTS WHERE ATTENDEES
10 ARE PRIMARILY PARTICIPANTS IN THE SPORT (SUCH AS, MARATHONS AND
11 RUNNING EVENTS, BICYCLE RACES OR TOURS, TRIATHLONS, TOURNAMENTS).
- 12 J. "PARADE" MEANS ANY MARCH OR PROCESSION CONSISTING OF PEOPLE,
13 ANIMALS, BICYCLES, VEHICLES OR COMBINATION THEREOF, EXCEPT FUNERAL
14 PROCESSIONS, ON ANY PUBLIC STREET, SIDEWALK, ALLEY OR OTHER PUBLIC
15 RIGHT-OF-WAY, WHICH OBSTRUCTS, DELAYS, OR INTERFERES WITH THE NORMAL
16 FLOW OF PEDESTRIAN OR VEHICULAR TRAFFIC, OR DOES NOT COMPLY WITH
17 TRAFFIC LAWS OR CONTROLS.
- 18 K. "PERMIT APPLICANT" MEANS GROUP, ORGANIZATION, BUSINESS OR OTHER
19 ENTITY LISTED ON THE SPECIAL EVENT PERMIT APPLICATION AS "SPONSORING
20 ORGANIZATION." IF THE APPLICANT IS AN INDIVIDUAL, THE PERSON NAMED ON
21 THE SPECIAL EVENT PERMIT APPLICATION AS "CONTACT" SHALL INDICATE THEIR
22 STATUS AS "PRIVATE CITIZEN" AND THAT INDIVIDUAL SHALL BE THE PERMIT
23 APPLICANT.
- 24 L. "RALLY" MEANS A GATHERING WHOSE PRINCIPAL PURPOSE IS EXPRESSIVE
25 ACTIVITY, ESPECIALLY ONE INTENDED TO ADVANCE A CAUSE.
- 26 M. "SPECIAL EVENT" MEANS A GATHERING REASONABLY ESTIMATED TO INCLUDE 100
27 OR MORE INDIVIDUALS AS SPECTATORS OR PARTICIPANTS IN AN EVENT ON A
28 PUBLIC STREET OR PUBLIC PROPERTY AND INCLUDES, BUT IS NOT LIMITED TO,
29 THE FOLLOWING: ANY PARADE, MARCH, FAIR, SHOW, FESTIVAL, CARNIVAL, RALLY,
30 PARTY, FILMING OF MOVIE, VIDEO OR TELEVISION SHOW, MOTORCADE, RUN,
31 STREET DANCE, BIKE-A-THON, RACE, WALK, ATHLETIC EVENT OR OTHER
32 ATTENDED ENTERTAINMENT OR CELEBRATION THAT IS TO BE HELD IN WHOLE OR
33 IN PART UPON PUBLICLY OWNED PROPERTY AND/OR PUBLIC RIGHT-OF-WAY.
- 34 N. "SPECTATOR SPORTS" MEANS ATHLETIC EVENTS WHERE ATTENDEES ARE
35 PRIMARILY THERE TO OBSERVE THE EVENT (FOOTBALL, BASKETBALL AND
36 BASEBALL GAMES, GOLF TOURNAMENTS, OR VEHICLE OR BOAT RACES).

37
38
39 **14.18.030 – REGULATIONS**

40 IN ADMINISTERING THIS CHAPTER, THE SPECIAL EVENTS COORDINATOR MAY
41 PROPOSE REGULATIONS FOR ADOPTION, NOT INCONSISTENT WITH THIS CHAPTER,
42 SUBJECT TO CITY COUNCIL REVIEW AND APPROVAL.

43
44
45 **14.18.040 - PERMIT REQUIRED**

46 A SPECIAL EVENT PERMIT APPLICATION MUST BE OBTAINED FROM THE CITY AND A
47 PERMIT ISSUED BY THE SPECIAL EVENTS COORDINATOR IN ORDER TO HOLD A
48 SPECIAL EVENT AS DEFINED IN THIS CHAPTER UNLESS THE EVENT IS EXPRESSLY
49 EXEMPTED IN THIS CHAPTER.

50

1 WHEN SUCH A SPECIAL EVENT WILL BE AN EXERCISE OF CONSTITUTIONALLY-
2 PROTECTED RIGHTS AS SET FORTH IN THE STATE AND/OR UNITED STATES
3 CONSTITUTION, THE APPLICATION SHALL BE PROCESSED PROMPTLY, WITHOUT
4 CHARGING A FEE, AND IN A MANNER THAT RESPECTS THE LIBERTIES OF THE
5 APPLICANTS AND THE PUBLIC. DETERMINATION OF THESE RIGHTS SHALL BE MADE
6 BY THE OFFICE OF LAW.

7
8 UNDER CERTAIN CONDITIONS AND BY WEIGHING THE IMPACT OF EVENTS ON CITY
9 FACILITIES, CITY RESOURCES, RESIDENT QUALITY OF LIFE, AND NORMAL BUSINESS
10 OPERATIONS, A PROPOSED SPECIAL EVENT MAY BE SUBJECT TO ADDITIONAL
11 CONSIDERATIONS AS REASONABLE AND APPROPRIATE TO THE IMPACT OF THE
12 PROPOSED SPECIAL EVENT, INCLUDING BUT NOT LIMITED TO, PROCESSING
13 REQUIREMENTS, PERMITTING CONDITIONS, AND NOTIFICATIONS.

14
15 THE ISSUANCE OF A SPECIAL EVENT PERMIT DOES NOT RELIEVE THE APPLICANT
16 FROM THE OBLIGATION TO OBTAIN ANY OTHER APPLICABLE NECESSARY PERMIT(S)
17 OR LICENSE(S) AS REQUIRED UNDER THIS CODE.
18
19

20 **14.18.050 - PERMIT APPROVAL**

21 A. IN DECIDING TO APPROVE A PERMIT FOR A SPECIAL EVENT, THE SPECIAL EVENTS
22 COORDINATOR SHALL DETERMINE THAT:

- 23 1. THE SPECIAL EVENT WILL SERVE THE PUBLIC INTEREST OR A SIGNIFICANT
24 PART OF THE PUBLIC THROUGH CULTURAL ENRICHMENT, OR BY
25 PROMOTING ECONOMIC VITALITY, OR ENHANCING COMMUNITY IDENTITY
26 AND PRIDE.
- 27 2. THE SPECIAL EVENT WILL NOT DISRUPT REGULAR BUSINESS, DISTURB
28 LOCAL RESIDENTS, OR CURTAIL LONG-RANGE COMMUNITY ECONOMIC
29 INTERESTS.
- 30 3. THE SPECIAL EVENT WILL NOT BE DETRIMENTAL TO THE HEALTH OR
31 SAFETY OF THE COMMUNITY.
- 32 4. THE SPECIAL EVENT WILL SATISFY ANY OTHER CRITERIA PRESCRIBED BY
33 REGULATION.
34

35 B. IN DECIDING TO APPROVE A PERMIT FOR A MAJOR SPECIAL EVENT, THE SPECIAL
36 EVENTS COORDINATOR SHALL MAKE A DETERMINATION ON THE CRITERIA IN
37 SUBSECTION A. THE SPECIAL EVENTS COORDINATOR SHALL SUBMIT AN
38 APPLICATION INVOLVING ONE OR MORE STREET CLOSURES TO THE POLICE
39 DEPARTMENT FOR APPROVAL OF STREET CLOSURE(S) AND/OR SUBMIT AN
40 APPLICATION INVOLVING THE ELIMINATION OF AS LEAST 10 PARKING SPACES TO THE
41 TRANSPORTATION DEPARTMENT FOR APPROVAL OF THE ELIMINATION OF THE
42 PARKING SPACES. THE SPECIAL EVENT PERMIT MAY NOT BE APPROVED IF EITHER
43 OF THESE APPLICATIONS IS DENIED.
44

45 C. IN APPROVING A PERMIT FOR A SPECIAL EVENT OR A MAJOR SPECIAL EVENT, THE
46 SPECIAL EVENTS COORDINATOR MAY SPECIFY ADDITIONAL CONDITIONS THAT MUST
47 BE SATISFIED IN HOLDING THE EVENT.
48
49

50 **14.18.060 - PERMIT APPLICATION - INFORMATION**

1 THE SPECIAL EVENTS COORDINATOR SHALL PROVIDE AN APPLICATION FORM AND
2 INFORMATION REQUIREMENTS FOR A SPECIAL EVENT PERMIT.

3 A. THE APPLICATION AND INFORMATION REQUIREMENTS SHALL INCLUDE, BUT
4 ARE NOT LIMITED TO, THE FOLLOWING INFORMATION:

- 5 1. SPONSORING ORGANIZATION OR INDIVIDUAL, NAMING THE
6 RESPONSIBLE PARTY AND PROVIDING CONTACT INFORMATION
7 PRIOR/POST SPECIAL EVENT AND DAY OF THE PROPOSED SPECIAL
8 EVENT.
- 9 2. INCORPORATION STATUS OF THE SPONSORING ORGANIZATION
10 INCLUDING, IF APPLICABLE, THE CHARITABLE DESIGNATION OF THE
11 ORGANIZATION.
- 12 3. INTENT TO UTILIZE OR HAVE ON SITE VENDORS, TEMPORARY
13 STRUCTURES, SERVING OR SELLING OF ALCOHOLIC BEVERAGES OR
14 OTHER SUCH INFORMATION AS WILL DETERMINE IF OTHER CITY OR
15 COUNTY PERMITTING OR INSPECTIONS ARE REQUIRED.
- 16 4. THE NEED FOR ROAD OR SIDEWALK CLOSURES, RESERVED USE OF
17 CITY PARKING, DOCKING OR MOORING, OR OTHER INFORMATION THAT
18 WILL DETERMINE IF USE OF CITY SERVICES OR CITY FACILITIES ARE
19 REQUESTED OR REQUIRED.
- 20 5. A SITE LAYOUT OR STATED INTENTIONS OR PROPOSED USE OF CITY
21 FACILITIES OR RIGHT-OF-WAY.
- 22 6. TOILET FACILITIES APPROPRIATE TO INTENDED CROWD SIZE,
23 INCLUDING ADA COMPLIANCE.
- 24 7. TRASH AND RECYCLING PLANS, INCLUDING PLANS FOR COLLECTION
25 AND DISPOSAL.
- 26 8. A PARKING AND TRANSPORTATION PLAN FOR ATTENDEES AND
27 PARTICIPANTS AND SPECTATORS OF THE SPECIAL EVENT.
- 28 9. CONDITIONS WHICH MAY REQUIRE ADDITIONAL PERMITTING BY THE
29 CITY, COUNTY, STATE, OR FEDERAL GOVERNMENT.

30 B. THE SPECIAL EVENTS COORDINATOR MAY INCLUDE IN THE PERMIT
31 APPLICATION REQUESTS FOR ADDITIONAL INFORMATION DEEMED
32 NECESSARY FOR EVALUATING AN APPLICATION SO THAT THE PURPOSE AND
33 POLICIES HEREIN MAY BE ADEQUATELY ADDRESSED.

34 C. REFERENCE TO OTHER APPLICABLE CITY PERMITS THAT MAY BE REQUIRED
35 TO ENSURE PUBLIC HEALTH, SAFETY, AND WELFARE SHALL BE INCLUDED ON
36 THE SPECIAL EVENT APPLICATION.

37
38 **14.18.070 - EXEMPTIONS FROM PERMIT REQUIREMENTS**

39 RECOGNIZING THAT CERTAIN EVENTS, CERTAIN CITY FACILITIES AND CERTAIN
40 CONDITIONS MAY NOT NECESSITATE A SPECIAL EVENTS PERMIT, THE FOLLOWING
41 ARE EXEMPT FROM SPECIAL EVENT PERMIT REQUIREMENTS:

- 42 A. EVENTS HELD ON STATE-OWNED OR FEDERALLY-OWNED PROPERTY AND
43 REGULATED BY A STATE OR FEDERAL AUTHORITY OR ENTITY UNLESS IT
44 IMPACTS ACCESS TO CITY ROADS OR REQUIRES THE USE OF 10 OR MORE
45 PARKING SPACES.
- 46 B. EVENTS FOR WHICH THE SPONSOR, ORGANIZER OR OTHER PARTY HAS
47 ALREADY ENTERED INTO A LEASE, LICENSE OR USE AGREEMENT WITH THE
48 CITY TO ADDRESS THE SAME MATTERS THAT OTHERWISE WOULD BE
49 ADDRESSED IN A SPECIAL EVENT APPLICATION AND PERMIT FOR THAT EVENT.
- 50 C. FUNERAL PROCESSIONS.
- 51 D. LAWFUL PICKETING IN THE PUBLIC RIGHT OF WAY.

- 1 E. EVENTS TAKING PLACE WHOLLY ON PRIVATE PROPERTY.
- 2 F. GROUPS REQUIRED BY LAW TO BE SO ASSEMBLED.
- 3 G. EVENTS HELD IN CITY PARKS ADMINISTERED BY THE ANNAPOLIS
- 4 DEPARTMENT OF RECREATION AND PARKS, WITH THE EXCEPTION OF 1)
- 5 SUSAN CAMPBELL PARK; AND 2) WHITMORE PARK.
- 6 H. CITY-SPONSORED PATRIOTIC OR CELEBRATORY EVENTS INCLUDING THE 4TH
- 7 OF JULY FIREWORKS, THE LABOR DAY PARADE, VETERANS DAY
- 8 CELEBRATIONS, THE KUNTA KINTE FESTIVAL, CITY CHRISTMAS TREE
- 9 LIGHTING, AND NEW YEAR'S EVE CELEBRATION.
- 10 I. ATHLETIC EVENTS TAKING PLACE ENTIRELY AT THE NAVY-MARINE CORPS
- 11 STADIUM.
- 12 J. MARCHES OF UNITED STATE NAVAL ACADEMY MIDSHIPMEN.
- 13 K. ANNAPOLIS HIGH SCHOOL HOMECOMING PARADE.
- 14
- 15

16 **14.18.080 - PERMIT FEE**

- 17 A. RECOGNIZING THAT THE CONSTRUCTION, MAINTENANCE AND UPGRADING OF
- 18 PUBLIC SPACE IS A COST TO THE CITY AND THAT SPECIAL EVENT USE OF
- 19 PUBLIC SPACE INCREASES MAINTENANCE AND UPGRADING, THE CITY
- 20 MANAGER, OR HIS OR HER DESIGNEE, SHALL CALCULATE A FEE SCHEDULE
- 21 FOR RECOVERING THE COST FOR USING PUBLIC SPACE SUCH AS CITY DOCK
- 22 AND OTHER PUBLIC FACILITIES OWNED BY THE CITY THAT MAY BE A SPECIAL
- 23 EVENT SITE FOR WHICH A SPECIAL EVENT APPLICATION COULD BE
- 24 SUBMITTED. SPECIAL EVENT PERMIT FEES SHALL BE SET BY RESOLUTION OF
- 25 THE CITY COUNCIL.
- 26 B. PERMIT FEES CHARGED FOR THE ISSUANCE OF A SPECIAL EVENT PERMIT
- 27 SHALL BE IN ADDITION TO REIMBURSEMENT OF COSTS INCURRED BY THE CITY
- 28 FOR THE SPECIAL EVENT.
- 29 C. PERMIT FEES SHALL BE DUE AND PAYABLE UPON RECEIPT OF THE SPECIAL
- 30 EVENT PERMIT.
- 31 D. PERMIT FEES ARE NON-REFUNDABLE.
- 32
- 33

34 **14.18.090 - EXEMPTIONS FROM PERMIT FEE**

- 35 A. NO PERMIT FEE SHALL BE IMPOSED WHEN DOING SO IS PROHIBITED BY
- 36 FEDERAL OR STATE LAW.
- 37 B. POLITICAL OR RELIGIOUS ACTIVITY INTENDED PRIMARILY FOR THE
- 38 COMMUNICATION OR EXPRESSION OF IDEAS SHALL BE PRESUMED TO BE A
- 39 CONSTITUTIONALLY-PROTECTED EVENT AND NO PERMIT FEE SHALL BE
- 40 IMPOSED.
- 41 C. FACTORS THAT SHALL BE CONSIDERED WHEN EVALUATING WHETHER A
- 42 PERMIT FEE APPLIES, OR WHETHER THE COST TO THE CITY SHALL REQUIRE
- 43 REIMBURSEMENT TO THE CITY, SHALL INCLUDE, BUT IS NOT LIMITED TO: THE
- 44 NATURE OF THE EVENT; THE EXTENT OF COMMERCIAL ACTIVITY, SUCH AS
- 45 SALES OF FOOD, GOODS OR SERVICES; PRODUCT ADVERTISING OR
- 46 PROMOTION OR OTHER BUSINESS PARTICIPATION IN THE EVENT.
- 47
- 48

1 **14.18.100 - DENIAL OF PERMIT**

2 DENIAL OF A SPECIAL EVENT APPLICATION SHALL BE MADE BY THE SPECIAL EVENTS
3 COORDINATOR INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING CONSIDERATIONS.

- 4 A. SERIOUS ENDANGERMENT OF PUBLIC HEALTH, SAFETY, AND WELFARE.
5 B. CONFLICT WITH ANOTHER PROXIMATE EVENT OR INTERFERENCE WITH
6 CONSTRUCTION OR MAINTENANCE WORK IN THE IMMEDIATE VICINITY.
7 C. INSUFFICIENT SAFETY PERSONNEL OR OTHER NECESSARY CITY STAFF TO
8 ACCOMMODATE THE EVENT.
9 D. FAILURE TO COMPLETE THE APPLICATION FORM AFTER BEING NOTIFIED OF
10 ADDITIONAL INFORMATION OR DOCUMENTS REQUIRED.
11 E. INFORMATION CONTAINED IN THE APPLICATION OR SUPPLEMENTAL
12 INFORMATION REQUESTED FROM THE APPLICANT IS FOUND TO BE FALSE OR
13 MISLEADING IN ANY MATERIAL DETAIL.
14 F. APPLICANT CANNOT MEET OR IS UNWILLING TO MEET ALL REQUIREMENTS OF
15 THIS CHAPTER OR ANY OTHER CONDITIONS IMPOSED BY THE SPECIAL EVENT
16 COORDINATOR AS AUTHORIZED IN THIS CHAPTER.
17 G. PREVIOUS FAILURE TO PAY CITY INVOICE FOR REIMBURSEMENT OF CITY
18 COSTS.
19 H. OTHER ISSUES IDENTIFIED TO BE IN THE PUBLIC INTEREST, INCLUDING, BUT
20 NOT LIMITED TO, THE CUMULATIVE IMPACT OF EVENTS IN THE REQUESTED
21 EVENT LOCATION.

22
23
24 **14.18.110 - REVOCATION OR SUSPENSION OF PERMIT**

25 A SPECIAL EVENTS PERMIT ISSUED UNDER THIS CHAPTER SHALL BE TEMPORARY,
26 VEST NO PERMANENT RIGHTS IN THE APPLICANT, AND MAY BE IMMEDIATELY
27 REVOKED OR SUSPENDED BY THE CITY IF ANY OF THE FOLLOWING CONDITIONS ARE
28 FOUND TO EXIST:

- 29 A. THE APPLICANT HAS MADE A MISSTATEMENT OF MATERIAL FACT, FAILED TO
30 FULFILL A TERM OR CONDITION OF THE PERMIT IN A TIMELY MANNER, FAILED
31 TO PAY REQUIRED FEES, OR THE CHECK SUBMITTED BY APPLICANT IN
32 PAYMENT OF THE PERMIT FEE HAS BEEN DISHONORED.
33 B. THE APPLICANT REQUESTS THE CANCELLATION OF THE PERMIT OR CANCELS
34 THE PERMITTED EVENT.
35 C. ACTIVITY UNDERTAKEN BY THE APPLICANT OR THOSE ACTING ON BEHALF OF
36 THE APPLICANT IN THE SETUP OF THE EVENT OR DURING THE EVENT
37 ENDANGERS OR THREATENS PERSONS OR PROPERTY, OR OTHERWISE
38 JEOPARDIZES THE HEALTH, SAFETY OR WELFARE OF PERSONS OR
39 PROPERTY.
40 D. THE ACTIVITY CONDUCTED IS IN VIOLATION OF ANY OF THE TERMS OR
41 CONDITIONS OR SCOPE OF THE SPECIAL EVENTS PERMIT.
42 E. AN EMERGENCY OCCURRENCE REQUIRES THE CANCELLATION OR
43 TERMINATION OF THE EVENT IN ORDER TO PROTECT THE PUBLIC HEALTH,
44 SAFETY AND WELFARE.
45 F. OTHER EVENTS DEEMED TO ADVERSELY IMPACT PUBLIC HEALTH, SAFETY,
46 AND WELFARE.

47
48
49 **14.18.120 - NOTIFICATION OF SPECIAL EVENTS**

50 THE SPECIAL EVENT COORDINATOR SHALL BE RESPONSIBLE FOR PROVIDING
51 REASONABLE NOTIFICATION OF SPECIAL EVENT APPLICATIONS, SPECIAL EVENT

1 PERMITS ISSUED, LEASES AND AGREEMENTS AND OTHER DECISIONS MADE BY THE
2 SPECIAL EVENTS COORDINATOR OR THE CITY COUNCIL REGARDING SPECIAL
3 EVENTS. THE SPECIAL EVENTS COORDINATOR SHALL DEVELOP, MAINTAIN, AND
4 PUBLISH A TIMELINE FOR REASONABLE NOTIFICATION.
5
6

7 **14.18.130 - INDEMNIFICATION**

8 THE PERMIT APPLICANT SHALL INDEMNIFY AND HOLD THE CITY AND ITS MAYOR,
9 ALDERMEN AND ALDERWOMEN, DEPARTMENT DIRECTORS AND OTHER EMPLOYEES
10 AND AGENTS HARMLESS FROM LIABILITY FOR ALL INJURIES AND DAMAGES TO
11 PERSONS AND PROPERTY THAT ARISE FROM THE PERMIT APPLICANT'S USE OF CITY
12 PROPERTY PURSUANT TO ISSUANCE OF A PERMIT AND THE PLANNING AND
13 OPERATION OF THE SPECIAL EVENT, AND FOR ANY ATTORNEY FEES AND COSTS
14 INCURRED IN ADDRESSING AND DEFENDING CLAIMS, COMPLAINTS AND LAWSUITS
15 THAT SEEK TO IMPOSE LIABILITY ON THE CITY OR ITS MAYOR, ALDERMEN AND
16 ALDERWOMEN, DEPARTMENT DIRECTORS AND OTHER EMPLOYEES AND AGENTS.
17
18

19 **14.18.140 - INSURANCE REQUIRED**

20 AN INSURANCE POLICY OR RIDER IS REQUIRED ESTABLISHING THE EVENT AS
21 INSURED, IN AMOUNTS ACCEPTABLE TO THE CITY, AGAINST LIABILITY FOR INJURIES
22 AND DAMAGES TO PERSONS AND PROPERTY ARISING FROM ACTS OR OMISSIONS OF
23 THE PERMIT APPLICANT AND ITS AGENTS, EMPLOYEES AND CONTRACTORS THAT
24 OCCUR IN THE PLANNING AND OPERATION OF THE SPECIAL EVENT. THE CITY AND
25 ITS MAYOR, COUNCIL MEMBERS, DEPARTMENT DIRECTORS AND OTHER EMPLOYEES
26 AND AGENTS SHALL BE NAMED AS ADDITIONAL INSURED UNDER THE POLICY OR
27 RIDER.
28
29

30 **14.18.150 - WAIVER OF INSURANCE REQUIRED**

31 A. EXCEPT FOR SPECIAL EVENTS WHERE THE SALE OF ALCOHOLIC BEVERAGES IS
32 AUTHORIZED OR WHERE TRAFFIC CONTROL PERMITS ARE ISSUED, THE SPECIAL
33 EVENTS COORDINATOR MAY WAIVE THE INSURANCE REQUIREMENTS OF SECTION
34 14.18.140. IN MAKING THE DETERMINATION OF WHETHER TO WAIVE INSURANCE,
35 THE FOLLOWING SHALL BE CONSIDERED.

- 36 1. THE EVENT IS A BLOCK PARTY ORGANIZED BY A RESIDENT REQUESTING
37 PERMISSION FROM THE CITY FOR THE EVENT TO BE HELD ON THE STREET;
- 38 2. THE EVENT IS A FIRST AMENDMENT EVENT ORGANIZED BY AN INDIVIDUAL
39 CITIZEN ON BEHALF OF OTHER INDIVIDUAL CITIZENS AND NOT AN
40 ORGANIZATION, GROUP, CORPORATION OR OTHER ENTITY REGISTERED WITH
41 THE STATE OF MARYLAND;
- 42 3. WHETHER IT IS OBJECTIVELY IMPOSSIBLE TO OBTAIN INSURANCE COVERAGE;
43 OR,
- 44 4. WHETHER THE SPECIAL EVENT WILL INVOLVE THE USE OF EQUIPMENT
45 (OTHER THAN SOUND EQUIPMENT), VEHICLES, ANIMALS, FIREWORKS,
46 PYROTECHNICS OR OTHER EQUIPMENT DEEMED TO POSE A POTENTIAL
47 HAZARD TO PUBLIC OR PRIVATE PROPERTY; OR

48 B. TO CLAIM THAT IT IS OBJECTIVELY IMPOSSIBLE TO OBTAIN INSURANCE
49 COVERAGE, THE APPLICANT SHALL SUBMIT A STATEMENT FROM AT LEAST TWO
50 INDEPENDENT LICENSED INSURANCE BROKERS DEMONSTRATING THAT THE
51 INSURANCE IS UNAVAILABLE IN THE MARKET PLACE.

1 C. IF INSURANCE IS WAIVED, THE CITY SHALL REQUIRE THE ORGANIZER OF A
2 SPECIAL EVENT TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE CITY FROM
3 ANY CLAIM OR LIABILITY ARISING FROM THE SPECIAL EVENT.
4

5
6 **14.18.160 - SPECIAL EVENT—MAJOR SPECIAL EVENTS AT CITY DOCK**

7 CITY DOCK IS HISTORICALLY SIGNIFICANT AND HAS BEEN DEVELOPED AS A
8 COMMERCIAL CENTER AND CIVIC GATHERING PLACE FOR ALL RESIDENTS OF THE
9 CITY. SINCE CITY DOCK HAS UNIQUE LOGISTIC AND OPERATIONAL CONSTRAINTS,
10 CERTAIN PERMITTING CONDITIONS AND PROCESSES SHALL APPLY TO MAJOR
11 SPECIAL EVENTS AT CITY DOCK. AS SUCH, THE FOLLOWING CONDITIONS SHALL
12 APPLY.

13 A. CITY-SPONSORED OR CO-SPONSORED EVENTS SHALL HAVE PRIORITY IN
14 PERMITTING OF MAJOR EVENTS AT CITY DOCK.

15 B. MAJOR SPECIAL EVENTS AT CITY DOCK ARE SUBJECT TO THE FOLLOWING
16 LIMITATIONS:

17 1. EXCEPT FOR SEPTEMBER AND OCTOBER WHEN THERE MAY BE TWO
18 MAJOR SPECIAL EVENTS, THERE MAY BE ONLY ONE MAJOR SPECIAL
19 EVENT AT CITY DOCK PER CALENDAR MONTH. A MAJOR SPECIAL
20 EVENT INCLUDES CITY-SPONSORED AND CITY-ENDORSED EVENTS
21 THAT ARE NOT SUBJECT TO THE PERMIT REQUIREMENT IN THIS
22 CHAPTER AS WELL AS A MAJOR SPECIAL EVENT THAT IS THE SUBJECT
23 OF A LEASE APPROVED BY THE CITY COUNCIL.

24 2. EXCEPT IN SEPTEMBER AND OCTOBER, MAJOR SPECIAL EVENTS AT
25 CITY DOCK MAY NOT BE HELD ON SUCCESSIVE WEEKENDS.

26 3. WHEN MORE THAN ONE APPLICATION SEEKS THE USE OF CITY DOCK
27 ON THE SAME DATE, EVALUATION OF SPECIAL EVENT PERMIT
28 APPLICATION SHALL BE MADE IN CONSIDERATION OF WHETHER THE
29 SPECIAL EVENT IS:

30 I. SPONSORED BY A LOCAL CHARITABLE ORGANIZATION THAT HAS
31 VERIFIABLE PROOF OF CHARITABLE STATUS FROM THE MARYLAND
32 SECRETARY OF STATE AND/OR RECEIVED A DETERMINATION OF
33 FEDERAL TAX-EXEMPT STATUS PURSUANT TO 501 (C) OF THE
34 INTERNAL REVENUE CODE.

35 II. OPEN TO THE PUBLIC AND DOES NOT CHARGE AN ADMISSION FEE.

36 III. INTENDED TO ATTRACT CITY RESIDENTS AND RESIDENTS OF THE
37 SURROUNDING REGION.

38 IV. LEAST LIKELY TO DISRUPT RESIDENTS AND BUSINESSES IN THE
39 AREA OF THE EVENT.

40 V. REFLECTS THE HISTORY, HERITAGE, CULTURE AND DIVERSITY OF
41 THE CITY.

42 C. THE SPECIAL EVENTS COORDINATOR SHALL BE IN ATTENDANCE AT ALL
43 MAJOR SPECIAL EVENTS AT CITY DOCK AND READILY ACCESSIBLE TO EVENT
44 SPONSORS AND RELEVANT CITY PERSONNEL DURING MAJOR SPECIAL
45 EVENTS AT CITY DOCK.

46 D. THERE MAY BE A MAXIMUM OF FOUR MASS PARTICIPATION SPORTS PER YEAR
47 REQUIRING RESTRICTED ACCESS TO CITY ROADS OR THE CLOSING OF CITY
48 ROADS BUT NOT OTHERWISE INCLUDING USE OF CITY DOCK. SUCH EVENTS
49 ARE SUBJECT TO THE PERMIT REQUIREMENT IN THIS CHAPTER AND ALL
50 STREETS MUST BE OPEN BY 9 A.M. OF THE DAY OF THE EVENT.

1 E. HARBOR CLOSURES WHICH PRECLUDE NAVIGATION IN AND THROUGH
2 ANNAPOLIS HARBOR AND SPA CREEK ARE NOT PERMITTED FOR SPECIAL
3 EVENTS BETWEEN THE START OF MEMORIAL DAY WEEKEND AND OCTOBER
4 31ST.

5
6
7 **SECTION II: AND BE IT FURTHER ESTABLISHED AND ORDAINED BY THE**
8 **ANNAPOLIS CITY COUNCIL** that this Ordinance shall take effect from the date of its passage.

9
10 **ADOPTED** this _____ day of _____, _____.

11
12
ATTEST:

THE ANNAPOLIS CITY COUNCIL

BY

Regina C. Watkins-Eldridge, MMC, City Clerk

Joshua J. Cohen, Mayor

13
14
15 **EXPLANATION**

16 CAPITAL LETTERS indicate matter added to existing law.

17 [brackets] indicate matter stricken from existing law.

18 Underlining indicates amendments.
19

Policy Report

O-4-13

Establishing Chapter 14.18 of the City Code on Special Events

The proposed ordinance would establish Chapter 14.18 of the City Code regarding the process for authorizing special events within the City of Annapolis; require a permit and permit fee for special events; provide parameters for approving a special event permit; authorize exemptions for a special event permit and permit fee; and establish conditions for special events at City Dock.

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

**HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
RECOMMENDATION FOR ACTION**

April 3, 2013

The Housing and Community Development Committee hereby submits to the City Council the following matter for the action indicated:

Allocation of FY 2014 Community Development Block Grant
funding for Capital and Public Service Projects

The estimated total amount available to fund the City's Community Development Block Grant projects for FY 2014 is \$201,600. Proposals for capital and community service projects were presented to the Housing and Community Development Committee at a public hearing on February 4, 2013 (proposals are summarized in the attached). At its regular meeting of the Committee on April 1, 2013, the **Committee voted to recommend the allocation of funds as shown on the attached worksheet.**

RECOMMENDATION: Approve the Housing and Community Development Committee's allocations of CDBG funds to capital and service projects as voted on April 1, 2013.

CITY OF ANNAPOLIS
DEPARTMENT OF PLANNING AND ZONING

Community Development Division
CDBG APPLICATIONS FY 2014

April 2, 2013

	Estimated Allocation	\$201,600
15%	Available for Public Services	\$30,240
85%	Available for Capital Projects	\$171,360

ORGANIZATION	DESCRIPTION	FY 2014 REQUESTED	FY2014 RECOMMENDED
PUBLIC SERVICE PROJECTS			
AA Co Community Action Agency	Housing Counseling	\$10,000	\$3,655
AA Co Community Action Agency	Annapolis Youth Services Bureau	\$10,000	\$0
Center of Help/	Referral and Information	\$20,000	\$6,000
Light House Shelter	Case Management	\$10,000	\$3,660
OHLA	Referral and Information	\$5,000	\$1,000
OIC	Job Preparation Training	\$20,000	\$5,255
Restoration Community Dev. Corp.	Reconnecting Youth	\$20,000	\$5,670
Volunteer Center	Mentoring Coordination	\$15,000	\$5,000
	Subtotal	\$110,000	\$30,240
CAPITAL PROJECTS			
ARC	Facility Rehab	\$51,651	\$22,935
Arundel Lodge	Facility Rehab	\$28,785	\$16,065
Housing Rehabilitation	Owner Occupied Rehab.	\$200,000	\$126,360
Newtowne CDC	Microbusiness	\$17,800	\$6,000
	Subtotal	\$298,236	\$171,360
ADMINISTRATION		\$0	\$0
	GRAND TOTAL	\$408,236	\$201,600